

**Bug Software LLC**

8345 NW 66 ST

Suite 5606

Miami, FL 33166

305 748 4914

[sales@bug-software.com](mailto:sales@bug-software.com)

<http://www.bug-software.com/>

Sales Commissions Module

January 30, 2009



# Sales Commissions Module

## Quick Start Guide

This documentation will explain you the basic functions of BugHotel Reservation System NextGen Commissions Module and will walk you through the basic and daily steps of commission module.

# BugHotel Reservation System

Sales Commissions Module

January 30, 2009



BugHotel Reservation System NextGen Sales Commission Module enables travel portal owners to set commissions and discount levels for each property in the database.

This module allows you to create individual commission structures and monitor sales performance against established agents, as well as maintain a comprehensive sales history for each affiliate, property and web site.

The following is a summary describing some of the features of the Sales Commission Module:

Scenario: There can be property owners which may give say for e.g. 10% of commission/discount to portal owners whereas others may give portal owners 20 %. Now what this module does is set or allow property owners to register their property on the portal and then they get one compulsory field to select about their category of commission/discount. For .e.g.

Categories	Commission/Discount
Category A	20% commission
Category B	10% commission
Category C	5% commission

Now travel portal owners will decide that for say category "A" if bookings is done by agent for any consumer then agent will get 10% as the commission whereas if he/she does the booking for category "B" property then the amount of commission will be say 7% and so on.

The sales commission module can also track individual commission for each of the properties available and the revenue generated by travel portal.



## Contents

1. Commissions Menu.....	4
2. List Property Commissions .....	5
3. New Property Commission.....	6
4. Set Property Commission.....	7
5. Agent Commissions Report .....	8
6. Commissions Report .....	9



## 1. Commissions Menu

Once the log-in process is completed, the following screen is shown to user. All the options are available in the left navigation menu (Commissions, List Property Commissions, New Property Commission, Set Property Commissions, Agent Commissions Report and Commissions Report. (Other modules may or may not be visible if installed).

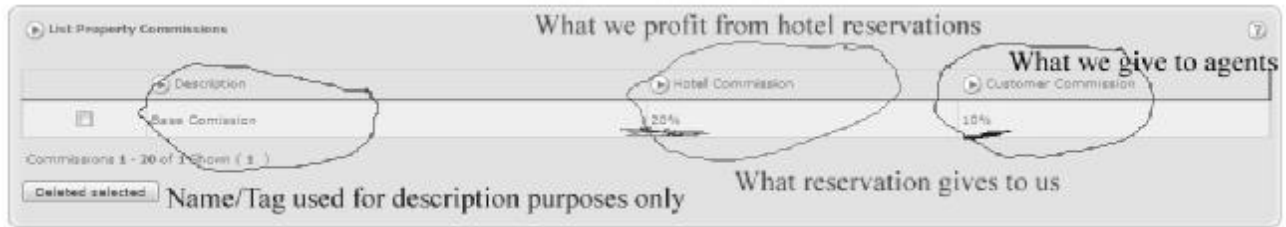


- a. List Property Commissions – This section will list all commission categories available in the system
- b. New Property Commission – This section will allow you to create a new commission category
- c. Set Property Commissions – This section will allow you to assign each property to a given commission category
- d. Agent Commissions Report – This report allows travel portal owners to calculate commissions due to agencies
- e. Commissions Report – This report allows travel portal owners to calculate their revenues (What properties owe travel portal owner)

## 2. List Property Commissions



List Property Commissions shows available commission categories



The list will show the property commission description, the % commission that the hotel gives us (Travel Portal owner) and what we (Travel Portal owners) give to agents.

In the scenario above, "Base Commission" category, the commission is set to 20% commission, so basically if a reservation is made, let's say of US\$100, we (Travel Portal) get US\$20 profit.

Now from that US\$20 we give 10% to the agent. = US\$2

The agent value/commission is ONLY used and set IF the reservation (US\$ 100) was made via the agent web site or extranet, if the reservations are made direct, no commissions are due and the US\$20 are all for the travel portal owner.

## 3. New Property Commission



New Property Commission allows travel portal owner to create commission categories.

