

Chapter
17

Manage Sales

Through manage sales option you can report and review period sales against all active agreements where the user-organization is involved in order to close the period.



Note: This module is only accessible for *Licensee* organization type.

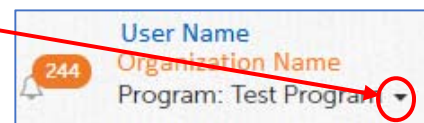
In order to access this component, follow this route:



When this item is selected, the system will show a series of tabs horizontally across the screen. Each tab has individual permissions and the user can only see the authorized tabs.

For users who have more than one associated program, verify that the appropriate program is selected. To change the program do the following:

- Click on the arrow in the extreme right of the **Program** field located on the right end top screen level. The system will display a list of all programs that the user has access to.
- Select the appropriate program from the list.
- Click the **Process** button to accept the program change or click the **Cancel** button to avoid changes in the selected program.



The individual tabs listed horizontally across the top will be displayed as follows:

- **Sales Submission:** this will be used to report sales against all agreements that were active during the period.
- **Sales Review:** this will be used to review the sales submitted from prior periods, as well as the calculated royalties and generated invoices.

Sales Submission

Through this tab, the user can report sales against all agreements that were active during the period. You can report sales by uploading a spreadsheet containing their organization sales data per period or you can manually entry the sales.

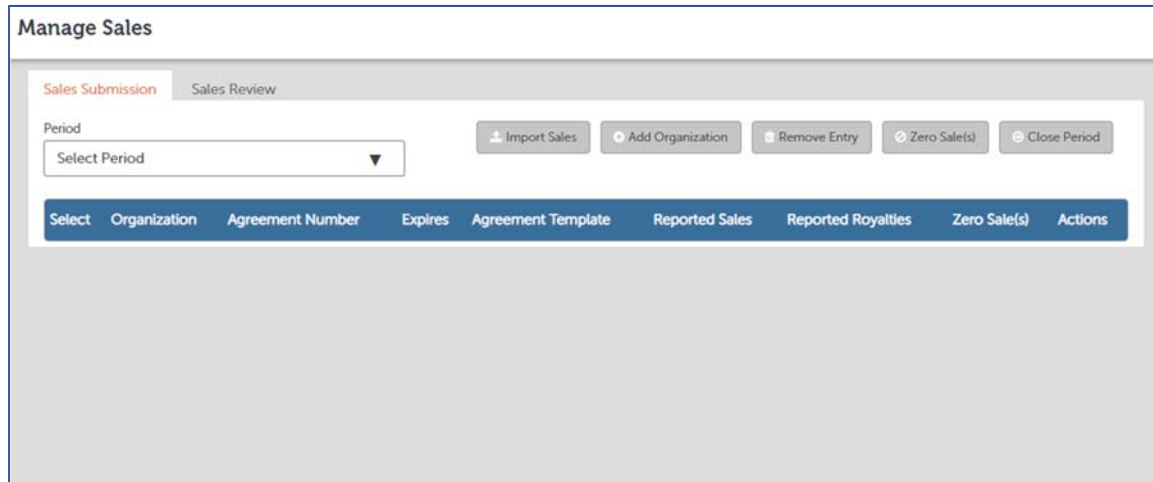


Figure 17.1 - Manage Sales -Sales Submission Tab

Through the *Import Sales Tab* you can do the following activities:

- Manual sales entry
- Import sales
- Unauthorized sales entry
- Set zero sales for a period
- Close a period

Manual Sales Entry

1. Select the period for which you want to enter sales, by clicking the dropdown **Period** field. The system displays a list with all active periods that the user-organization has not yet closed.
2. When the period is selected, the system displays a list of all agreements that were active for the selected period. See next figure.

The screenshot shows the 'Manage Sales' interface with the 'Sales Submission' tab active. The 'Period' dropdown is set to '2017:M8'. Below the dropdown are buttons for 'Import Sales', 'Add Organization', 'Remove Entry', 'Zero Sale(s)', and 'Close Period'. A table displays a list of active agreements sorted by expiration date in descending order. The table has the following data:

Select	Organization	Agreement Number	Expires	Agreement Template	Reported Sales	Reported Royalties	Zero Sale(s)	Actions
<input type="checkbox"/>	Generic Licensor	22	Oct 1, 2018	Standard			No	
<input type="checkbox"/>	BBG Taty Shoes	16	Jan 29, 2018	Standard			No	
<input type="checkbox"/>	Generic Brand	11	Jan 23, 2018	Standard			No	
<input type="checkbox"/>	Generic Licensor	17	Dec 29, 2017	Standard			No	

Showing 1 to 4 of 4 entries. Navigation buttons: Previous, 1, Next.

