

Sales Person Commission

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Introduction

Technical Support

Welcome to the instructional manual for the Sales Person Commission module of Eagle Business Management System (EBMS). Eagle Solutions is pleased to provide you with instructions and tips regarding the Windows version of EBMS. In the sections following, explanations and examples of the available features in the Sales Person Commission module of Eagle Business Management System will be explained for optimal use of the System. If you need to reach our staff for further help, contact us using the information below:

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Overview

The Salesperson Commission Management module within EBMS is a powerful tool to manage salespersons within an organization. The system manages commissions based on an income group identified by a general ledger account or range of accounts. Commission rates may vary by salesperson and/or income group. The module gives the user the ability to calculate commissions on the gross or net sales. Commission payments may be generated at the time of the sale or after the invoices are paid in full. Grouping sales orders, invoices, quotes, or customers by salesperson is a convenient managing tool for a sales force.

Salesperson entries appear in the following forms when the salesperson commission module is present:

- **Terms** tab of a customer
- Header of the sales invoice – This entry field appears even when the Salesperson module is not present but the entry can not be validated.
- **General Info** tab of the proposal or quote

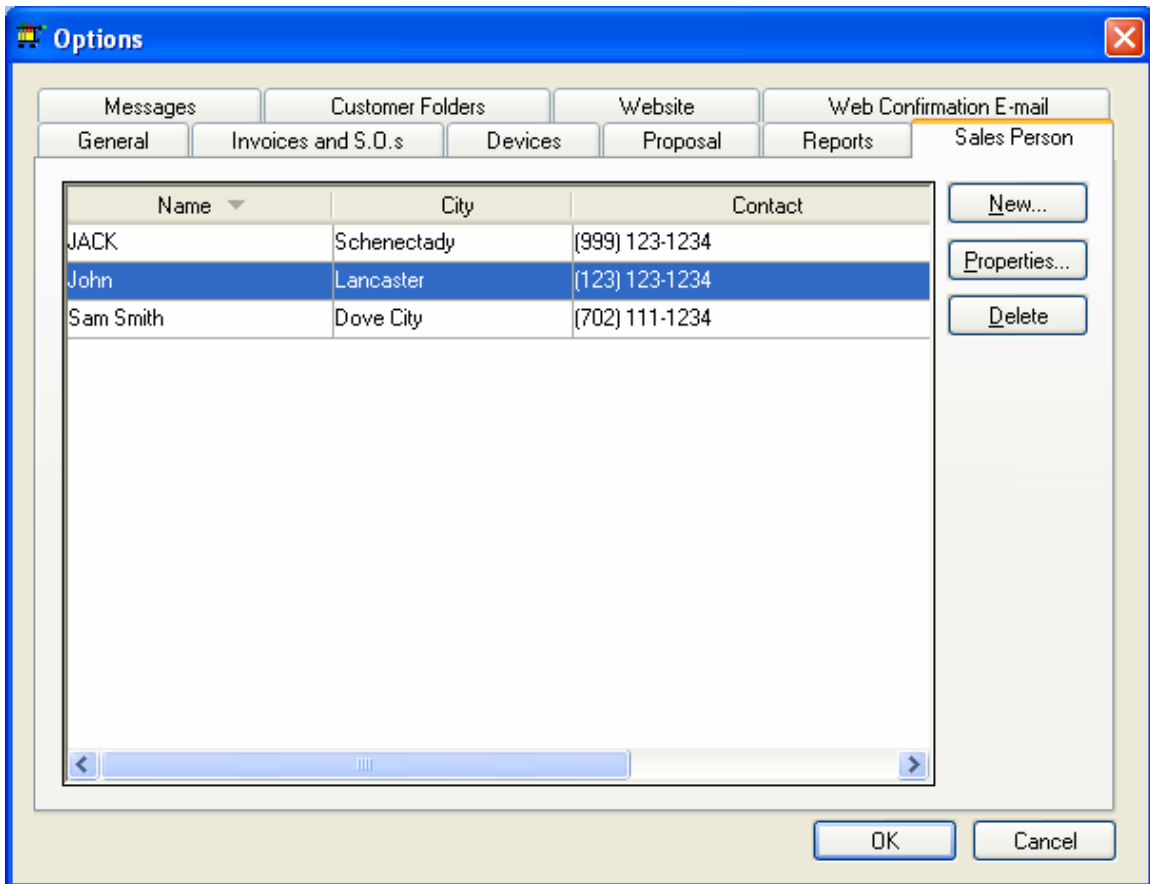
Commission reports can be generated from EBMS without the Salesperson module but rate percentages and commission amounts are not calculated by the system.

The Salesperson Commission module creates general ledger transactions at the time the sales invoice is processed. Review the Processing a Sales Invoice with Commissions section for general ledger transaction details.

Getting Started

Adding New Salespersons

The list of salespersons is accessed by selecting **Sales > Options** from the EBMS menu. Click on the **Salesperson** tab as shown below:



Click the **New** button to open the new salesperson dialog as shown below:

Sales Person Commission

New Sales Person

Name: Beth Newton

Address: 123 Main Street

City: Chicago

State: IL Zip: 60601

Contact Information

Phone: (123) 123-1234

Fax: () -

E-Mail: Beth@anysite.com

Contact:

