

## RepTime Commissions Statements for Import Process

Take the moment to review the information below to see how you could start supplying this data. Note that it is not necessary to supply everything. These are all optional features and should be discussed with the rep group to enable the process.

RepTime is available to discuss any of these processes in detail. If you have any questions or concerns, contact us at [support@reptime.com](mailto:support@reptime.com).

### File Specifications and Column Descriptions

RepTime has the capabilities to import excel sheets of invoice and commission statements. The information needed for importing commissions should be organized in columns. Each row in the list of columns will reference a single invoice and commission on for an order. The most accessible file format that can be used by RepTime must be in a Microsoft Excel File Format (.xls or .xlsx).

**File Specifications:** The exact position of the columns of the information is not critical; however, the format must be clearly labeled. Most importantly, the details of the format must not change. Files can be emailed to the accounting person in the rep group. **\*= Required Fields for Import**

<b>Column A*</b> : Invoice Date	<i>Date order was invoiced by the manufacturer</i>
<b>Column B*</b> : Invoice number	<i>Invoice number used to bill Customer</i>
<b>Column C*</b> : PO number	<i>PO number associated with the invoice.</i>
<b>Column D*</b> : Customer Name	<i>Ship To Customer Name (max <u>50</u> characters)</i>
<b>Column E</b> : Customer City	<i>City to help differentiate customers with same name</i>
<b>Column F</b> : Customer State	<i>Same as above...</i>
<b>Column G*</b> : Customer Zip Code	<i>Zip Code to distinguish customers with same name</i>
<b>Column H*</b> : Invoice Amount	<i>Invoice Amount. (Do not include shipping &amp; handling costs)</i>
<b>Column I</b> : Commission Percent	<i>Commission percentage paid to the rep agency.</i>
<b>Column J*</b> : Commission Amount	<i>Commission amount paid for the invoice.</i>
<b>Column K</b> : Customer Number (opt)	<i>Manufacturer's customer number. Highly Recommended</i>

### Sample Invoice and Commission File

A	B	C	D	E	F	G	H	I	J	K
*INV Date	*INV #	*PO #	*Name	City	St	*Zip	*INV \$	Comm%	*Comm\$	CustMFG#
03/02/2013	99424	HP154876	Retail Shop	Austin	TX	78753	240.00	12%	28.8	12345
03/15/2013	99375	DM23876	Toy Store	Dallas	TX	75208	840.0	10%	84.00	54836
...next record										

Click here to download the [Sample Invoice Commission Import](#). It will include sample columns that RepTime can import for your benefit and offer a great start structure to create your own excel file.

If you have any questions, feel free to contact us at [support@reptime.com](mailto:support@reptime.com)