10th Payroll Only!

- The purpose of the Sales Correction tab is to adjust a sale value and commission.

Examples:

- Sales Inspector is overpaid for a sale due to not filling out agreement correctly.
- Technician is not given 5% lead commission.
- Sales Inspector needs to be deducted 5% for a lead commission.

COLUMN RULES: ENTER DATA FOR ALL BLUE COLUMNS

Team Member	Select the team member from the drop down.
Account Number & Customer Name	Enter both.
Sale Type	Select from the drop down.
Date Sold	Example: 12/31/YEAR
Date Paid	Example: 12/31/YEAR
Increase Sale Amount (Enter +)	If adding for a lead, enter the total sale amount as positive and only reflect 5% in the commission % field. Example: 500.00
Decrease Sale Amount (Enter -)	If reducing for a lead, enter the total sale amount as negative and only reflect 5% in the commission % field. Example: -100.00
Commission %	Enter as positive commission %. Example: 15
Reason	Make note as to why the sale is to be corrected. Example: Lead person not applied to account.

<u>PRINT THIS FORM ONCE COMPLETED FOR GENERAL MANAGER APPROVAL</u>

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	REASON(NO SALES PERSON, WRONG VALUE , ETC)
Example, Team Member 4	123459	8798522	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

SALES CORRECTION