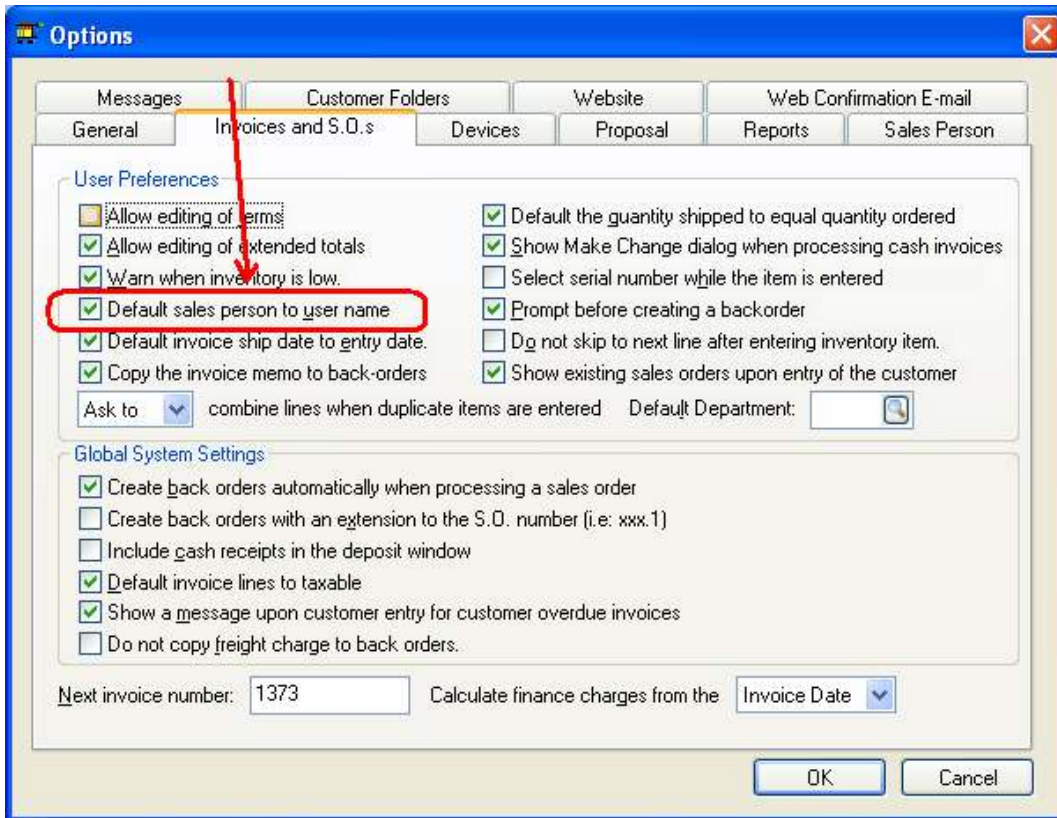
Web:

Note:

< Back Finish Cancel

Enter the name and contact information for the salesperson.

Note: The **Name** entry becomes the salesperson's identifier rather than a separate ID. This fact must be considered if the **Default salesperson to user name** option is enabled in the **Sales > Options > Invoices and S.O.s** tab as shown below:



The **Default sales person to user name** option should only be enabled if the salesperson also has a login account within the EBMS software. If this option is enabled, the sales person's **Name** should appear on the sales person dialog in the same syntax as the user's EBMS login name. Review the Processing a Sales Invoice with Commissions section for more details on how this option is used. Review the Getting Started > Security > Creating Users and Assigning Rights within the main EBMS manual for more details on creating user accounts.

Click the **Finish** button to save the salesperson record. Click on the **Properties** button to view or change the salesperson's information as shown below:

Sales Person Commission

The screenshot shows a software dialog box titled "Sales Person" with a close button in the top right corner. The "Name" field contains "Beth Newton". Below the name are four tabs: "General", "Invoices", "Commissions", and "Proposals", with "General" selected. The "Address" field contains "123 Main Street". The "City" field contains "Chicago". The "State" field contains "IL" and the "Zip" field contains "60601". A "Contact Information" section contains five fields: "Phone" with "(123) 123-1234", "Fax" with "() -", "E-Mail" with "Beth@anysite.com", "Contact", and "Web", each with a right-pointing arrow button. To the right of this section is a "Note:" field with a scrollable text area. At the bottom right are "OK" and "Cancel" buttons.

Sales Person

Name:

General Invoices Commissions Proposals

Address:

City:

State: Zip:

Contact Information

Phone

Fax

E-Mail

Contact

Web

Note:

Continue with the following section to create commission rates.

Commission Rates

The commission rates are created for each salesperson by opening the sales person record. Complete the following steps to create commission rates:

- 1) Open the sales person's record:
 - a) Select **Sales > Options** from the EBMS menu.
 - b) Click on the **Salesperson** tab, select a salesperson, and click the **Properties** button.
 - c) Click on the **Commissions** tab to open the following list:

