Rundoo

GETTING STARTED WITH RUNDOO · PRICING

Spiffs (Sales Incentives)

> Pay your clerks a per-unit kickback for moving the products you want to move.

Step-by-step walkthrough ~4 min read Companion to the 6:14 video

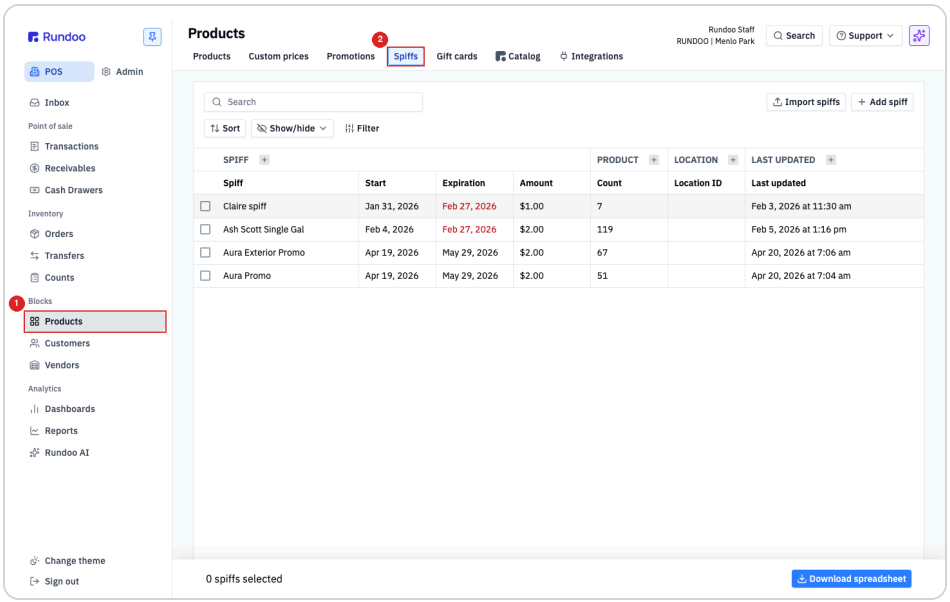
You have got a great team at the counter, and sometimes you want to give them a little extra push to move a specific product. Maybe a vendor like Benjamin Moore is funding a promotion on a line, or maybe you just have inventory you want to clear. A spiff is a per-unit kickback for your clerks, tracked right on the sale. Set the rule once, let it accrue, and pay everyone from a report at month-end.

WHERE IT LIVES

The Spiffs tab

In **POS** mode, click **Products** in the left sidebar, then click the **Spiffs** tab at the top. This screen lists every spiff you are running, with its name, its active dates, the per-unit amount, and a **Count** column.

One thing to read correctly: that **Count** is how many products the spiff currently covers, not how many units have sold. A spiff on a single item stays at 1 no matter how many you move. To see units sold and dollars owed, you run the reports at the end.



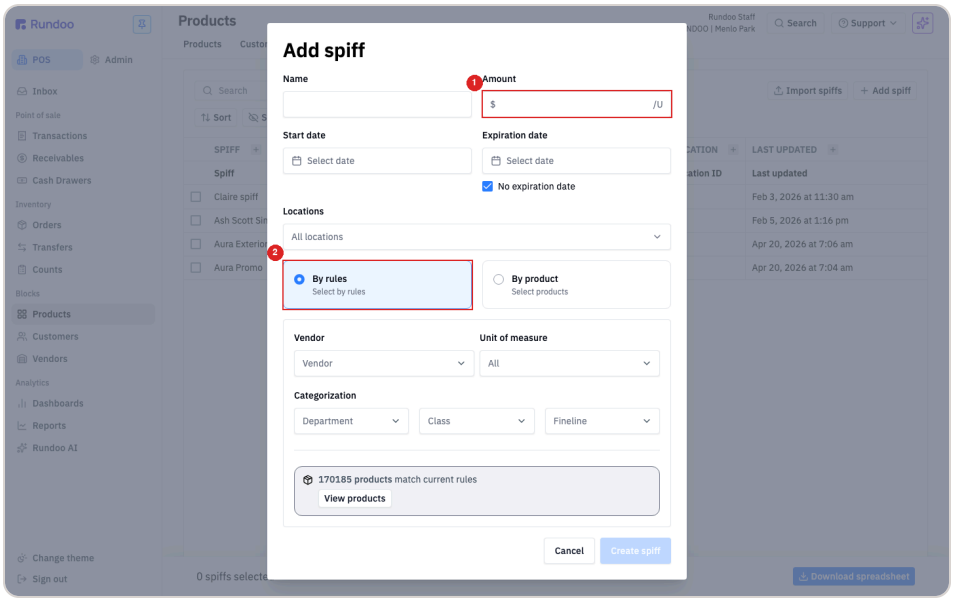
The Spiffs tab: every spiff you run, with its window, per-unit amount, and product count.

