

Correcting Paid Commission \$ Already in MTD or EOM

File these instructions in the MACS Software User's Manual

Requirements

Operating System: Any
MACS Version: 5.0 or higher

Situation

When commission sessions are added to the Month-to-Date or End-of-Month, the session may no longer be changed. An example of incorrectly posted commissions would be a wrong Commission Received date. Adding paid invoices will offset the wrong information in the MTD/EOM file. Two separate sessions will be added to correct the information. The first session will offset or reverse the incorrect postings. The second session will replace or correct the errors.

The following steps also apply if a duplicate commission is posting and the user needs to "back it out."

Solution

First Session – Reversing Commissions

1. Access COMMISSION/UPDATE [CO\8.5] and select **S** to start a new commission session. A description is optional. The CONTROL TOTAL will be a negative of the incorrect statement.
2. At the MFG and INVOICE DATE prompts, enter the Mfg code and today's date as the invoice date range because you are not actually selecting open invoices to be paid.
3. When the cursor is at the OPTION prompt, select **(6)ADD INVOICE**. The cursor will go directly to the date field. The date you will enter is the date you want to apply to the unposting.

Example: The incorrect session had a commission received date on 10/23/12 and a post month of 10/12. You must reverse the incorrect commission using the same date it was entered and the month to which you posted. Therefore, to reverse the incorrect commission, you would type 10/23/12 and 10/12.

4. The cursor will return to the OPTION prompt again. Select **1** and begin typing the Mfg and customer information.
5. When the cursor is at the INVOICE # field:
 - A. If you want to bypass the sales/invoice adjustment amount and keep all the entries in Commission Paid only, type **@** and then the invoice number (see MEMO #216).

- B. If you need to change the sales/invoice adjustment along with the commission paid, type the invoice number as is.
- 6. Each invoice in this session will be a negative equal to each paid invoice you are reversing. Complete the session.
- 7. Print an audit from LIST SESSION COMMISSIONS [CO\8.6] and review for correctness. Keep this report for at least one year per you companies standard retention policies.

Second Session – Correcting Commissions (If needed)

- 1. The entries for this session will be the positive replacement values.
- 2. When the cursor is at the OPTION prompt, select (6)ADD INVOICE .
- 3. When the cursor prompts for COMMISSION PAID DATE, type the commission received date for the adjustment being made.
- 4. If you want to bypass the sales/invoice adjustment, use the @ as the first character of each invoice #.
- 5. Complete the session and print an audit LIST SESSION COMMISSIONS [CO\8.6].
- 6. Review and compare to the first session audit. Keep both repports for at least one year per you companies standard retention policies.
- 7. When you are satisfied with the two offsetting sessions, add them to MONTH-TO-DATE.
- 8. To get them to the end month file, you need to run MID MONTH RE-CLOSE [IN\7.14] or END OF MONTH UPDATE [IN\7.13].



Could you restore from a back-up today if you had to?