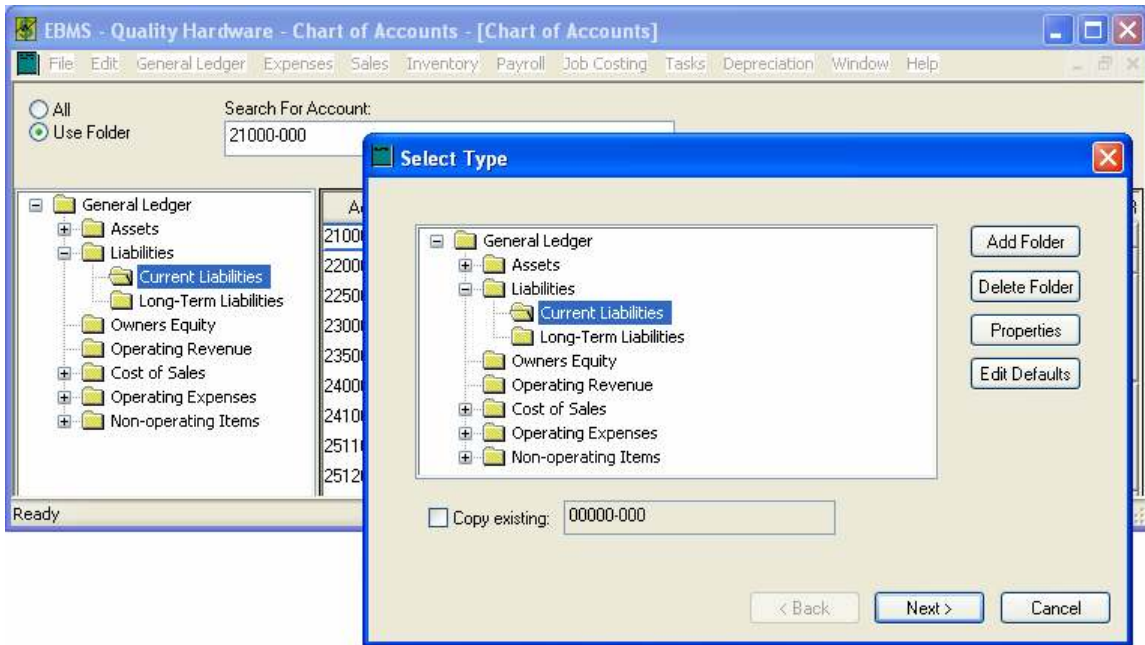
The screenshot shows a software window titled "Sales Person" with a close button in the top right corner. The window contains a form with the following elements:

- Name:** Beth Newton
- Tabs:** General, Invoices, **Commissions** (selected), Proposals
- Commission G/L Account:** 23200-000 - Accrued Salesperson Commissions
- Commission Categories:** 23200-000 - Accrued Salesperson Commissions
- Table:**

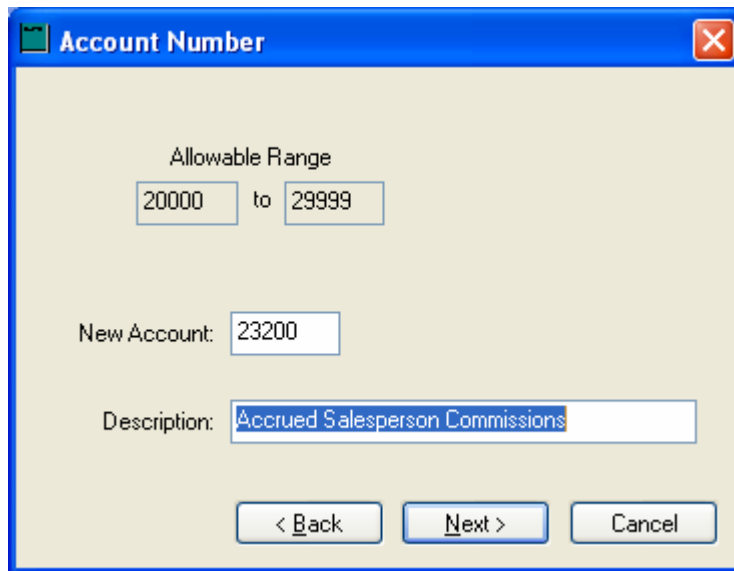
Id	Description	Percent Commr
- Buttons:** New, Properties, Delete, Transactions, OK, Cancel

- 2) Select a **Commission G/L Account** from the available general ledger accounts. Continue with step 3 unless a commission account must be created. Complete the following steps to create a **Commissions G/L Account** if no commission accounts are listed.
 - a) Open the general ledger chart of accounts and click on **Edit > New** to launch the new account wizard. Review the General ledger > Chart of Accounts > Adding General Ledger Accounts for more details on creating general ledger accounts.

Sales Person Commission



b) Create a current liability account as shown below:



c) Continue with the **Department Code** and **Profit Center** pages of the wizard. The **Department Code** will normally be set to zero unless departments or profit centers divide the accumulated commissions.

d) Continue with the new account wizard to the **Select a Classification** page as shown below:

Choose the classification for this account.

Show All Classifications

Description	Cash Flow
Other Payables	Operating
Payroll Payable	Operating
Payroll Tax/Deduction	Operating
Sales Tax	Operating
Salesperson Commission	Operating
Vendor Retainage	Operating

< Back Finish Cancel

- e) Select the classification labeled – **Salesperson Commission**. This classification must be selected so the account is available within the **Commission** tab of the salesperson. Click the **Finish** button to complete the new liability account.
- 3) Return to the salesperson record and click the **New** button located on the **Commission** tab.

Commission Properties

Id:

Description:

Sales Account Range: to

Use sales account department for expense account.

Expense Account:

Commission Based On:

Percent Commission

% Commission	Effective Date
1.5	01/01/1998 Thu
2.0	01/01/2000 Sat
*	

OK Cancel

Sales Person Commission

- 4) Enter an **Id** and **Description** for the group of commissions.
- 5) Enter the **Sales Account Range**. All commissions within EBMS are calculated based on the sales general ledger account used within the sales invoice. If the sales account falls within the **Sales Account Range** the commission is calculated for the sales person. Separate general ledger codes must be created for each group of sales that are sold based on different commission rates.
- 6) The **Expense Account** is used to record the commission expense at the time of the sale. Enable the **Use sales account department for expense account** option if the department code of the expense account is copied from the sales general ledger department. Disable the option to enter the 9-digit expense account. Review the Processing a Sales Invoice with Commissions section for details on the commission G/L transactions that are created when an invoice is processed.
- 7) The **Commission** can be **Based On** either the **Gross** amount of the sale or the **Profit** of the sale. Select the **Gross** option if the salesperson's commission is based on the gross amount of the sale, or select **Profit** to use the gross profit amount of the sale.
- 8) Enter the commission rate within the **Percent Commission** table. If a commission rate changes, add a new rate to the bottom of the list along with the **Effective Date**.
- 9) Click the **OK** button to save. Repeat steps 3 through 9 for each commission rate.