DO THIS

Set up a spiff, step by step

1 Open the Add spiff form

Click **+ Add spiff** in the top-right of the list. The Add spiff form opens. Fill it top to bottom.



The Add spiff form. Give it a clear name, set the amount, the window, and the scope.

2 Name it and set the payout

Give it a name you will recognize on your reports, like **Aura Promo April**. The **Amount** is the payout per unit. The **/U** suffix is the unit of measure, so $2.00 on paint means two dollars per gallon.

3 Set the window and locations

Set the **Start date** and **Expiration date** for the promotion window. Check **No expiration date** to run it open-ended until you deactivate it. **Locations** defaults to All locations. Narrow it only if the vendor is funding certain stores.

4 Pick who it applies to: By rules or By product

Most spiffs are written **By rules**, which catches every product matching a filter you set on Vendor, Unit of measure, Department, Class, or Fineline. For a vendor promotion, set **Vendor** to Benjamin Moore. As you narrow the filters, a live count shows how many products match, so you can see the blast radius before you save. Switch to **By product** instead when you want to hand-pick a few specific items.

5 Watch the unit of measure

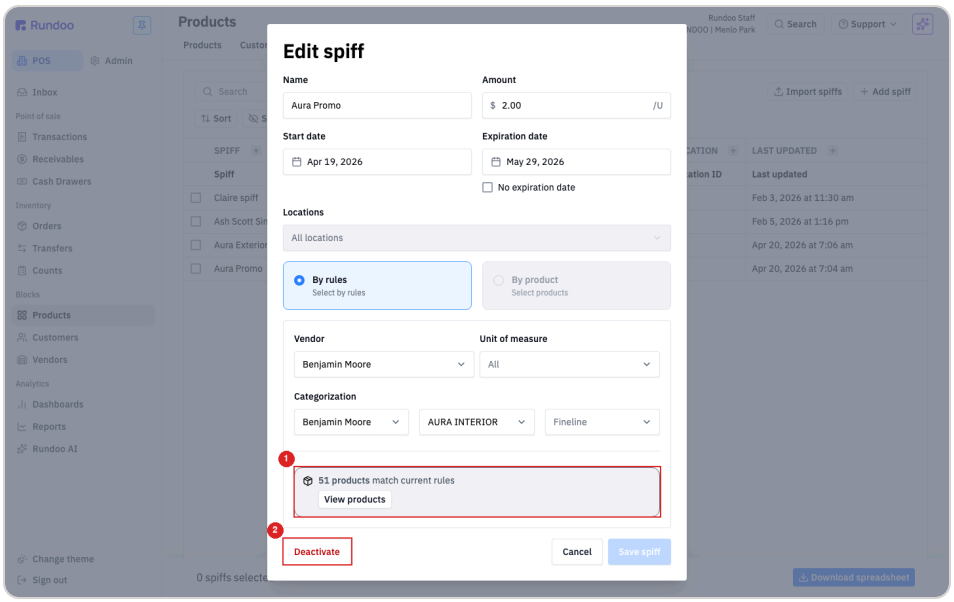
This is the one to get right. If the promo is on gallons but the vendor also sells quarts, add a rule and set **Unit of measure** to the gallon option. Leave it on All and the spiff fires on any unit of a matching product, so you would end up paying $2 on a quart too. Watch the product count drop as you narrow it.

6 Create it

Click **Create spiff**. It lands in the list right away and starts accruing on the very next matching sale, on whoever rings it. There is no separate activate step.