Figure 17.2 - Active agreements list for selected period

3. The displayed data is organized in descending order by agreement expiration date. If you want to change the data organization criteria, you must execute the following steps:
 - 3.1. Determine which data column you want to classify the information by.
 - 3.2. Click on the header of the chosen column. This action will cause an arrow to be shown in the left of the column header. This arrow, depending on the indicated direction, will show how to organize the data:
 - Order the data in ascending order, from lower to higher values.
 - Order the data in descending order, from higher to lower values.
 - 3.3. To change the arrow direction, click again on the column header.
4. Locate the organization and agreement row to which you want to add a sales entry.
5. When you find it, click the edit icon located in the **Actions** column and the organization/agreement row to be edited. The system displays both the manually posted and imported transactions during the period. See next figure.

Manage Sales

Sales Submission | Sales Review

Manual Sales Entry

▼ Licensor	Agreement	Total Qty	Total Sales	Product	Channel	Territory	Invoice Date	Comments	Royalty	Sales Status	Actions
Generic Licensor	1	1500	250000	Select Product ▼	Select Channel ▼	Select Territory ▼	04/10/2018		\$USD 37,500.00	Authorized	
Generic Licensor	1	785	125000	Select Product ▼	Select Channel ▼	Select Territory ▼	04/12/2018		\$USD 18,750.00	Authorized	
Generic Licensor	1	1250	200000	Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 30,000.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼			\$USD 0.00	Authorized	

Showing 1 to 1 of 1 entries found

Previous 1 Next

Save and add more

Cancel Save

Previously posted transactions

Empty data rows


Figure 17.3 - Posted transactions list

6. To add a sale entry, select an empty data row and complete the fields.
 - 6.1. Click in the field corresponding to the **Total Qty** column and enter the sales quantity.
 - 6.2. Click in the field corresponding to the **Total Sales** column and enter the total sales amount. At this point, the system calculates the royalties for this sale and this value is displayed in the **Royalty** column.



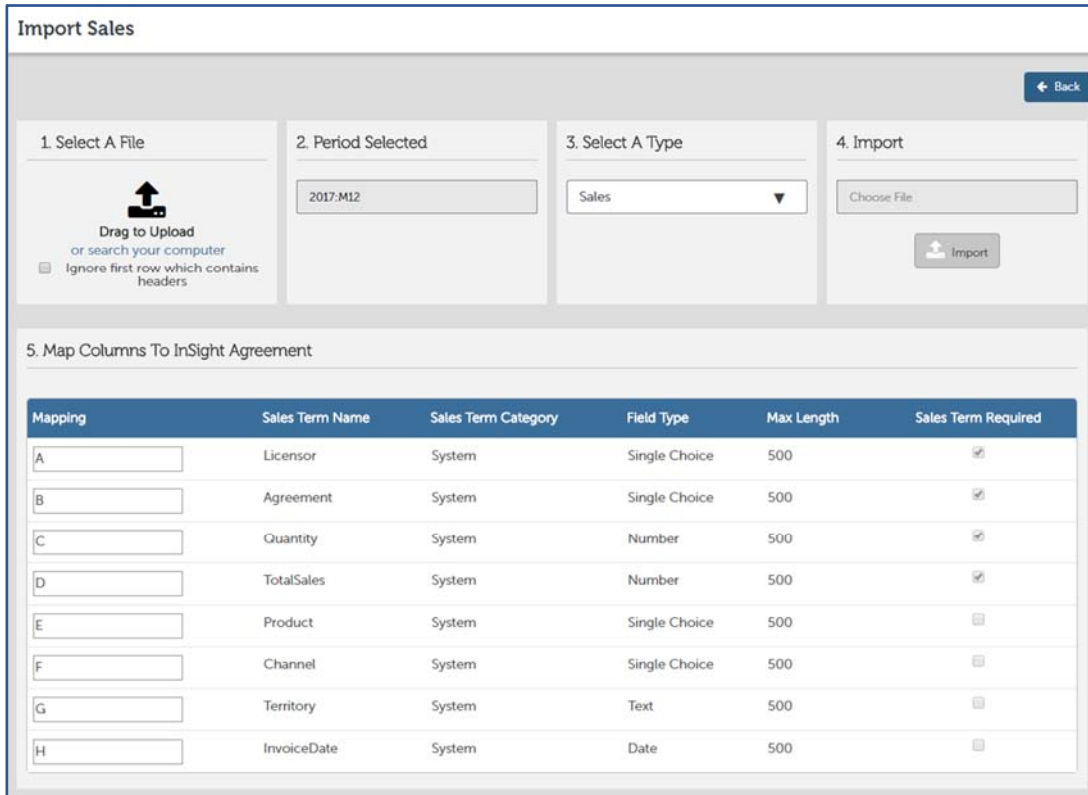
Attention: You can enter a negative value in the **Total Qty** and **Total Sales** fields indicating that these values are due to returns to licensor. In this case the licensee should be credited back the associated royalty.