Repeat steps 1 through 9 for each salesperson.

Viewing a Salesperson's Invoices or Proposals

The Salesperson module is a powerful tool to organize, manage, and report sales based on individual salespersons. Quotes, sales orders, and invoices are grouped by salesperson within convenient tabs similar to the sales tabs within customer records. Open a salesperson record by clicking on **Sales > Options > Salesperson tab > Properties** button.

Proposal

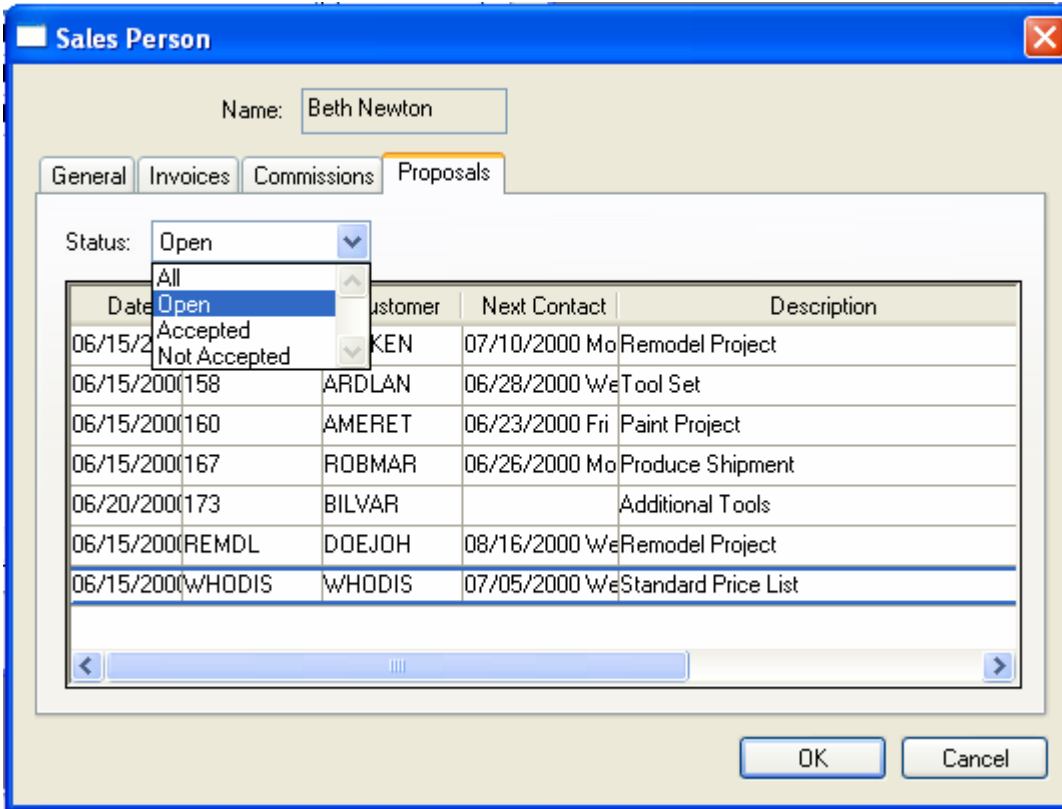
Click on the **Proposal** tab to view the proposals associated by selected salesperson.

The screenshot shows a software window titled "Sales Person" with a close button in the top right corner. Inside the window, there is a text field for "Name" containing "Beth Newton". Below this are four tabs: "General", "Invoices", "Commissions", and "Proposals", with "Proposals" being the active tab. Under the "Proposals" tab, there is a "Status" dropdown menu set to "Open". Below the status is a table with the following data:

Date	Quote	Customer	Next Contact	Description
06/20/2000 Tue	173	BILVAR		Additional Tools
06/15/2000 Thu	160	AMERET	06/23/2000 Fri	Paint Project
06/15/2000 Thu	167	ROBMAR	06/26/2000 Mon	Produce Shipment
06/15/2000 Thu	158	ARDLAN	06/28/2000 Wed	Tool Set
06/15/2000 Thu	WHODIS	WHODIS	07/05/2000 Wed	Standard Price List
06/15/2000 Thu	151	DUKKEN	07/10/2000 Mon	Remodel Project
06/15/2000 Thu	REMDL	DOEJOH	08/16/2000 Wed	Remodel Project

At the bottom of the window are "OK" and "Cancel" buttons.

The salesperson's proposals can be sorted by proposal **Date**, **Quote** number, **Customer** id, or **Next Contact**. Click on any column to change the sort order. The status setting can be changed to filter proposals based on **Status** as shown below:



Select the **All** setting to view all proposals for the selected salesperson or **Open** to view the proposals that are open or active. The closed proposals can be viewed by **Accepted** or **Not Accepted** settings. Review the Processing Proposals > Proposal Status Settings section within the proposal documentation for details on changing status settings within a proposal.

Double click on the proposal line to open the document and make changes. The salesperson setting is located within the **General Info** tab of the proposal. The **Next Contact** date is located within the **Contact Info** tab.

Invoice

Click on the **Invoice** tab to view the invoices associated to the selected salesperson.

Sales Person

Name:

General **Invoices** Commissions Proposals

Status:

Invoice...	Customer ID	Name	Invoice	Status	F
06/20/2000 Tue	DOEJOH	John Doe	1364	Outstanding	
06/20/2000 Tue	BILVAR	Bill's Variety Store	1372	Sales Order	
06/20/2000 Tue	DOEJOH	John Doe	1376	Sales Order	
06/20/2000 Tue	DOEJOH	John Doe	1377	Sales Order	

Change the **Status** setting to view only specific invoices. The salesperson can monitor invoices that are not processed by changing the **Status** to **Sales Orders**.