7 Edit or deactivate any time

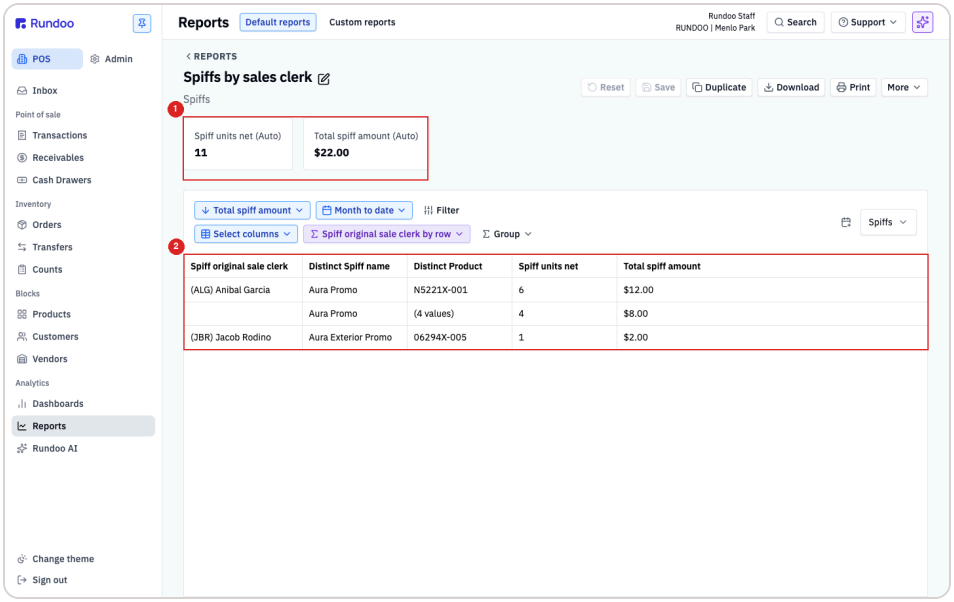
Click any row to reopen it as an Edit spiff form. Every field is editable, and **View products** lets you sanity-check the exact catalog slice before you save. To end a program early, click the red **Deactivate** button at the bottom-left. It stops new sales from accruing but keeps all the history, so the clerks you already owe stay on the report. There is no destructive delete, which is the point: once a spiff has fired, that history is money you owe.



The Edit spiff form. Deactivate ends firing without deleting the history.

8 Pay it out from a report

At month-end, go to **Reports** in the left sidebar and look under **Default reports**. There are two that do the work. **Spiffs by sales clerk** is your payout sheet: set the date pill to Last month and it totals what each clerk earned, ready for the bookkeeper to add to payroll. **Spiffs by vendor** groups the same sales by vendor, so you can send a clean summary to your Benjamin Moore rep for the co-op credit.



Spiffs by sales clerk: units net times amount is the dollars owed each person.

9 Know who gets the credit

The payout goes to the **designated clerk**, which defaults to whoever rang the sale. If the person who actually worked the customer on the floor was not the one at the register, an admin with the right permission can reassign that credit on the sale so the right person gets rewarded. The original ringer stays on the receipt and audit trail; only the report's credit shifts.

KEEP IT HANDY

Spiffs at a glance

SET ONE UP **Products → Spiffs → + Add spiff** In POS mode, left sidebar.	SCOPE **By rules or By product** Rules filter a slice; by product hand-picks SKUs.
PAY CLERKS **Reports → Spiffs by sales clerk** Units net times amount is the payout.	BILL THE VENDOR **Reports → Spiffs by vendor** Same sales, grouped for co-op credit.

Good to know

- Changes are not retroactive. Bump the amount from $2 to $3 mid-window and only sales from that point forward earn $3; earlier sales keep what they fired at. Same for tightening the rules.
- Spiffs accrue on the sale, not on customer payment. Cash, card, or charged to an account all accrue the same way. Returns and voids back the units off; payment status does not move them.
- The **Count** column is a product count, not a sales count. For units sold and dollars owed, always run the reports.
- There is no built-in "mark paid" state. Rundoo tracks accrual, not whether you have paid the clerk or been reimbursed, so keep your payout log in payroll or a spreadsheet and reconcile against the report.