- 6.3. Select the product sold. To do that, click in the field corresponding to the **Product** column and select a product from the list. The products in the list are all products contained in the selected agreement.
- 6.4. Select the sales distribution channel. To do that, click in the field corresponding to the **Channel** column and select a distribution channel from the list. The channels in the list are all channels contained in the selected agreement.

- 6.5. Select the sales country. To do that, click in the field corresponding to the ***Territory*** column and select a country from the list. The countries in the list are all countries contained in the selected agreement.
- 6.6. Click in the field corresponding to the ***Invoice Date*** column and specify the invoice date.
- 6.7. Click in the field corresponding to the ***Comments*** column and enter any comment you want.
7. Repeat the step 6 to add each manual sale entry.
8. By default, 10 rows will be shown in the manual sales entry screen for the user to manually enter sales. The user can click the **Save and add more** button to add an additional 10 rows. Only rows that have sales values in them will be saved (for instance if 10 rows are added and the user adds 7 sales transactions only the 7 rows will be saved).
9. To update any sales row, click on the fields that you want to update and enter or select the correct value.
10. To remove a posted sale from the list, click on the wastebasket image  located in the row of the sale to be deleted.
11. Click the **Save** button to save the sales entries or **Cancel** to exit without saving.

Import Sales

1. Click the **Import Sales** button. The system displays a screen like next figure.



5. Map Columns To InSight Agreement

Mapping	Sales Term Name	Sales Term Category	Field Type	Max Length	Sales Term Required
A <input type="text"/>	Licensor	System	Single Choice	500	<input checked="" type="checkbox"/>
B <input type="text"/>	Agreement	System	Single Choice	500	<input checked="" type="checkbox"/>
C <input type="text"/>	Quantity	System	Number	500	<input checked="" type="checkbox"/>
D <input type="text"/>	TotalSales	System	Number	500	<input checked="" type="checkbox"/>
E <input type="text"/>	Product	System	Single Choice	500	<input type="checkbox"/>
F <input type="text"/>	Channel	System	Single Choice	500	<input type="checkbox"/>
G <input type="text"/>	Territory	System	Text	500	<input type="checkbox"/>
H <input type="text"/>	InvoiceDate	System	Date	500	<input type="checkbox"/>

Figure 17.4 - Sales Submission Tab – Import Sales

2. Check if the sales file you want to upload complies with the conditions of the expected file.
 - 2.1. The expected type file is a XLSX spreadsheet.
 - 2.2. Each rows of the spreadsheet represents a sales record. The user can decide whether the first row of the spreadsheet contains the fields header.
 - 2.3. The columns of the spreadsheet represent the fields with the sales data. In the data table of the *Upload Sales* screen, the system displays the expected sales data and the order in which expecting for them. See figure 17.5.
 - 2.4. The expected fields are shown in the column: **Sales Term Name**.

Mapping	Sales Term Name	Sales Term Category	Field Type	Max Length	Sales Term Required
A	Licensor	System	Single Choice	500	<input checked="" type="checkbox"/>
B	Agreement	System	Single Choice	500	<input checked="" type="checkbox"/>
C	Quantity	System	Number	500	<input checked="" type="checkbox"/>
D	TotalSales	System	Number	500	<input checked="" type="checkbox"/>
E	Product	System	Single Choice	500	<input type="checkbox"/>
F	Channel	System	Single Choice	500	<input type="checkbox"/>
G	Territory	System	Text	500	<input type="checkbox"/>
H	InvoiceDate	System	Date	500	<input type="checkbox"/>

Figure 17.5 - Import Sales Screen

- 2.5. The named column **Mapping** shows the alphabetical order in which the fields are expected. The user can change the expected order of each field, clicking inside the **Mapping** field and changing the corresponding letter to desired position. Any **Mapping** field can be empty and cannot have repeated letters; otherwise, the system will return an error message.



Note: The order specified by the user is saved when the first file is imported with that order.

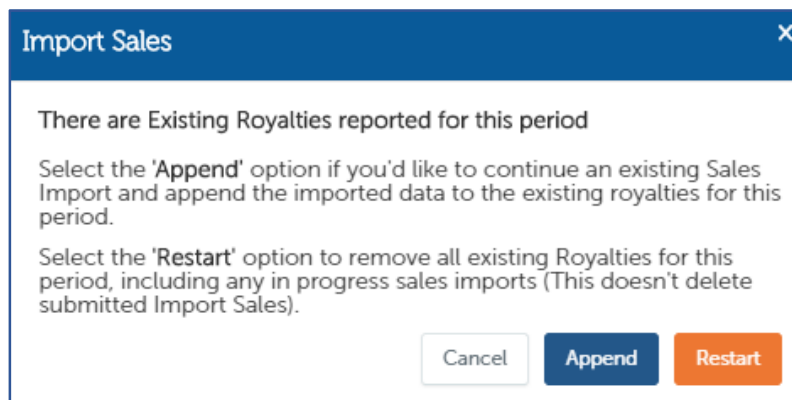
- 2.6. The mandatory fields are:

- Licensor organization
- Agreement number
- Quantity sales
- Total amount sales

- 2.7. The optional fields are:

- Product (description or SKU)
- Distribution channel
- Territory
- Invoice date
- Attribute categories (if the program has some defined)

3. Specify the file to upload.
 - 3.1. If the spreadsheet file contains a fields header, click on the checkbox next to the **Ignore first row which contains headers** label.
 - 3.2. Drag and drop the file into the box titled **Select A File** or click on the **“or search your computer”** label to search the file in your local computer.
4. Click the **Import** button. If there were sales reported for this period, the system requires the user to decide if the imported sales will be added to the existing sales or if they will replace all existing sales by the newly imported sales.



- 4.1. Click the **Append** button to leave the existing sales and append the new imported data.
- 4.2. Click the **Restart** button to replace the existing sales by the newly imported data.
- 4.3. Click the **Cancel** button to cancel the import process.
5. The system performs the following validations per each row:
 - If the licensor organization is a program organization.
 - If the agreement is an effective agreement.
 - If the agreement is between the user organization and the licensor organization.
 - If the sale date is within the agreement effective dates.
 - When the **Product**, **Channel** and **Product Category** optional fields are included in a record, the system verifies that the value for these fields matches the corresponding value in the agreement.

6. When the file is imported, the system displays a screen with a detailed report with the result of the validations made and the calculated royalties for each sale. See next figure.

Import Sales Report Details: "Sales BBG3.xlsx" - Uploaded on: November 9, 2017

Please Review The Following 4 Sales That Have Errors.

This file contains 7 rows in total. Approximately 57.14% of the file is in error.

<< Go to Import Files Page Restart Sales Import Submit

Line	Licensor	Agreement	Total Qty	Total Sales	Product	Channel	Territory	Invoice #	Invoice Date	Royalty	AttCat1	AttCat2	Sales Status	Actions
1	Generic Licensor	55	250	15000.00	Product 2	Channel01		456864	11/1/2017	US\$ 0.00			Unauthorized	✎ 🗑
2	BBG Taty Shoes	16	135	12000.00	Product 3	channel02		8766	11/10/2017	US\$ 0.00			Unauthorized	✎ 🗑
3	Generic Brand	11	300	20000.00	Product 5	channel03		12460	11/9/2017	US\$ 0.00			Unauthorized	✎ 🗑
4	Generic Licensor	22	275	16000.00	Product 1	Channel01		670945	11/7/2017	US\$ 3,200.00			Authorized	✎ 🗑
5	Generic Licensor	22	250	17000.00	Product 2	Channel04		389475	11/5/2017	US\$ 0.00			Unauthorized	✎ 🗑
6	Generic Licensor	22	400	25000.00	Product 3	Channel01		820374	11/2/2017	US\$ 5,000.00			Authorized	✎ 🗑
7	Generic Licensor	22	500	30000.00	Product 1	Channel01		457394	11/8/2017	US\$ 6,000.00			Authorized	✎ 🗑

Showing 1 to 7 of 7 entries found

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Figure 17.6 - Import Sales – Result validations Report

7. The validation result is shown per sale row. Each row has a validation sales status.
- If everything is OK, the sale status is *Authorized*.
 - If any field validation in the row fails the sale status is *Unauthorized*.
8. The system also includes the statistics for number of rows in the file, the number of rows that have validations errors and the error percentage in the file.
9. The system marks with red each field that failed validation. At this point, you can edit the data row to repair the wrong value; mapping its terms with valid values for future import processes; or remove any data row. To do that, follow these instructions:
- 9.1. When you approach the pointer to a field whose validation failed, the system displays a tooltip indicating the reason why the field value is wrong.
- 9.2. If the wrong value is an error in a field that can be mapped, follow these instructions to edit, fix and map the value field:
- Click on the field you want to edit. The system displays a pop-up like next figure.