Review the Paying Commissions section for more details on reporting options. A salesperson's proposals or invoices can be printed using the reports included in the system. Go to **File > Reports** and click on the **Sales > Salesperson** folders for the salesperson report options.

Processing Commissions

Processing a Sales Invoice with Commissions

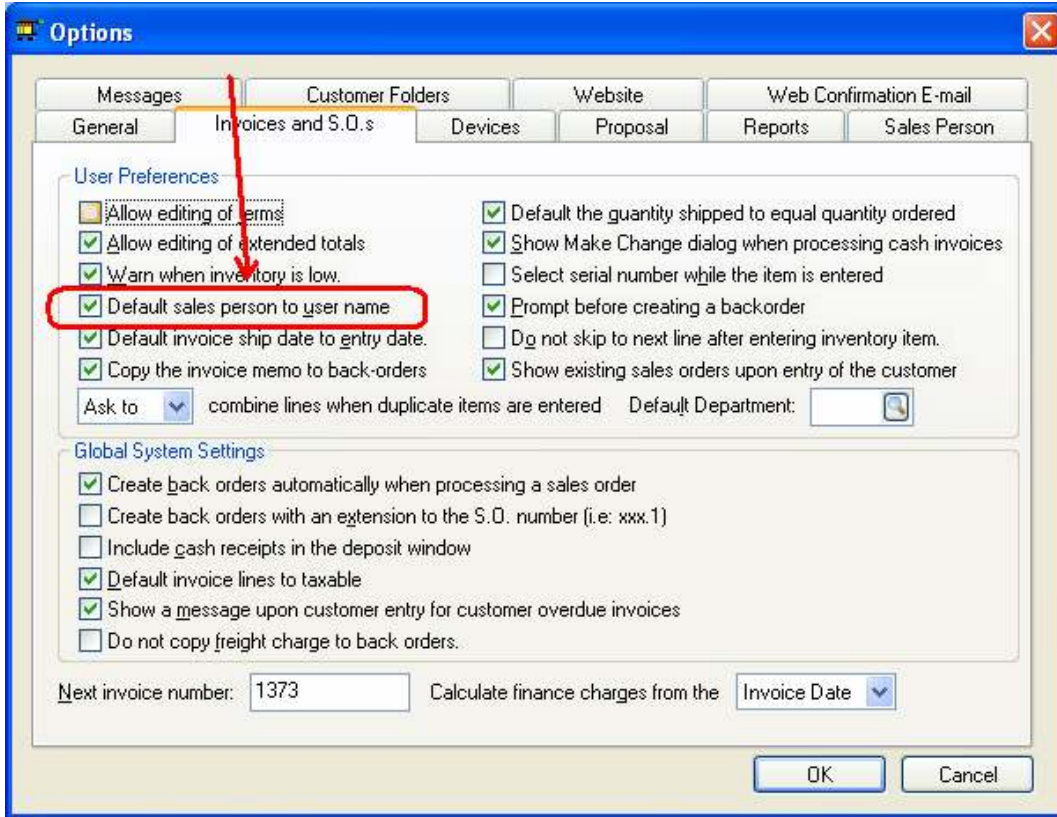
The salesperson setting is found on the header of the sales invoice. Open a sales order or create a new invoice as shown below:

Ordered	Shipped	Inventory	Measure	Description	Price	Amount	T.	S/L.A.	Costs
1.00	1.00	MIHAM		Medium Claw Hammer	8.50	8.50	✓	51000.010	5.00
1.00	1.00	NEEPL		Needle Nose Pliers	9.99	9.99	✓	51000.010	6.60

Tax Table:	Tax:	Freight:	Discount:	Finance Chg:	Costs:	\$11.60	S.O. Total:	\$19.60	Subtotal:	\$18.49
PA	\$1.11				Retainage:	\$0.00	Paid:	\$0.00		19.60
					Percent Margin:	37.3	Balance:	\$19.60		

The **Salesperson** entry can be defaulted using two different methods.

- Default the EBMS login user as the salesperson. This method requires the **Default Sales Person to user name** option to be enabled. This option is found by click on **Sales > Options > Invoices and S.O.s** tab as shown below:



The **Default sales person to user name** option should only be enabled if the salesperson also has a login account within the EBMS software. If this option is enabled, the sales person's **Name** should appear on the sales person dialog in the same syntax as the user's EBMS login name. Review the Getting Started > Security > Creating Users and Assigning Rights within the main EBMS manual for more details on creating user accounts.

- b. The 2nd method will be used if the **Default sales person to user name** option is disabled and the **Salesperson** entry within the customer record is populated. A default salesperson can be assigned to a customer by entering the **Salesperson** entry into the **Terms** tab of a customer. Go to **Sales > Customers** and click on the **Terms** tab to view or change the **Salesperson** entry as shown below:

The screenshot shows a software window titled "CustomersRetailJohn Doe". At the top, there are fields for "Customer: DOEJOH" and "Folder: Retail". Below this is a tabbed interface with tabs for "General", "Terms", "Advanced", "Directions", "Invoices", "Proposals", "Serialized Items", "Tasks", "Jobs", and "Special F...". The "Terms" tab is active, showing "Payment Terms" with fields for "Discount: (None)", "Dye: Net 15 days", "Grace Period: 30 days after invoice date", "Monthly Finance Charge Rate: 1.50 %", and "Minimum Finance Charge: \$1.00". Below this is a "Sales Tax Exemption" section with an "Exempt" checkbox and fields for "Tax ID" and "Expiration Date". The "Shipping Information" section includes "Ship To Id: DOEJOH", "Default Shipping Method: Customer Pickup", and "Freight Charge: Free". At the bottom of this section, the "Salesperson" field is set to "Beth Newton" and is highlighted with a red rectangular box. At the very bottom of the window are buttons for "OK", "Cancel", "New", "Delete", and "Print".

