



Sales Rep Commission Setup

When a sales rep is setup there are several options which relate to the way they are paid commission:

- 1) This is the commission percentage the rep will receive from sales/profit providing there are no other commission rates overriding this on customers/items.
- 2) Denotes whether the commission % is applied to sales or profit.
- 3) If the rep is not paid via payroll and they are an external agent then the create bill for commission can be ticked.
- 4) If the create bill for commission is ticked, a supplier account should be defined. This is the supplier account the bill will be posted to when the commission run is completed.

The screenshot shows the 'Sales Rep - REP-000001 - Super Sales Agent' setup form. The 'Setup' tab is active, and the following fields are visible:

Setup	
Commission Percent	10.000% 1
Apply To	Sales 2
Territory Code	Scotland
Create Bill for Comm	<input checked="" type="checkbox"/> 3
Supplier Name	Super Sales Agent 4
Skin ID	1



Sales Rep Commission Setup

Customer/Ship to/Item Commission Setup

On customers/ship to's/items there is the option to override where the commission % will come from.

Customer

On the setup tab of customers there are options relating to commission:

- 1) A sales rep can be assigned to the customer.
- 2) The commission option can be selected.
 - Sales Rep – The commission % comes directly from the rep record.
 - Customer – The commission % comes from the value on the customer (3).
 - Default – The commission either comes from the sales rep or the item depending on what is setup on the item (covered in next section).



- 3) When the commission drop down (2) is set to "Customer", the commission % can be entered for this customer. This will override the commission on the rep for this particular customer.

Ship To

Similar to customers, we have options on the ship to. Any options on ship to's will override the one on the main customer record. This provides the option to have different commission % per ship to (delivery address) record.

The options on the ship to are identical as the customer except that the commission drop down contains Ship To rather than Customer.





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Item

Within the setup tab of an item there are options to configure a different commission % on an item by item basis.

- 1) Should commission be paid on the item at all? If this is set to "No" then commission will not be calculated on the item.
- 2) The commission type drop down can be set to "Sales Rep" or "item".
Sales Rep – The commission % will come from the % field set on the sales rep.
Item – The commission % will come from the comm % field below (3).
- 3) If the commission type (2) is set to Item, a commission % can be entered into this field.

Commissionable	Yes 1
Comm Type	Sales Rep 2
Comm %	<input type="text"/> 3

Note - The item % will only be used if the customer or ship to commission type is set to "Default".