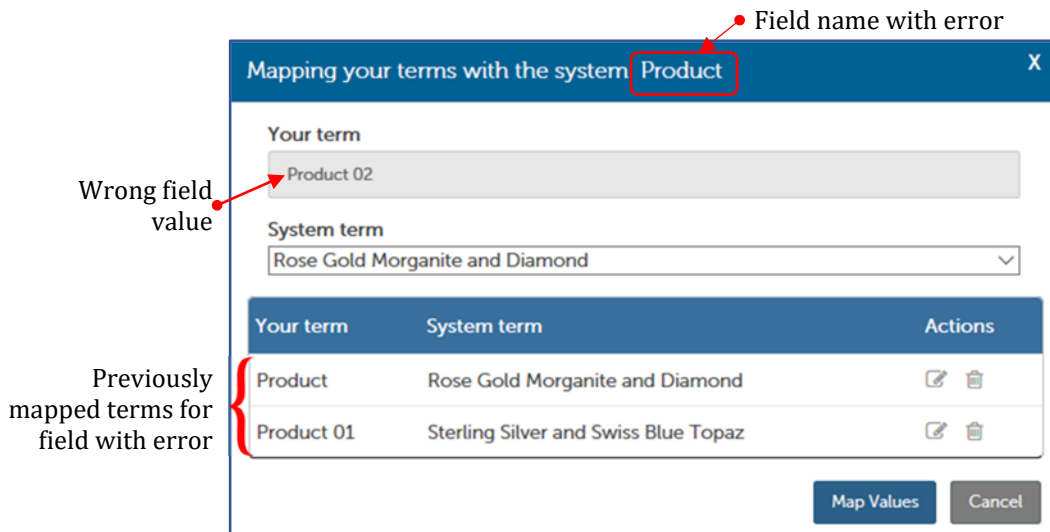


Figure 17.7 - Editing a field to fix it and map it

- To assign a correct value to a field, click the arrow in the extreme right of the **System Term** field and select from the list an exact value that the system is expecting. To save your selection, click the **Map Values** button.
 - On the other hand, in this screen you can delete a previously mapped term, clicking on the wastebasket image located in the mapped term row that you want to delete.
 - Another task that you can perform in this pop-up is to change the previously mapped term value, clicking on the edit icon located in the mapped term row and selecting another value from the **System Term** field.
- 9.3. To change value that cannot be mapped or change value only for this import process, follow these instructions:
- Click the edit icon located in data row to be edited. The system enables all sale fields. See next figure.
 - Update the fields you want.
 - Click the save icon located in the edited data row to save the changes.
- 9.4. To remove a data row, click the wastebasket image located in the data row to be removed.

Import Sales Report Details: "Sales BBG3.xlsx" - Uploaded on: November 9, 2017

Please Review The Following 4 Sales That Have Errors.

This file contains 7 rows in total. Approximately 57.14% of the file is in error.

<< Go to Import Files Page Restart Sales Import Submit

▲ Line	Licensor	Agreement	Total Qty	Total Sales	Product	Channel	Territory	Invoice #	Invoice Date	Royalty	AttCat1	AttCat2	Sales Status	Actions
1	Generic Licensor	55	250	15000.00	Product 2	Channel01		45686	11/1/2017	US\$ 0.00			Unauthorized	🔍 🗑️
2	BBG Taty Shoes	16	135	12000.00	Product 3	channel02		8766	11/10/2017	US\$ 0.00			Unauthorized	🔍 🗑️
3	Generic Brand	11	300	20000.00	Product 5	channel03		12460	11/9/2017	US\$ 0.00			Unauthorized	🔍 🗑️
4	Generic Licensor	22	275	16000.00	Product 1	Channel01		670945	11/7/2017	US\$ 3,200.00			Authorized	🔍 🗑️
5	Generic Licensor	22	250	17000.00	Product 2	Channel04		389475	11/5/2017	US\$ 0.00			Unauthorized	🔍 🗑️
6	Generic Licensor	22	400	25000.00	Product 3	Channel01		820374	11/2/2017	US\$ 5,000.00			Authorized	🔍 🗑️
7	Generic Licensor	22	500	30000.00	Product 1	Channel01		457394	11/8/2017	US\$ 6,000.00			Authorized	🔍 🗑️

Showing 1 to 7 of 7 entries found

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Note: A red arrow points to the first row (Line 1) with the label "Edited data row".

Figure 17.8 - Import sales – Edited Sale Row

- To submit the imported sales, click the **Submit** button. The system will apply the sales and the corresponding royalties and will return to main screen to import sales.
- To reload another file and not submit the imported file, click the **Go To Import Files Page** button. The system will require a confirmation to go back to the *Import Sales* screen. Click **Proceed** to continue or **Cancel** to stay on the *Import Sales Report Details* screen.
- To restart the import process and remove all the current sales import, click the **Restart sales Import** button. The system will require a confirmation to restart the current sales import. Click **Proceed** to continue or **Cancel** to stay on the *Import Sales Report Details* screen.

Unauthorized Sales Entry

The system offers the possibility to add sales for an organization that do not have an active agreement. These sales are considered unauthorized but the licensee must still report their sales.

Add Unauthorized Sales Entry

1. Select the period for which you want to enter sales, by clicking the dropdown **Period** field. The system displays a list with all active periods that the user-organization has not yet closed.
2. Click the **Add Organization** button. The system displays a list with all program-organizations that have not an active agreement with the user-organization. See next figure.

