

RepTime - AP Commission/Invoice Processing Service**Need more assistance on entering Commissions for your Agency??**

Dear RepTime Customer,

We hope you've been enjoying the RepTime system. We've added on a great service to help resolve a growing issue for all our rep agencies across the country. We understand that many of you are receiving commission statements from your manufacturers periodically and you want to enter that information into RepTime to track your sales. *But there isn't enough time in the day to go in and enter commissions...let's face it we all want to focus on what we do best...which is selling!!* However commission entry is an important task and must be handled with accuracy and reliability. We realize this importance and therefore have formed a professional data-entry team of Accounts Payable "**(AP) – Commission Invoice Processing Service.**" We are geared up to help you expedite and streamline this process for your agency.

We offer this service to all RepTime agencies that are in need of extra assistance in entering your commissions to pay your sales people. There are a few important things that must be required in order for the process to go smoothly.

Take the moment to review the information below to see how you can start using this great service for your agency.

- You must contact RepTime first to receive "**approval**" to activate this service.
>> Simply email request@reptime.com with a request to enable using this service.
Sample Email: *"Please enable my agency with the AP-Commission Invoice processing service. I understand the costs and agree to offer a remote desktop access to my RepTime system..."*
Offer your Company Name, Contact Name, Phone, and Email Address. Our accounting office will contact you to get the payment methods set up.
- The cost of this service is **\$225 Initial Paperwork & Startup Fee** and **\$50/monthly**.
- You **must have** a central pc with **Remote Desktop Access**.
- The cost for commission processing is **\$15/hour**.
- Startup time to begin service is approximately **24 to 48 hours**.

Once you've received approval ...you can begin by emailing invoices@reptime.com the commission statements for processing. You must follow the steps on the next page to start.

RepTime is available to discuss any of these processes in more detail. We recommend a conference call to discuss any agency related questions, however, if you have any minor questions or concerns; feel free to email RepTime or call us at 214-746-3681.

Requirements to using the AP – Commission Invoice Processing

To begin using this service, you must have a Check from your manufacturer and a statement to match the purchase orders and invoices that you are getting paid on the Check. In RepTime you have the ability to post your Checks and then begin processing commission's statements. The commission statements can be in any file format (Word, Excel, or PDF). These two pieces of information is needed for our Data Entry Team to successfully enter your commissions.

Once you have your check information and the commission statement available for emailing. You are ready to send the work off to our team. Follow the steps below **PRECISELY** to ensure fast turnaround for your commission processing.

- 1) Now that you are ready...begin creating an email to send to commissions@reptime.com
- 2) In the subject line put in **"YOUR REP GROUP NAME – MFG Name"**
- 3) In the body of the email put the Check information...
 - a. **Check MFG Name**
 - b. **Check Number**
 - c. **Check Amount**
 - d. **Check DATE RECEIVED**
 - e. **Check COMMISSION DATE TO PAY** – *This is the date that you run your commission statements to pay your reps on. So make sure to give the right date. Usually many rep agencies use the 1st, 15th, or last day of the months. This date is very important and must be given.*
- 4) **Now attach your commission statement given by the manufacturer and send your email.**
>> MAKE SURE THAT THE ATTACHMENT HAS THE SEVEN (7) NEEDED COLUMNS BEFORE SENDING.
THEY ARE LISTED BELOW...
 - a. **PO #** - *Helpful to use so we can reference it in RepTime.*
 - b. **INV Amount**
 - c. **INV #**
 - d. **INV Date**
 - e. **Customer Name**
 - f. **Customer Zip**
 - g. **Commission Amount Paid**

Remember: There can be other columns of information that the manufacturer may send to you. That is OKAY. As long as you have the main ones listed above in the attachment you are sending.

- 5) **After sending your email**, you can **expect** to **wait 24 to 36 hours** for the data entry team to receive and enter the commissions into RepTime. After they are finished, they will email you back to inform that the work is complete. Along with this email you will **receive** a RepTime generated **Commission Balance** to show you that the work was done accurately and what percentages were paid to the reps for your clarification. ***If there are any discrepancies we will let you know immediately via email.***
- 6) Take a moment to **review** this **Commissions Balance Report** and make any adjustments. Then you are ready to pay your sales reps from RepTime.

This information will help streamline the process. Thank you for your cooperation.
Feel free to contact RepTime if you have any questions at 214-746-3671 or support@reptime.com.