

10th Payroll Only!

- The purpose of the Production Corrections Splits is for missing production, coupons, or to split production between 2 or more technicians.

COLUMN RULES: ENTER DATA FOR ALL BLUE COLUMNS

Team Member	Click and select the team member from the drop-down menu.
Account Number & Customer Name	Enter both.
Date Completed	Example: 12/31/YEAR
Production Type	Click and select from the drop-down menu.
Increase Production Amount (Enter +)	If adding to a Team Member, enter as positive. Example: 500.00
Decrease Production Amount (Enter -)	If decreasing a Team Member, enter as negative. Example: -500.00
Commission %	Enter as positive commission %. Example: 15
Reason	Make note as to why the sale is to be corrected. Example: Split production value

PRINT THIS FORM ONCE COMPLETED FOR GENERAL MANAGER APPROVAL

TEAM MEMBER	EMPLOYEE NUMBER	ACCOUNT NUMBER	CUSTOMER NAME	SALE TYPE	DATE SOLD	DATE COMPLETED	DATE PAID	INCREASE SALE (ENTER +)	DECREASE SALE (ENTER -)	COMMISSION %	COMMISSION \$	ACCT CODE	REASONING SALES PERSON, WRONG VALUE, ETC)
Example Team Member 4	123456	379532	Massey Services	LAWN	01/15/2011	01/20/2011	01/15/2011	\$ 500.00	\$ -	15	75.00	22	Didn't apply salesperson to account
Example Team Member 1	123456	587982	Massey Services	PEST	01/05/2011	01/08/2011	01/05/2011	\$ 500.00		5	25.00	21	Lead person not applied to account
Example Team Member 2	123457	587982	Massey Services	PEST	01/05/2011	01/08/2011	01/05/2011		\$ (500.00)	5	(25.00)	21	Lead on sale reduce by \$
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PRODUCTION CORRECTION SPLITS