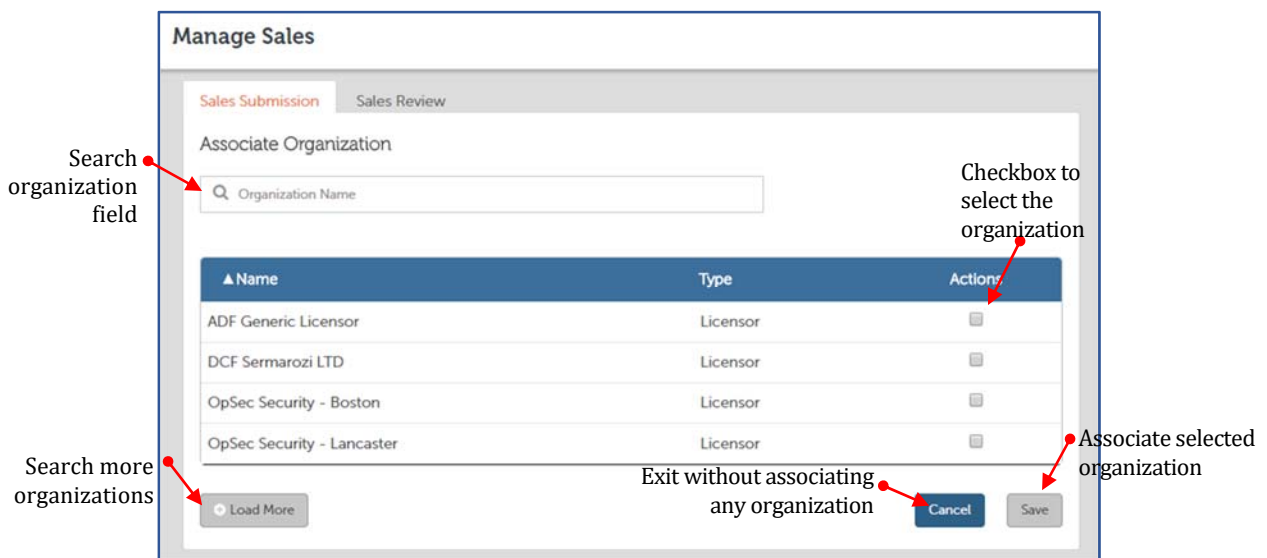


Figure 17.9 - Sales Submission – Associate organization to sales entry

3. The system shows the first 10 organizations in the list. If you want to see more records, click on the **Load More** button. The system adds 10 more organizations to the list. Every time you press the **Load More** button, the system adds 10 records to the list until there are no more records to show, at which point the **Load More** button is disabled.
4. If the organization you are looking for is not visible, you can click on the **Search** field and type some letters that match the organization name that you want to search. When data is entered in this field, the system looks for all organizations whose name match the input character string and displays only records that match it.

- Select the organizations that you want to associate, clicking on the checkbox located in the **Actions** column of the organization row.



Note: Only one organization can be added at a time.

- Click the **Save** button to associate the selected organization or click the **Cancel** button to exit without associating any organization.
- When you add an organization, the system displays a *Manual Sales Entry* screen where the **Organization** field is previously filled with the associated organization name, and the **Sales Status** field set to the *Unauthorized* value. See next figure.

Manage Sales

Sales Submission | Sales Review

Add Organizational Sales

Organization	Product	Channel	Region	Invoice Date	QTY	Amount	Comments	Actions	Sales Status
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	04/18/2018	500	35000	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized
Generic Licensor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Unauthorized


Showing 1 to 1 of 1 entries found

Previous 1 Next

Save and add more

Cancel Save

Figure 17.10 - Adding Unauthorized Sales

8. To add a sale entry, select an empty data row and complete the fields.
 - 8.1. Click in the field corresponding to the **Product** column and enter the product sold.
 - 8.2. Click in the field corresponding to the **Channel** column and enter the sales distribution channel.
 - 8.3. Click in the field corresponding to the **Region** column and enter the sales country.
 - 8.4. Click in the field corresponding to the **Invoice Date** column and specify the invoice date.
 - 8.5. Click in the field corresponding to the **Qty** column and enter the sales quantity.
 - 8.6. Click in the field corresponding to the **Amount** column and enter the total amount sales.
 - 8.7. Click in the field corresponding to the **Comments** column and enter any comment you want.
9. Repeat the step 8 to add each unauthorized sale entry for this organization.
10. By default, 10 rows will be shown in the manual sales entry screen for the user to manually enter sales. The user can click the **Save and add more** button to add an additional 10 rows. Only rows that have sales values in them will be saved (for instance if 10 rows are added and the user adds 7 sales transactions only the 7 rows will be saved).
11. To update any sales row, click on the fields that you want to update and enter or select the correct value.
12. To remove a posted sale from the list, click on the wastebasket image  located in the row of the sale to be deleted.
13. Click the **Save** button to save the unauthorized sales entries or **Cancel** to exit without saving.
14. After saving an unauthorized sale, the system returns to the sales submission screen adding a row in the unauthorized sales list with the associated organization and the agreement number field is set to "*No-Agreement*". See next figure.

