



Run Commission Disbursement Report

Description

Use this task to run the *Commission Disbursement* report. This report displays the retail and wholesale sales and commissions.

Trigger

Perform this task when there is a need to view current or historic agency's retail and wholesale commissions.

Prerequisites

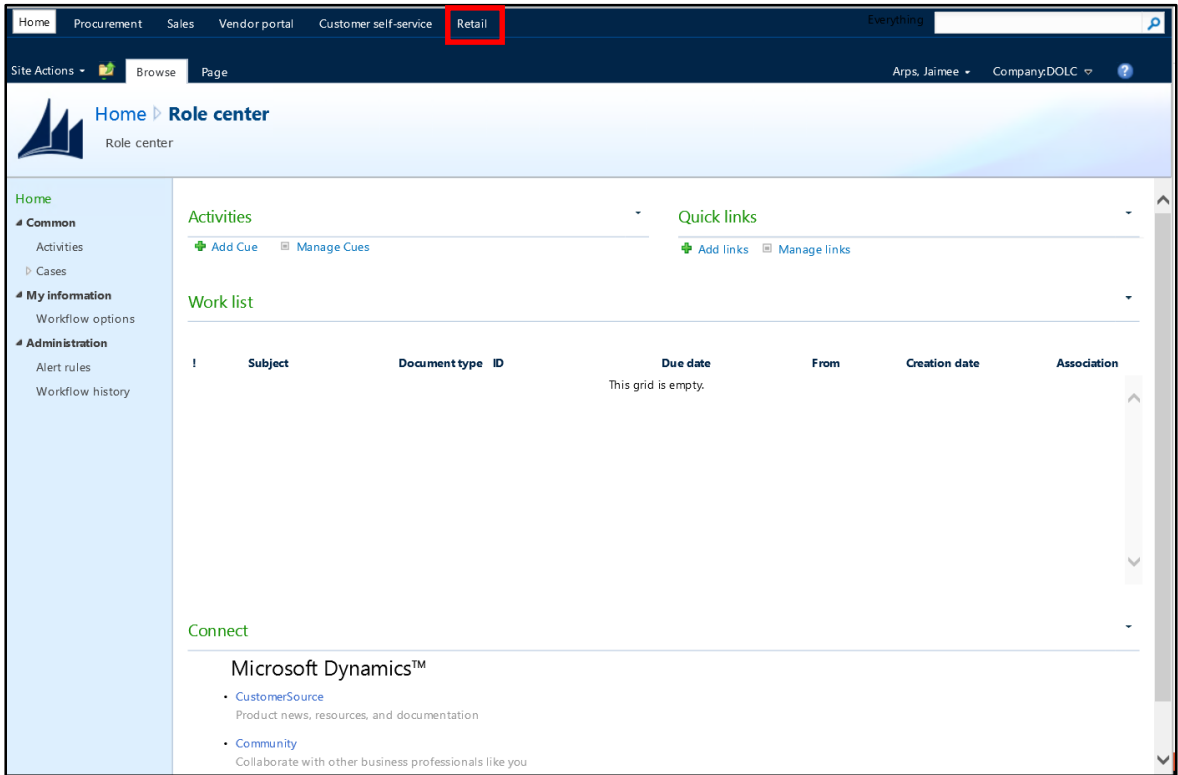
Liquor sales have been recorded in the system.

Helpful Hints

- Sales periods for commissions
 - 1st- 15th
 - 16th- end of month
- Payments are 19-21 days after period ends
- At year end, you can run this report for the yearly figures
- Commission is not earned on taxes

Procedure

1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.



3. Scroll down as needed and click **Commission Disbursement** in the **Retail** panel to display the search parameters to run the *Commission Disbursement* report.

The screenshot shows a web application interface for a retail system. The top navigation bar includes links for Home, Procurement, Sales, Vendor portal, Customer self-service, and Retail. The 'Retail' panel is active, displaying a sidebar with various reports and a main content area. The sidebar lists several reports under 'Common' and 'Reports' categories. The 'Commission Disbursement' report is highlighted with a red box. The main content area shows 'Store information' for store 12345, 'Opening hours' from 12:00:00 AM to 12:00:00 AM, and 'Stock counts' with a filter input and a reference number dropdown. Below this is a table with columns for 'Reference number' and 'Description', which is currently empty.