A sales person can be manually entered or selected by using the salesperson lookup list as shown below:

The screenshot shows a software window titled "Sales Invoice Entry - Bill's Variety Store". A "Search" dialog box is open in the foreground, displaying a list of salespeople. The "Search For Name" field contains "Beth Newton". The list has columns for "Name", "Address 1", "City", and "Zip". The first entry is "Beth Newton" with address "123 Main Street", city "Chicago", and zip "60601". Other entries include "JACK" (Schenectady, NY), "John" (Lancaster, PA), and "Sam Smith" (Dove City, KS). The "Search" dialog has "Find...", "Select", "Cancel", and "Prev..." buttons. In the background, the "Sales Invoice Entry" window is partially visible, showing "Customer ID: BILVAR", "Sales person: Beth Newton", and a table with columns "Ordered", "Shipped", and "Inven". The table contains two rows: one with "1.00" in "Ordered" and "1.00" in "Shipped" for item "MHAM", and another with "1.00" in "Ordered" and "1.00" in "Shipped" for item "NEEPLJ". At the bottom right of the background window, the "Total" is \$19.49 and the "Balance" is \$19.60.

Sales Person Commission

The commission is calculated for the salesperson at the time the invoice is processed. The following commission transactions are created if the sales general ledger account is within the range of any commission records.

<u>General Ledger Account of Finished Good items</u>	<u>Debit</u>	<u>/</u>
<u>Credit</u>		

The commission expense account for each detail line with commissions Debit

This expense account is entered within the commission rate record.

The commission liability account entered in the salesperson record. Credit

This liability account is entered within the **Commissions** tab of the salesperson record.

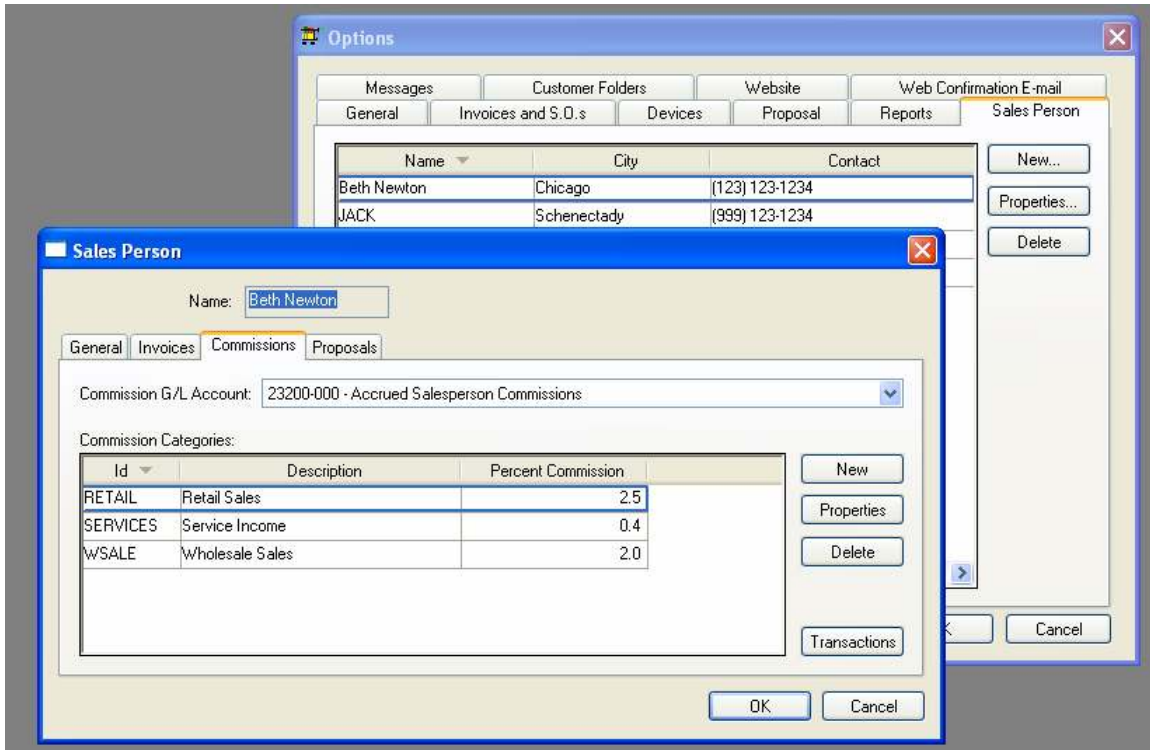
Review the Commission Rates section for more details on entering the liability and expense general ledger accounts.

The liability account should always be used when paying commissions that were calculated when the sales invoice was processed. Review the

Paying Commissions

Commissions can be paid to the salesperson immediately or paid at the time the customer pays the invoice in full. Commissions are processed when the employee or other salesperson is paid. Complete the follow steps to process the commissions and pay the salesperson.