Unauthorized sale added

The screenshot shows the 'Manage Sales' interface with the 'Sales Submission' tab selected. The 'Period' dropdown is set to '2015:M1'. Below the dropdown are buttons for 'Import Sales', 'Add Organization', 'Remove Entry', 'Zero Sale(s)', and 'Close Period'. A table displays two entries:

Select	Organization	Agreement Number	Expires	Agreement Template	Reported Sales	Reported Royalties	Zero Sale(s)	Actions
<input type="checkbox"/>	Licensor	4	Jan 31, 2020		\$0.00	\$0.00	No	
<input checked="" type="checkbox"/>	Licensor 1	No-Agreement			\$150,000.00	\$0.00	No	

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 17.11 - Submission Sales Screen

Remove Unauthorized Sales Entries by Organization

1. Select the period for which the unauthorized sales were entered, by clicking the dropdown **Period** field. The system displays a list with all active periods that the user-organization has not yet closed.
2. Select the organizations that you want to remove, clicking on the checkbox located in the **Select** column of the organization row.
3. Click on the **Remove Entry** button. The system removes the organization and all sales entries related to this organization.



Note: This process can only remove organizations with agreement number set as **No-Agreement**.

Set Zero Sales for a Period

The system requires that all active agreements report sales in order to close the period. For the agreements that have no sales in a specific period, these agreements must be declared as **Zero Sales**.

Procedure to set an agreement as *Zero Sales*:

1. Select the period for which you can set agreements as *Zero Sales*, by clicking the dropdown **Period** field. The system displays a list with all active periods that the user-organization has not yet closed.
2. Select the agreement row, clicking on the checkbox located in the **Select** column.
3. Click on the **Zero Sale(s)** button.
 - 3.1. The **Reported Sales** and **Reported Royalties** fields will be updated with a \$0 value.
 - 3.2. The **Zero Sales** field will be updated with a “Yes” value, indicating that the user selected the 'Zero Sales' action for the agreement.



Note: After a user has indicated that an agreement have 'Zero Sales', the user can still edit the agreement and manually enter sales. If sales are entered (either by import or manual entry) after the 'Zero Sales' option has been selected, the 'Zero Sales' flag will be removed and the **Sales Reported** and **Royalties Reported** fields will be updated.

Close a period

After all agreements for the period have had sales reported against them, the user is able to close the period and generate the corresponding invoice.



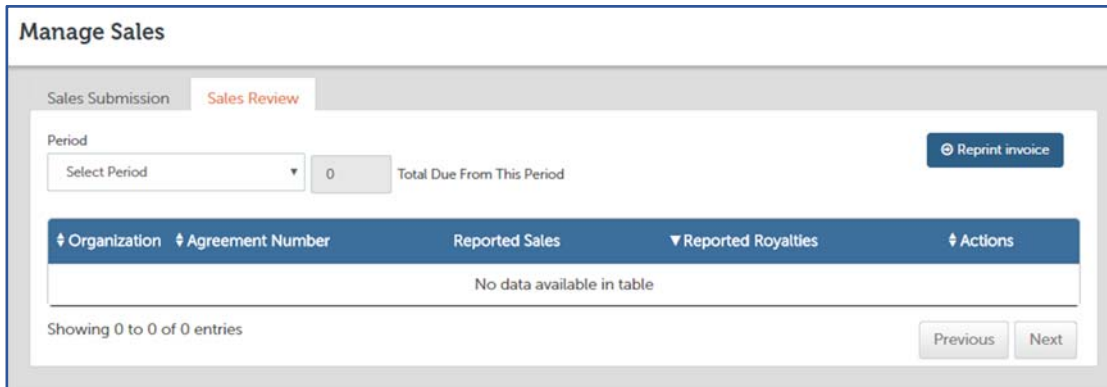
Attention: After a period closure, the user will no longer be able to make changes to sales data for this period.

Procedure to close a period:

1. Click the **Close Period** button.
2. The system will require a confirmation to start the close period process. Click the **Continue** button to continue with the close process or **Cancel** to stay on the *Sales Submission* screen.
3. The following actions will take place with the *Close Period* process:
 - Will calculate the due date that will be equal to *Invoice Date + Due Days* from *Payment Term*. The *Payment Term* will default from organization or program setting.
 - If the organization has setup late fees and the organization is indeed reporting late, the system will determine the appropriate fee to assess against each reported agreement.
 - Will generate an invoice for sales/royalties of that period and the late fees will be added if there are any.
 - A ledger entry will be made for the royalties due.
 - A ledger entry will be made for late fees if there are any.

Sales Review

Sales review will be used to review the sales submitted from prior periods, as well as the royalties calculated and generated invoices.



