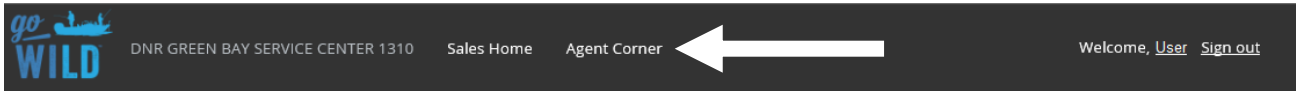
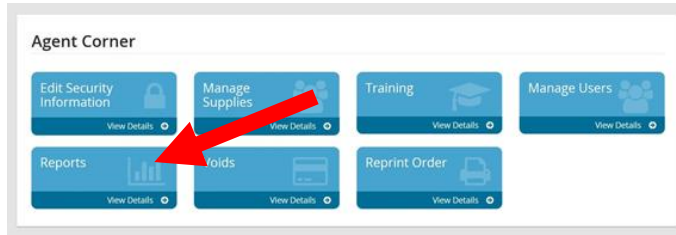


Weekly Sales Report

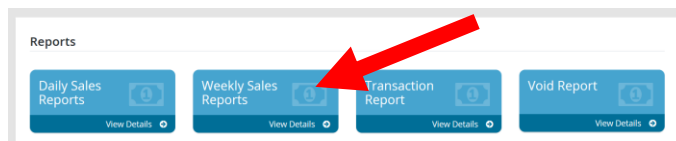
- Log in and get to the Sales Dashboard. Select the **Agent Corner** link near the top of the screen.




- The Agent Corner page has several selections. Choose the **Reports** button.






- On the Reports Page, select the **Weekly Sales Reports**.



- The **Weekly Sales Report** will display all past weekly sales periods for the current license year. The most recent will be displayed on the top. Select the ACH period you wish to see by selecting the  icon.

The screenshot shows the 'Weekly Sales Reports' table. A red arrow points to the magnifying glass icon in the 'ACH Period' column of the first row.

ACH Period	Date	Gross Sales	Voids	Fees	Commission	Amount	Balance	Status
2016-23 	7/26/2016	\$12,625.50	\$48.00	\$0.00	\$0.00	\$12,577.50	\$0.00	Submitted
2016-23	7/26/2016					\$12,577.50		
2016-22 	7/19/2016	\$9,166.80	\$3.00	\$0.00	\$0.00	\$9,163.80		Submitted
2016-22	7/22/2016					\$9,163.80		

- This will display the detailed information for the weekly sales report. It will show the **Weekly Sales Summary**, including the agent commissions and void information. You can also see all information on your weekly **sweep** from your bank account. Lastly, it will also show the days you made sales during the week. Touch the **Transactions**  link to see individual transactions for that day.

The screenshot shows the detailed 'Daily Sales Reports' page. A red arrow points to the 'Weekly Sales Summary' section, another points to the 'Sweeps' table, and a third points to the 'Transactions' link in the 'Daily Sales Reports' table.



Weekly Sales Summary

Start - End:	7/19/2016 - 7/25/2016
Gross Sales:	\$12,625.50
Voids:	\$48.00
Agent Fees:	\$0.00
Agent Comm.:	\$0.00
Net Sales:	\$12,577.50

Sweeps

Period	Effective	Swept	Amount	Status	Balance
2016-23	7/28/2016	7/26/2016	\$12,577.50	Submitted	\$0.00

Daily Sales Reports

Date	Gross Sales	Voids	Agent Fees	Agent Commission	Net Sales	Actions
7/21/2016	\$1,880.00	\$0.00	\$0.00	\$0.00	\$1,880.00	Transactions 
7/22/2016	\$2,227.25	\$0.00	\$0.00	\$0.00	\$2,227.25	Transactions 
7/25/2016	\$8,518.25	\$48.00	\$0.00	\$0.00	\$8,470.25	Transactions 