Create New Salesperson and Assign Salesperson Contribution

Create New Salesperson

1. Select Human Resource -> Employee

add-employee.png

2. Select one of the **existing employee** (for e.g. Puah Lay Teng) -> **Menu** -> click **Duplicate** to create new Employee.

duplicate-employee.png

3. When duplication is made, the screen would filled up with Puah Lay Teng's details as shown below. Please change the **Salutation, Full Name**, **User ID** (as per User Login ID) and other particulars that are necessary. After filling up the details, click **save**.

employee-details--1.png

4. You should be able to see new employee code **EMP000005** created.

Isaac---new-employee.png

5. Select Selling -> Salesperson -> Add child (allocate Salesperson name)

add-salesperson.png

add-child---salesperson.png

6. Allocate Salesperson name and employee ID created earlier -> create new -> new Salesperson is created as follows.

new-salesperson-tree.png

Isaac---Sales-person-tree.png

Assign Salesperson Contribution for respective Customer

1. Select Customer -> Sales Team -> Add row to allocate relevant Salesperson -> allocate Contribution % -> Save

contribution-allocation-in-customer.png

2. When create Sales Order/Sales Invoice, sales contribution would be assigned according to the allocated contribution % from 1 above.

Sales-order---grand-total.png

For e.g. the contribution % allocated earlier was 50% to Ping and Cheah, the grand total would be allocated 50% each as shown below.

allocated-contribution-portion.png

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