

Booked Order Totals Don't Match, Why?

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Matching the Monthly Booked Orders report to the Booked/Billed Commission Comparison report and the Salespersons Master.

1. The monthly booked orders report is a tracking report of all orders entered and shows printed, unprinted, hold and incomplete orders.
2. The book/billed commission comparison report is only updated after orders are printed.
3. The salesperson master is updated at the time of printing the update commission journal and only for printed orders.

For the 3 reports to match all orders need to be printed. The update commission journal needs to be run and if you receive the message that not all journals, orders and order for billing have been printed then you need to stop and print everything.

The monthly booked orders report and the booked/billed commission comparison reports should now match. If the salesperson master still doesn't show the same number then review your month end procedures.

Month end "rules" are that no Next Month work gets entered before month end is done. If order entry has been done for the next month, before you are finished closing the previous month then the booked figures will update to the salesperson master and be cleared with the previous month's figures.

The outside column on the booked/billed/comparison commission report is ""Earned comm.". This field is updated by running the commission journal. When A salesperson is Paid on Paid, this column updates if the Customer has

paid the bill since the last time the journal was updated. If a salesperson is Paid on Billed, it updates when the invoice has been generated and the journal is updated.