

Locating Invoices During Commission Reconciliation

File these instructions in the MACS Software User's Manual

Requirements

Operating System: An
MACS Version: 4.10 or higher

Situation

Locating Invoices during Commission Reconciliation

Solution

To locate invoices during commission reconciliation:

1. Verify the invoices were copied from the Order Tracking menu and then added to MTD:
Review Invoice History [CO\7.15], to see if the invoice was entered.
2. Do the invoices appear if running a transaction list [OT\6.9], selecting "no test" for option 3 and "shipments" in option 4?
3. Are the invoices for this mfg in a open commission session [CO\8.5]?
4. Are you sure your date range is large enough in your selection to post?
5. Paid invoices cannot be referred to. Run [CO\8.10.2] to view last month's postings.
6. If either the following occurred, the invoices may need to be re-keyed:
 - a. Have you had any file problems where you had to run a file check and remove records?
 - b. Has the system ever locked or rebooted during a copy?

Please call if you still cannot locate the invoices.