



AXIS 2.21 Release Notes

December 2019

Notices

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Sauk Rapids, MN 56379 1-800-547-7120
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Overview

The RTG® Retail Technology Group (RTG) provides this document as a high-level summary of the latest release of the RTG AXIS software system.

Employee Commission Tracking

Commission Tracking is now available with AXIS 2.21. The commission tracking system will allow you to define which items are commissionable, the amount of commission, as well as which employees should receive commission for those items. There is also a new Commission Sales Report available for keeping track of employee commissions. The following is an overview of the setup process:

Enable Commission Security

1. Open and Login to the AXIS Data Center
2. Click the **Employee** tab
3. Click **Select Employee**
4. Double click on an employee to select
5. Click **Security Information**
6. New security rights have been added:
 - a. **CommissionReports** – Allows the user to access and run the Commission Sales Report
 - b. **CommissionSetup** – Allows the user to create commission groups, update commission rates, and employee participation
7. Click **Submit**

▶ If you are updating the permissions for your own account, you will need to log out of the Data Center and log back in for the changes to take effect.

Commission Setup

1. Open and Login to the AXIS Data Center
2. Click the **Employee** tab
3. Click **Commission Setup**

▶ Requires the CommissionSetup permission outlined above

4. Locate the Commission Groups section and click **Add**
5. Provide a Group Name and Description, then click **Submit**
6. Click to select the newly create group from the Commission Groups list
7. Locate the Attributes / Descriptors section and click **Add**
8. Select an Attribute / Descriptor, set the commission rate, and click **Submit**
9. Repeat step 8 to add additional Attributes / Descriptors for the commission group

▶ If a commission item is part of multiple groups, AXIS will use the highest commission percentage when calculating the commission rate for the sale.

▶ Selecting an Attribute / Descriptor does not automatically mark all products in that Attribute / Descriptor combo as commissionable. Products are individually marked as commissionable within Product Maintenance.

10. Locate the Employees section and click **Add**
11. Use the checkboxes found to the left of the employees listed to select, and click **Submit**

▶ Employees may only be part of one commission group at a time. When adding an employee to a new group, they will be removed from their previous group.

Commission Sales Report

1. Open and Login to the AXIS Data Center
2. Click the **Employee** tab
3. Click **Commission Sales Report**

▶ Requires the CommissionReports permission outlined on Page 5.

4. Select a date range and **Submit**

▶ The commission report can calculate commission rates for prior sales.