Home Procurement Sales Vendor portal Customer self-service Retail Everything Go to Top Link Bar

Site Actions Browse Page Store: Arps, Jaimee Company: DOLC

Home Retail

Retail

- Common
 - Retail product list
 - Price adjustments and discounts
 - Stock counts
 - Receiving
 - Picking
 - POS import
 - Transfer orders
- Reports
 - Sales by hour
 - Sales by worker
 - Sales comparison by year
 - Sales by store report
 - Print item shelf tags
 - Pending wholesale orders
 - Commission Disbursement**
 - Wholesale orders
 - Inventory Audit Report
 - Price file report
 - Transfer overview
 - Agency Inventory Adjustment Report

Store information

Address: 30 Broad Street Columbus, OH 43516 Store number: 12345 Name: Sami's Spirits

Opening hours




From: 12:00:00 AM To: 12:00:00 AM

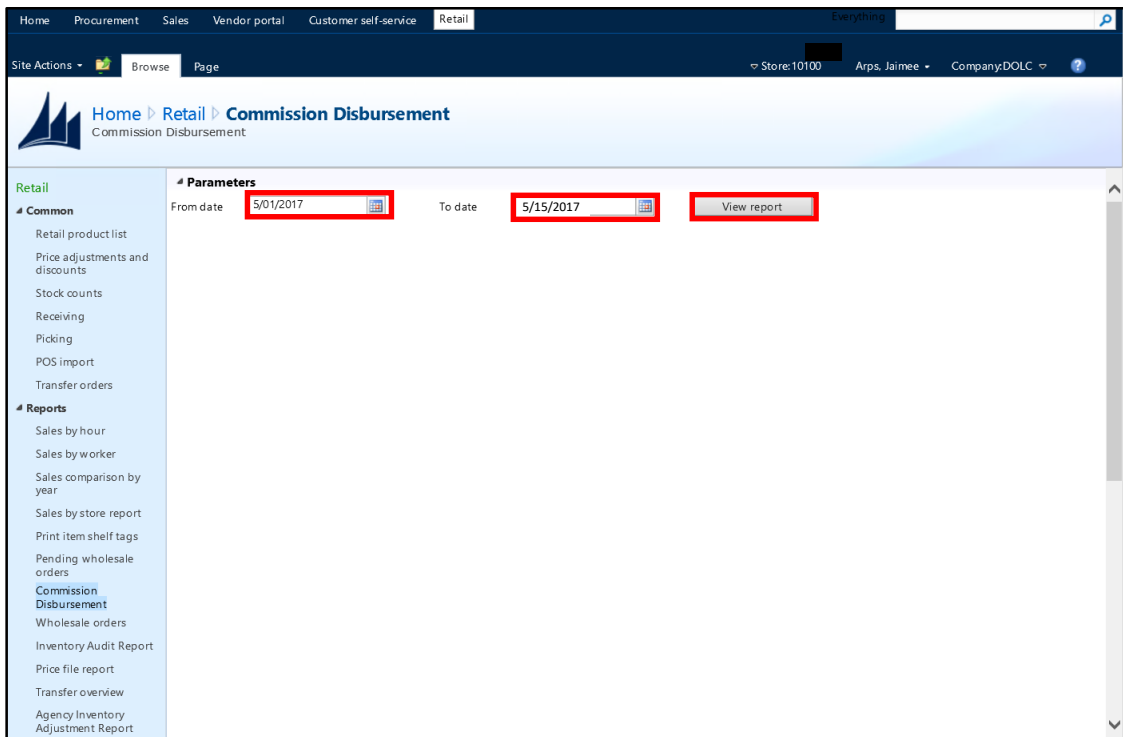
Stock counts

Type to filter Reference num

Reference number	Description
This grid is empty.	

Receiving

4. Click  in the **From Date** field and select the desired date from the drop-down list. In this example, select “5/1/2017.”
5. Click  in the **To Date** field and select the desired date from the drop-down list. In this example, select “5/15/2017.”
6. Click  to run the report for the selected period.



7. Review the displayed information.

The screenshot shows the 'Commission Disbursement' report for the Department of Commerce, Division of Liquor Control. The report is for the period from 5/01/2017 to 6/14/2017. The table displays the following data:

Agency number	Customer account	Name	Address	Retail amount	Retail commission rate	Retail commission	Wholesale amount	Wholesale commission rate	Wholesale commission	Total commission	Method of payment
12345	A10100088	Sam's Spirits	30 Broad Street Columbus, OH 43216	167,264.07	6.00	10,039.53	445.32	4.00	17.81	10,057.34	EFT-1
				167,264.07		10,039.53	445.32		17.81	10,057.34	

8. Click and select the desired file type to export this report.



Reports can be exported to various formats, for example, XML, CSV, PDF or Excel. After selecting the desired file type and exporting the report, it can be saved.

The screenshot shows the same report interface as above, but with the export menu open. The menu options are:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

8. Click any link in the **Retail** panel to perform another task.

Results

You have run the *Commission Disbursement* report.