Setup Guide

Sales Commission Import – Accrued Commissions

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ARKONA Setup Guide

Use this Setup Guide to learn how to prepare your Payroll and Business Office applications to import sales commissions into payroll when the dealership expenses commissions at the time the car deal is capped.

1. Add salesperson payroll employee number to salesperson record.

a. Take option **50=Application Environment** from the Business Office menu and take option **1=Select** by Salespersons.

b. Take option **2=Change** by the salesperson record and [TAB] to the Employee No. field.

c. Key in the salesperson's payroll employee number and hit [FIELD EXIT].

d. Press [ENTER] twice to save.

e. Repeat steps 1b – 1d for each salesperson.

2. Employee A/R numbers must be the same as their vendor numbers.

a. Take option **40=Employees** from the Payroll and Personnel Management menu and position to the employee name.

b. Take option **2=Change** by the employee name to display the Payroll Mater – Employee Demographics screen.

c. Check the value in the A/R Customer # field; it should be the same as their vendor number.

- The A/R Customer # field will only have a value if the employee A/R number is different than their payroll number.
- If there is no value, make sure that the employee payroll number is the same as the employee vendor number.
- The best thing to do is to make sure that employee payroll number, the employee vendor number, and the employee A/R number are all the same. There are a couple ways to go about this:
    1. You can add a vendor/customer record without a system-generated number and make it match the payroll number.
    2. You can change an employee number in payroll using function **10=Change Employee #** from the Employee Master screen.
    3. You can merge vendors/customers in the General Ledger using function **F14=Delete** on the Charge Customer screen.

3. Change the distribution code setup to expense salary to accrued commissions.

a. Take option **50=Application Environment** from the Payroll and Personnel Management menu and take option **1=Select** by Payroll Distribution Codes.

b. Take option **2=Gross Exp** by the salesperson's distribution and press [ENTER] code to display the payroll salary expense accounts.

c. Key in the accrued commissions account on the Salary Expense line and press [ENTER].

- Be sure to change the salary expense account for every percentage if the distribution code is split between multiple accounts.

d. Repeat steps 2b – 2c for each distribution code assigned to a salesperson.

4. Set up a commission payable vendor type.

a. Take option **50=Application Environment** from the General Ledger menu and take option **1=Select** by Vendor Types.

b. Use function **F6=Add** to add a new vendor type.

c. Key in a description for the vendor type, for example, "Accrued Commissions" or "Commissions Payable".

d. Key in the liability account for accrued commissions in the A/P Account Number field.

e. Key in a discount account number.

- This account does not apply to this situation but is required.

f. Press [ENTER] to save.

5. Assign vendor type to each employee's vendor profile.

a. Take option **42=Vendors** from the General Ledger menu and position to the employee name.

b. Take option **2=Change** by the employee in the vendor list and position to the Vendor Type* field.

c. Hit F4 and take option **1=Select** by the commission payable vendor type and press [ENTER] twice to save.

d. Repeat steps 4b – 4c for each salesperson's vendor profile.

- Each salesperson must be set up as a vendor.