The screenshot shows the 'Manage Sales' interface with the 'Sales Review' tab selected. It features a 'Period' dropdown menu set to 'Select Period', a 'Total Due From This Period' field showing '0', and a 'Reprint invoice' button. Below this is a table with columns for 'Organization', 'Agreement Number', 'Reported Sales', 'Reported Royalties', and 'Actions'. The table is currently empty, displaying 'No data available in table'. At the bottom, it shows 'Showing 0 to 0 of 0 entries' and 'Previous' and 'Next' navigation buttons.

Figure 17.12 - Sales Review Tab

Through the *Sales Review Tab* you can do the following activities:

- Review sales summary
- Reprint invoice
- Review sales detail

Review Sales Summary

1. Select the period you want to review, by clicking the dropdown **Period** field. The system displays a list with all historical periods for which the user-organization has submitted sales and close the period.

The screenshot displays the 'Manage Sales' interface with the 'Sales Review' tab active. At the top, there are two tabs: 'Sales Submission' and 'Sales Review'. Below the tabs, there is a 'Period' dropdown menu set to '2017:M12'. To the right of the dropdown is a box showing '\$290,250.00 Total Due From This Period' and a 'Reprint invoice' button. Below this, there is a 'Zero Sale Agreements' toggle set to 'No'. The main content is a table with the following columns: 'Organization', 'Agreement Number', 'Reported Sales', 'Reported Royalties', and 'Actions'. The table contains two rows of data:

Organization	Agreement Number	Reported Sales	Reported Royalties	Actions
Generic Licensor	1	\$1875000	\$281250	[Edit]
BBG Taty Shoes	2	\$60000	\$9000	[Edit]

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. There are navigation buttons for 'Previous', '1', and 'Next'.

Figure 17.13 - Sales Summary List


2. When the user selects a period, the system displays the following information:
 - 2.1. A list with all agreements for which sales were submitted for the period, This list is composed by the following column fields:
 - **Organization:** The licensor organization which the licensee was submitting sales to (the 'Between' organization from the agreement).
 - **Agreement Number:** The agreement number that will be a hyperlink the user can click on to open the actual agreement.
 - **Reported Sales:** Total reported sales against that agreement
 - **Reported Royalties:** Total royalties calculated against reported sales for the agreement.
 - 2.2. The **Total Due From This Period** field will be updated summarizing the total royalties that were due as a result of the period selected.
3. At screen bottom, the system shows total records found, range of records displayed and number of pages with information.

4. You can see the information on each page by pressing **Previous** or **Next** button depending on which page you need to see. You are viewing the shaded page number.
5. The data displayed is organized in descending order by amount of reported royalties. If you want to change the data organization criteria, you must execute the following instructions:
 - Determine which data column you want to classify the information by. The system can sort the information only by the columns that have the up/down arrows in the header.
 - Click on the header of the chosen column. This action will cause an arrow to be shown in the extreme right of the column header. This arrow, depending on the indicated direction, will show how to organize the data:
 - ▴ Order the data in ascending order, from lower to higher values.
 - ▾ Order the data in descending order, from higher to lower values.
 - To change the direction of the arrow, click again on the column header.

Reprint Invoice

1. Select the period you want to reprint invoice, by clicking the dropdown ***Period*** field. The system displays a list with all historical periods for which the user-organization has submitted sales and close the period.
2. Click the **Reprint Invoice** button.

Review Sales Detail

1. Select the period you want to review, by clicking the dropdown **Period** field. The system displays a list with all historical periods for which the user organization has submitted sales and close the period.
2. Locate in the sales summary list the record that you want to review the sales detail.
3. When you find it, click on the edit icon  located in the row of the sale to be edited. The system displays all sales reported for the period submission.

Manage Sales

Sales Submission **Sales Review**

Manual Sales Entry

Licensee	Agreement	Total Qty	Total Sales	Product	Channel	Territory	Invoice Date	Other Category 01	Comments	Royalty
Generic Licensor	1	1500	250000	Select Product ▼	Select Channel ▼	Select Territory ▼	04/10/2018	Choose...		\$USD 37,500.00
Generic Licensor	1	785	125000	Select Product ▼	Select Channel ▼	Select Territory ▼	04/12/2018	Choose...		\$USD 18,750.00
Generic Licensor	1	1250	200000	Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 30,000.00
Generic Licensor	1	500	500000	Select Product ▼	Select Channel ▼	Select Territory ▼	4/15/2018	Other Attribute 01		\$USD 75,000.00
Generic Licensor	1	800	800000	Select Product ▼	Select Channel ▼	Select Territory ▼	4/15/2018	Choose...		\$USD 120,000.00
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 0.00
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 0.00
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 0.00
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 0.00
Generic Licensor	1			Select Product ▼	Select Channel ▼	Select Territory ▼		Choose...		\$USD 0.00

Showing 1 to 5 of 5 entries found

Previous 1 Next

Save and add more

Close

Figure 17.14 - Sales Detail

4. Click the **Close** button to exit the *Sales Detail* screen.