- 1) Go to **Sales > Options** and click on the **Salesperson** tab. The commission must be processed for each salesperson individually.
- 2) Highlight the salesperson and click the **Properties** button to open the salesperson record. Click on the **Commissions** tab as shown below:



- 3) Click on the **Transactions** button to view the commission list. The system will prompt the user to post transactions if there are transactions that are not posted within the sales file. General ledger transactions must be posted before they are displayed on the transaction list displayed below:

Sales Person Commission

Commission Transactions

Payment Date: 06/20/2000 Tue

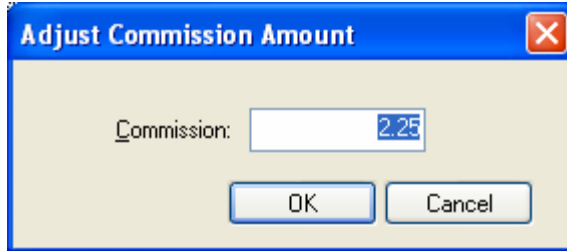
☑	Date	Description	Commission ...	Gross	Percent ...	Customer	Invoice
☑	06/20/2000 Tue	Gallon of Valspar Flat Paint	2.25	90.000000	2.0	DOEJOH	1364
☑	06/20/2000 Tue	Large Claw Hammer	0.37	14.950000	0.3	DOEJOH	1364
▶	06/20/2000 Tue	Heavy Duty Box	1.75	87.740000	0.4	AMERET	1312
☑	06/20/2000 Tue	6" Phillip's Screwdriver	0.11	5.660000		AMERET	1312
☑	06/20/2000 Tue	Needle Nose Pliers	0.10	4.810000		AMERET	1312
☑	06/20/2000 Tue	3' Level	0.15	7.640000		AMERET	1312
☑	06/20/2000 Tue	Medium Claw Hammer	0.09	4.390000		AMERET	1312
☑	06/20/2000 Tue	Adjustable Wrench	0.18	8.760000		AMERET	1312
☑	06/20/2000 Tue	Tool Box Lid	0.61	30.580000	0.1	AMERET	1312
☑	06/20/2000 Tue	Heavy Duty Box	2.87	143.630000	0.6	AMERET	1312
☑	06/20/2000 Tue	Main Tool Box Tray	1.28	63.950000	0.3	AMERET	1312
☑	06/20/2000 Tue	Main Tool Box Tray	1.29	64.450000	0.3	AMERET	1312
☑	06/20/2000 Tue	Tool Box Lid	0.62	30.820000	0.1	AMERET	1312
☑	06/20/2000 Tue	3' Level	0.25	12.610000	0.1	AMERET	1312
☑	06/20/2000 Tue	Adjustable Wrench	0.58	28.960000	0.1	AMERET	1312
☑	06/20/2000 Tue	Honda Air Compressor	21.88	875.000000	2.4	DOEJOH	1330

Total Selected: Total Unselected:

- 4) Set the commission **Payment Date** on the top of the transaction dialog. Only commission transactions from invoices dated on or before the **Payment Date** will be displayed on the list.
- 5) Commission transactions should be selected and processed before the salesperson is paid. Select the transactions by clicking on the first column labeled **Select**. Commissions should be paid to the salesperson a) immediately after the sale or b) after the customer pays the invoice in full.
 - a) Click on the **Select All** button to select all the transactions. This option will process the salesperson's commission after the invoice is processed.
 - b) Click on the **Select Paid** button to only select the commissions that were generated from sales invoices that are fully paid. Note that the **Select Paid** button will not select the commissions from partially paid invoices.

Voided Invoices and invoices that are unprocessed with show as a negative transaction. This feature will adjust the salesperson's commission pay if the invoice is processed, commission is processed, and the invoice is un-processed and deleted.

- 6) Commissions can be adjusted using either of the following 2 methods:
 - a) Individual transactions can be adjusted by right clicking on the transaction and selected **Adjust Commissions** from the context menu.



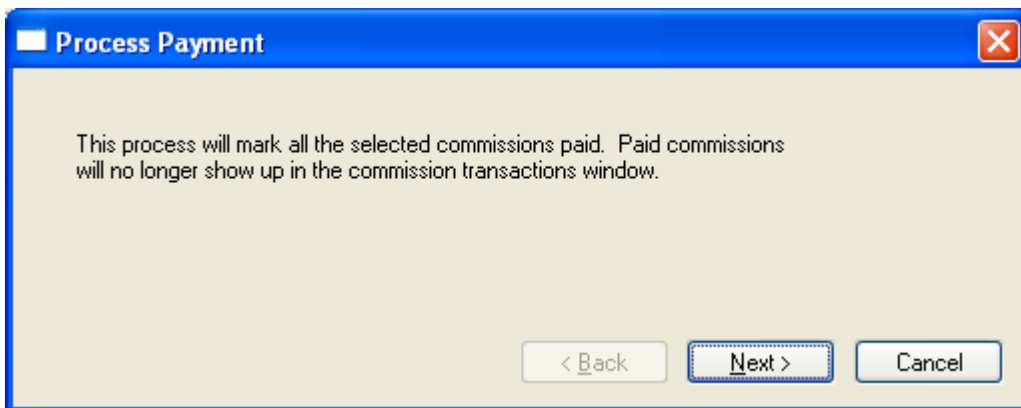
Enter the adjusted commission amount and click **OK**.

- b) A group of transaction can be changed by clicking on the **Adjust Commissions** button on the bottom of the list. The following adjustment dialog will appear:



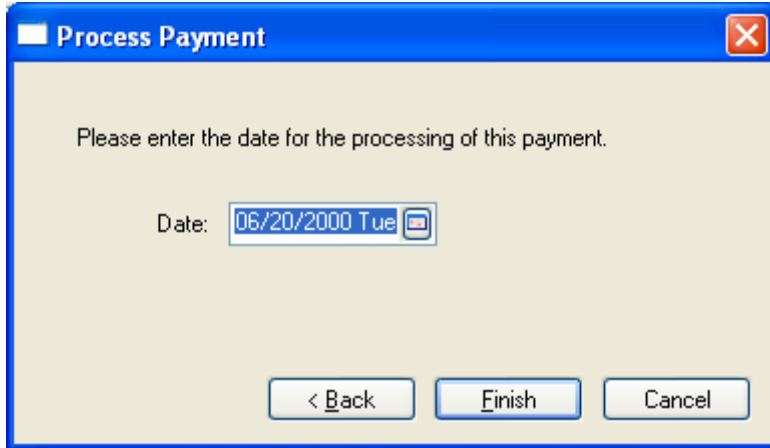
Enter the range of dates (**Start Date** and **End Date**) for the transactions that need to be adjusted. Select the **Commission Id** of the transactions. Enter the new **Percent Commission** and click the **OK** button to complete the changes.

