



F&Y Furniture Manufacturers CC – Reg No: 2003 / 029145 / 23  
**Furniture Manufacturers & Importers of Quality Furniture**

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## Standard Operating Procedure: Commission Structure

### Introduction:

The following process provides guidance and instructions to store managers/cashiers in respect of how to correctly process a sale whereby the cashiers adds a sales representative to the sale to process commission on the various items eligible for commission.

### Scope:

This process applies to all Store Managers and Cashiers who play a role in processing daily sales for the respective stores.

### Standard Operating Procedure:

1. Sales invoice to be created as per normal process.



2. The Manager/Cashier will need to click on “Rep Number” and choose the respective sales representative from the drop-down box. The sales representatives code will auto populate in that field once chosen.

IQ SaaS - Enterprise: WESTCLIFF - [Invoicing Version 2019.4.4.0]

Processing Debtors Creditors Stock Ledger Utilities Support Point of Sale Windows Help Shortcuts

Document Details

Account Details  
Account No 1  
Name and Address Details  
CASH SALE  
Harry  
0123456879  
Tel  
Email  
VAT  
Invoice Disc % 0.00

Invoice Details  
Invoice Date 03/09/2021  
Invoice Number  
Delivery Method  
Rep Number 1  
VAT Type 1  
Invoice Memo  
Delivery Note No

Additional Details  
Store Department  
Source Document Not Applicable

Totals  
Invoice Inclusive Yes No  
Internal Order No  
Goods Total 0.00  
Discount Amnt 0.00  
Vat Amount 0.00  
Total Quantity 0.00

Code	Description	T...	Unit Price	Qty	Warehouse	Status	Disc %	Total
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Calculate Promotions

Promotion Discount 0.00  
Total 0.00

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Document Details

Account Details  
Account No IQ Search Version 2019.4.4.0  
Name and Address Details  
CASH SALE  
Harry  
0123456879  
Tel  
Email  
VAT

Invoice Details  
Search By - double click to change  
DEFAULT  
Repname  
IsSalesManager

Additional Details  
No  
Rep Name  
1 Default  
2 Phumeza  
3 Pretty  
4 Marcel  
5 Msizi  
6 Bafana

Totals  
0.00  
0.00  
0.00  
0.00

Cancel Select Visible Fields Search Accept

3. Once the sales representative has been chosen and the code is visible, the sale will be processed as per normal process.
4. If the manager is the sales representative, then “Default” must be chosen as the “Rep Number”
5. Only a direct sale will be eligible for commission.
6. No lay-by's will be eligible for commission.
7. Multi-furniture & Appliances reserves the right to amend the existing Policy/SOP without notification.

**APPROVED BY:**

Name	Designation	Signature	Date
Harekesh Mothilal	IT Manager		03 Sept 2021
Veerad Ramsarup	Human Resources Manager		03 Sept 2021
Abdullah Dindar	Managing Director		03 Sept 2021