A screenshot of a web application form titled "Create Property Commissions". The form is enclosed in a light gray border. At the top left, there is a breadcrumb trail: "New Property Commission". The main title "Create Property Commissions" is centered at the top. Below the title, there are three input fields: "Description:" followed by a text input box; "Hotel Commission:" followed by a numeric input box and a percentage sign (%); and "Customer Commission:" followed by a numeric input box and a percentage sign (%). At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

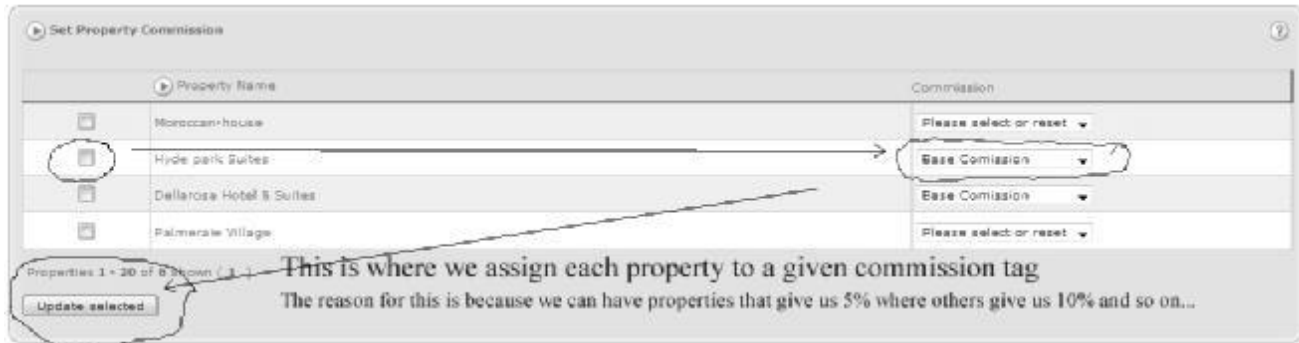
In order to create a new property commission category, fill in the description (desired name we want to set), the hotel commission (what hotel gives us – travel portal) and what we give to agents (customer commission)

Hit "Submit" to create the category.

## 4. Set Property Commission



Set Property Commission option is used to assign a given property to a given commission category.



We can have properties with contract negotiations that give us 10% commissions where others give us 30% commission; we use the Set Property Commission option to do just that.

In order to assign a property or a set of properties to a given category commission we first check the check box for the desired property or properties, then from the commission drop down box on the right we choose the desired category (the category we are assigning to) and then we hit the button "Update selected" to apply the changes.

We can use this section to assign the property to a given category or change a property from one commission to another commission.

## 5. Agent Commissions Report



Agent Commissions Report is used to display and calculate agent's commissions.

The screenshot shows the "Commissions Report" interface. At the top, there are fields for "Start Date:" and "Date Range:". The "Start Date:" field is set to "January 28 2009" and is circled. The "Date Range:" field is set to "4 week(s)" and is also circled. Below these fields, there is a text label "Add 4 weeks after Jan 28 2009 (Selected start period)". To the right, there is a label "What we profit" above a table. The table has four columns: "Corporate Partner(s)", "Price", "Net Price", and "Commission". The first row shows "Mohamed Almoussoul" in the first column, and "£0.00", "£0.00", and "£0.00" in the other three columns. The "Net Price" column is circled. Below the table, there are two buttons: "PDF" and "Excel". At the bottom, there is a heading "Agents Commission Report - This is where we calculate the commissions due to each agent" and a sub-heading "The report will give you sum of reservations for each agent for the selected period, it will present your price and commission due".

From this section we select the initial date we want to look and then select the date range, the system will then display available agents and their commission (what we owe the agent)

The report will show us the Agent Name "Corporate Partner", the total reservation, the net price (what we are profiting) and the commission for the agent.

We can also export the report to PDF and Excel spreadsheet formats by clicking on the PDF and/or Excel button.

## 6. Commissions Report



Commissions Report is used to display and calculate hotel reservation commissions (what each property owes us).

The screenshot shows the "Commissions Report" interface. At the top, there are dropdown menus for "Start Date" (January 18, 2009) and "Date Range" (2 week(s)). A note says "Add 2 weeks to selected date". Below this is a table with columns for "Properties", "Price", and "Commission". The table lists four properties: Moroccan-house, Hyde park Suites, Dellarosa Hotel & Suites, and Palmerie Village. The "Our Total Commission" is highlighted in a grey row. At the bottom, there are "PDF" and "Excel" buttons, and a note: "Commission Report gives us total commissions due from the hotel to us".

Properties	Price	Commission
Moroccan-house	£0.00	£0.00
Hyde park Suites	£0.00	£0.00
Dellarosa Hotel & Suites	£180.00	£36.00
Palmerie Village	£0.00	£0.00
<b>Our Total Commission</b>		<b>£36.00</b>

Total Reservations for the given period

Properties 1 - 20 of 1 shown ( 1 )

PDF Excel

Commission Report gives us total commissions due from the hotel to us

The report will display all available properties in the system, their reservation total for the selected period and our total commission for the same period.

Again, you can export the report results to PDF and Excel spreadsheet formats.