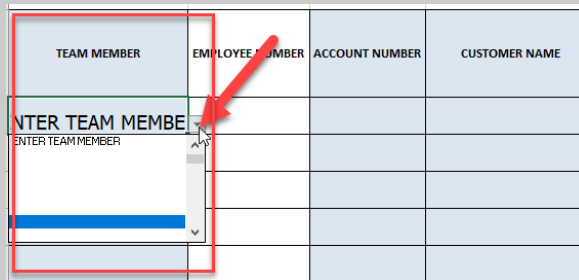


10th Payroll Only!

ALLOWANCING THE PRODUCTION FOR TECHNICIAN ERROR

1. Place cursor in Team Member field cell and click mouse in the cell. An arrow will appear. Click on down arrow to select the team member who is to be allowed.

TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME
ENTER TEAM MEMBER ENTER TEAM MEMBER			



2. Record account number & customer name

TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	PRODUCTION TYPE	PRODUCTION ALLOWANCE ENTER NEGATIVE	PRODUCTION COMMISSION %	PRODUCTION CHARGE
							\$
							\$

10th Payroll Only!

PRODUCTION ALLOWANCE

1. Place cursor and click mouse in the Sale Type cell. An arrow will appear. Select correct type of allowance for production.

- For production allowance, enter negative number (Example= -500.00)
- For production commission %, enter as positive commission % (Example=15)
- Reason selection field, make note as to why the allowance is to take place

CUSTOMER NAME	SALE TYPE	DATE SOLD	DATE COMPLETED	DATE PAID	INCREASE SALE (ENTER +)	DECREASE SALE (ENTER -)	COMMISSION %	COMMISSION \$	ACCT CODE	REASON(NO SALES PERSON, WRONG VALUE , ETC)
	PEST							\$ -		
	TERMITE							\$ -		
	BAIT							\$ -		
	LAWN							\$ -		
	IRRIGATION							\$ -		
	AERATION							\$ -		
	PRETREAT							\$ -		
	TERMITE REI							\$ -		