



# 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

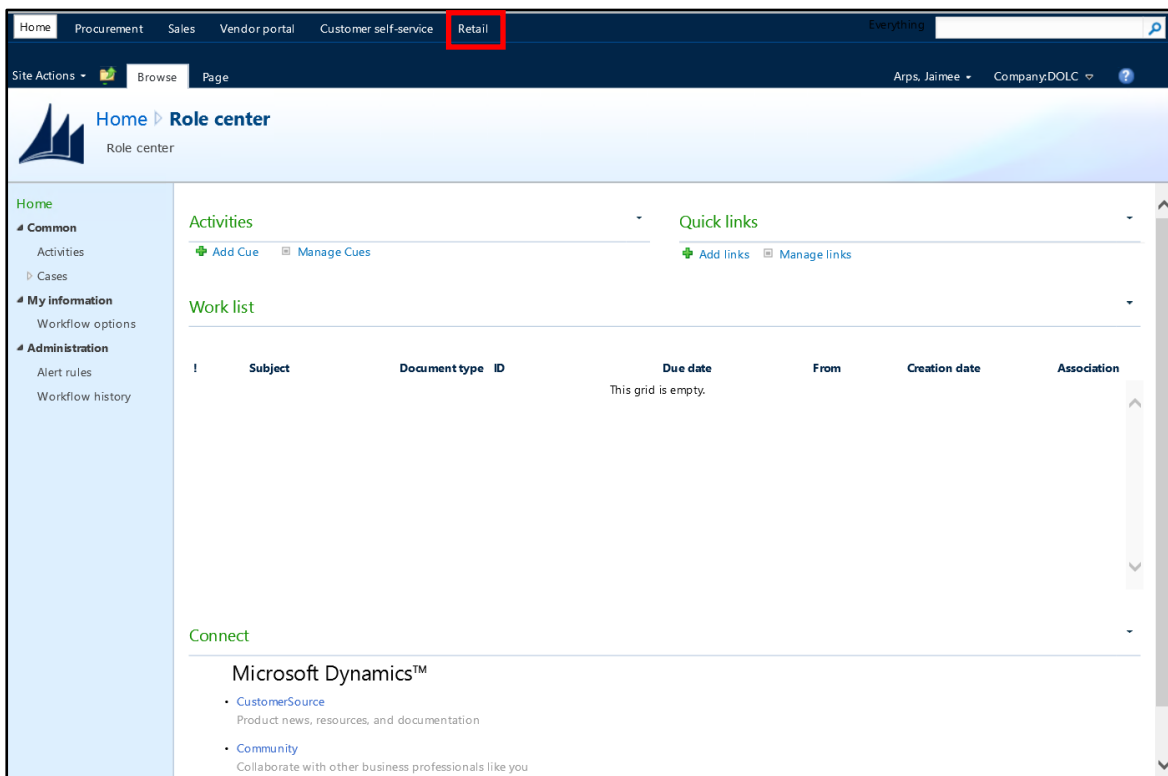
Liquor sales have been recorded in the system.

## Helpful Hints

- Sales periods for commissions
  - 1<sup>st</sup>- 15<sup>th</sup>
  - 16<sup>th</sup>- 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

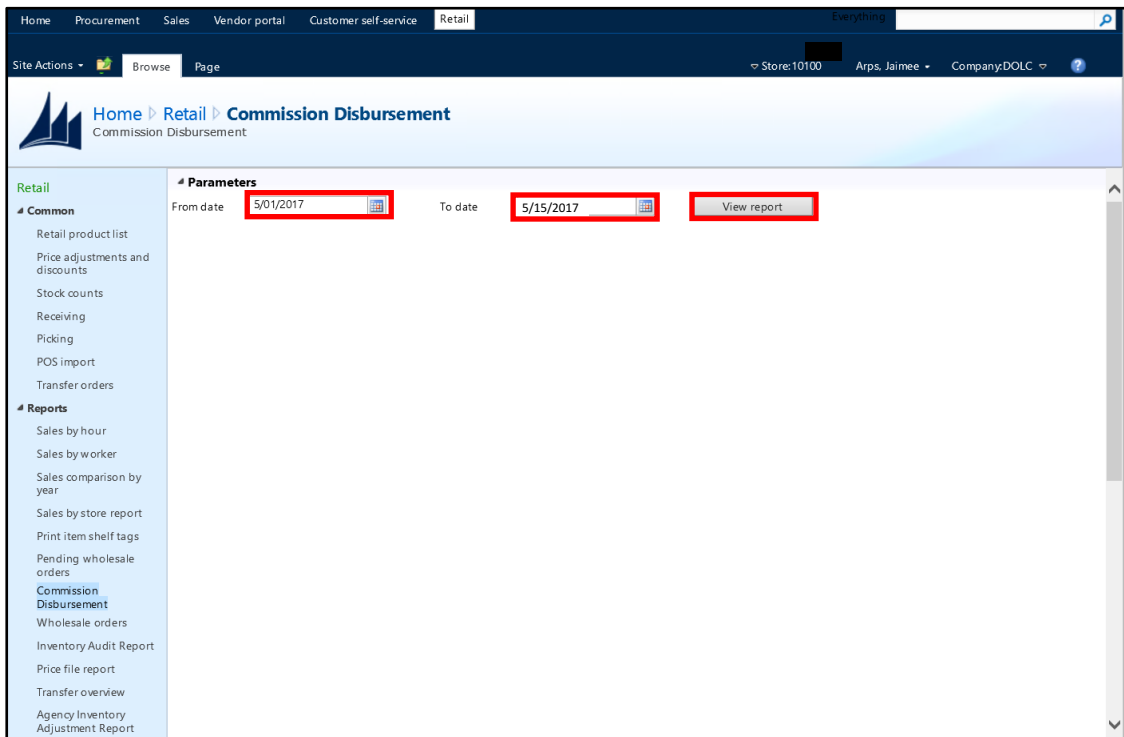
1. Begin this task by logging into the Enterprise Portal.
2. Click **Retail** on the toolbar.



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 management 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 report categories: Common, Reports, and Receiving. The 'Common' section includes links like Retail product list, Price adjustments and discounts, Stock counts, Receiving, Picking, POS import, and Transfer orders. The 'Reports' section includes Sales by hour, Sales by worker, Sales comparison by year, Sales by store report, Print item shelf tags, Pending wholesale orders, **Commission Disbursement** (highlighted with a red box), Wholesale orders, Inventory Audit Report, Price file report, Transfer overview, and Agency Inventory Adjustment Report. 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 search filter. Below the stock counts is a table with columns 'Reference number' and 'Description', which is currently empty.

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.

Home Procurement Sales Vendor portal Customer self-service Retail

Site Actions Browse Page Store:10100 Arps, Jaimee Company:DOLC

Home Retail Commission Disbursement

Parameters  
From date: 5/01/2017 To date: 6/14/2017 View report

1 of 1 100% Find Next

Department of Commerce  
Division of Liquor Control

Agency Commission Page 1 of 1  
06/14/2017 10:13 AM  
From: 05/01/2017 To: 06/14/2017

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	Sami's Spirits	30 Broad Street Columbus, OH 43516	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.

Home Procurement Sales Project management Service management Vendor portal Customer self-service Budgeting Retail Everything

Site Actions Browse Page Store:10100 Arps, Jaimee

Home Retail Commission Disbursement

Parameters  
From date: 5/1/2017 To date: 5/15/2017 View report

1 of 1 100% Find Next

Department of Commerce  
Division of Liquor Control

Agency C

- 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.