

# **THE XYZ CORP COMMISSION DISTRIBUTION APPLICATION PROPOSAL 7/15**

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## **Background:**

This proposal is based upon meetings between John Smith of XYZ Corp and Andrew Michalik on 8/18 and 9/13.

## **Present Environment:**

Commission distribution calculations are currently performed manually. Final summary results are placed in a spreadsheet for summations and printing. This approach takes time and is prone to 5%-15% differences due to hand entry errors.

## **Task:**

The proposed software application will measure Commission Distribution, i.e., “Why are we getting this business, and who gets credited?” The goal is to automate as much of the process as possible to save time and reduce errors. In addition, the reporting capabilities will be designed to simplify and improve handling of “exceptions”.

## **Users:**

One person processing input data & exceptions. Future environments may include multiple users querying the database, possibly from a remote web-based computer.

## **Immediate Goals:**

Get a prototype running as quickly as possible. Add features, reports, and capabilities as the system moves into full production. The application will be written in Microsoft Access for simplicity and ease of maintenance.

## Processing Procedure:

This flowchart outlines the process by which the incoming daily sales reports are used to create the actual Commission Distribution report. The goal is to identify and summarize main database tables and provide a brief overview of their structure, size and relevant processing requirements.

### **System Input: Daily Sales Report**

(ASCII Text, fixed field format, 311 characters, no delimiters. Received daily. Typical size 1,000 records. Appended to existing table each day. Retrieved from network. Source file name contains date with 2-digit year. See attached for field layouts.)



### **Joined to Short Name List**

(ASCII Text, fixed field format, 267 characters, no delimiters. Received daily. Typical size 100 records. 10 character short name, 10 digit account number. Appended to existing table each day. Retrieved from network. Source file name contains date with 2-digit year. See attached for field layouts.)



### **Joined to Institution Master List**

(Access Database. Changes relatively infrequently on an irregular basis. Changes made by human operator. Keyed to 10 character short name. See attached for table layout.)



### **Sales Master Table (Derived)**

(Access Database. Generated by preceding operations.)



### **Filtered by: Security Master Table**

(Approximately 50 products, 5 sales people. Changes relatively infrequently on an irregular basis. Changes made by human operator. Does not exist at present.)



Matches



Ignore other departments  
(Only sales people within range)



Ignore Corporate Sales type "B" or "C"  
(Table maintained by human operator)



Ignore Sales type "A"  
(Account numbers 10,000 – 39,999)



Append Sales Person Name  
(Table maintained by human operator)



Calculate Distributions



Generate Reports



Exceptions



Operator for analysis, rework

## **Application Menu Items:**

These are the menu items that the application user will see and use on a regular basis.

### ***Daily Processing***

- 1) Process Daily Transaction.
- 2) Print Distribution Reports.
- 3) Print Daily Exceptions.

### ***Table Maintenance:***

- 4) Edit Corporate Account Master List (Name & Address).
- 5) Edit Sales Master Table (derived) – Corrections to daily incoming report & list. Selectable by day.
- 6) Edit Security Master Table (Sales Person & Products) – Sorted by sales person, sorted by products.
- 7) Change Department identifier range.
- 8) Change Sales “A” identifier range.
- 9) Edit Corporate Account Sales “B” & “C Table.
- 10) Edit Sales Person Name Table.

### ***Long Term Maintenance:***

- 11) Purge Old Sales (by date).

## Database Tables:

This summarizes the major tables in the system, with some basic information such as the key type.

- 1) Daily Sales Report (Autonumber key, imported and appended daily, sorted by date).
- 2) Short Name List (Autonumber key, short name & account number, imported and appended daily, linked to Daily Sales Report).
- 3) Corporate Account Master List (Account number key, linked to Short Name List).
- 4) Product Master Table (Sales Person key).
- 5) Matches (derived).
- 6) Exceptions (derived).
- 7) Corporate Account Sales Type "B" or C" Table (Short name key).
- 8) Sales Person Name Table (Sales Person key).
- 9) Calculated Distributions Table (generated).
- 10) System Table (Logon ID and Password, Sales Type A Range, Analyst Department Range, File name of Last Daily Sales imported).

## Reports:

These reports are typically generated on a daily basis. Since database reports typically change and improve over time, this is meant to outline the very basic needs. Additional reports and ways of presenting data will be added as users work with the application.

- 1) Daily Commission Distribution (see sample)
- 2) Security Master Table List
- 3) Distribution Exceptions List
- 4) Sales Report (Summary, Detail, range of sales person by alpha)

## Delivery Phases:

- Phase 1: Implement prototype, including basic onsite testing. This version will function in a rudimentary fashion. Check results against the known good data. Test installation at customer site. Generate first draft of main reports. Test first draft of user interface with "non-technical" user.
- Phase 2: Bring application on line. Test on a daily basis. Plan for minor rework and bug fix.
- Maintenance: Improve and add reports. Add/Modify user interface for efficiency and usability. Update User Guide.

## Time Estimates:

The following is an estimate for producing a version of the software through Phase 2. Maintenance would be a separate, typically minimal ongoing effort, possibly performed by in

house staff after training. These estimates are based on a time and materials, best effort, work for hire basis.

- Main Interface: User Logon, simple security check, main application screen application navigation logic.  
16 – 32 hours
- Menu Design: User dialog boxes, error checking (Ex: check for proper file import of daily sales reports, check if date is correct, display messages if problem)  
2 – 4 hours per menu item, 11 menus; 22 – 44 hours.
- Menu Item Updates & Queries: Underlying logic for menu selections. Test and debug queries for changes, deletes, updates. Range checking for user input dialogs.  
1 – 2 hours per menu item, 11 menus; 11 – 22 hours.
- Table Design: Analysis and design of tables including determination of indexed and unique fields, default values, and table relationships for integrity checking.  
2 – 4 hours per table, 10 tables; 20 – 40 hours.
- Import Routines: Design and test of import function to get the no delimited fields into a database table compatible format.  
4 – 8 hours, 2 tables for import; 8 – 16 hours.
- Table Operations: Main logic for table processing. Will require detailed review of processing logic to insure correct results  
2 – 4 hours, 7 Joins, Filters, Deletes; 14 – 28 hours.
- Report Logic: Field selection, queries, sums, etc for report processing  
2 – 4 hours, 4 reports; 8 – 16 hours.
- Report Layouts: Page design, pagination, footers and headers.  
4 – 8 hours, 4 reports; 16 – 32 hours.
- User Manual: Simple guide with “how to documentation”, some basic screen shots. Can be expanded to longer document if necessary.  
8 – 16 hours.
- Total: 123 – 246 hours; i.e., Approximately 3 – 6 man-weeks