- 7) Click the **Process** button to process commissions when all the commissions are validated.

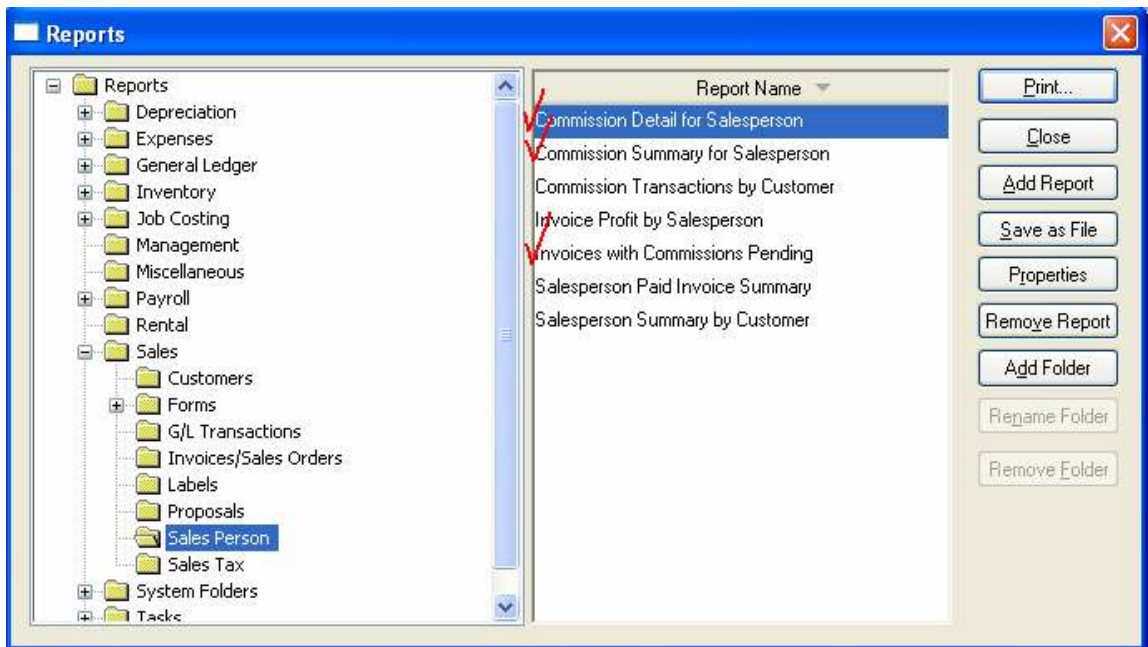


- 8) Click the **Next** button to continue to the next wizard page.

Sales Person Commission



- 9) Enter the commission payment **Date** and click the **Finish** button. All the transactions are grouped using this payment date. This date is required when commission reports are processed as shown below.
- 10) Complete the following steps to generate a transaction report to give to the salesperson or management:
 - a) Go to **File > Reports** and open the **Reports > Sales > Salesperson** group as shown below:



The reports that are marked with a red check mark require the commission payment date entered during the process.

- b) Select a report such as the **Commission Detail for Salesperson**.

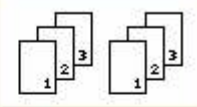
Print - COMMISSION DETAIL FOR SALESPERSON

Choose Printer
 Default Printer HP LaserJet 1100 on LPT1:
 Specific Printer HP LaserJet 1100 on LPT1: [v]

Report Options
 Commission Date: 06/20/2000 Tue [c]
 Period Ending: 06/18/2000 Sun [c]

All Sales Persons
 Range [] To: []

Suppress Commission and Rates
 Print Invoice Totals Only
 New Page for Each Salesperson

Print []
 Print Preview []
 Print Setup []
 Cancel []
 Set Query []
 Use Query
 Orientation: Portrait [v]

 Collate
 Copies: 1 []
 Save as Default []
 Restore Defaults []
 Export... []

The **Commission Date** is the date entered during the transaction process. The **Period Ending** date is for reporting purposes only.

Quality Hardware						
Invoice Commission Detail by Sales Person				June 20, 2000 9:16:44 am Page: 1		
Quality Hardware (Test Data) Commission Date: 06/20/2000 Period Ending: 06/18/2000						
Sales Person: Beth Newton						
Customer ID	Date	Invoice	Description	Gross	Commission	Rate (%)
AMERET	6/20/2000	1312	American Retailers	494.00	9.88	2.00
DOEJOH	6/20/2000	1330	JohnDoe	875.00	21.88	2.50
DOEJOH	6/20/2000	1336	JohnDoe	40.91	1.02	2.49
ELMKEI	6/20/2000	1348	Keith Elmer	6.75	0.17	2.52
DOEJOH	6/20/2000	1364	JohnDoe	104.95	2.62	2.50
Sales Person Totals:				1,521.61	35.57	2.34

Commission Payments						
Commission Type	Gross	Commission %	Commission Amount			
RETAIL	1,027.61	2.5	25.69			
WSALE	494.00	2.0	9.88			
Total:	1,521.61		35.57			

Repeat the steps within this section for each salesperson. The reporting steps may be done after the commission transactions are processed for all salespersons.

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