

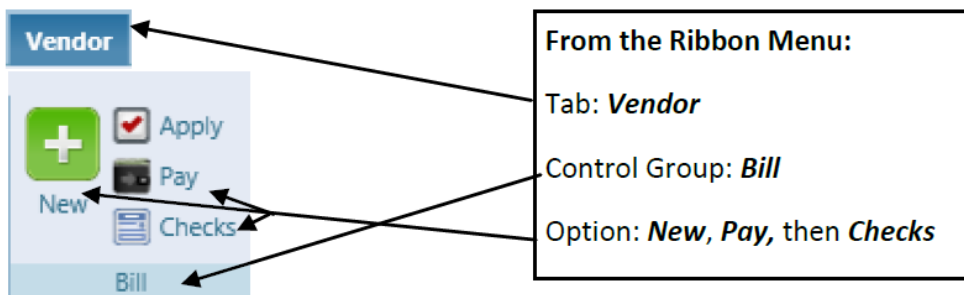
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How Do You Advance Commission to a Salesperson?

Tammy Mason - 2022-07-20 - in Supervising

How Do You Advance Commission to a Salesperson?



Explanation: An advance is a payment to the salesperson before an invoice is processed. They are entered for a salesperson through Bill-New option by selecting 'Advance' under the classification field and entering the amount of the advance as a positive number. This will show as a payable to the salesperson.

After the advance is recorded through Bill-Pay and paid through Bill-Checks, the system will then automatically show this payment as an advance (represented by a negative payable). After the actual invoice is received and recorded, the advance can then be used to reduce the check amount when the invoice is paid.

To fully process a salesperson's advance there are three steps (New, Pay, Checks).

New: New is always the first required step. Create a new bill for the appropriate salesperson and denote this is an advance payment by selecting 'Advance' under classification. Once completed, these funds flow into Pending Advances and Unpaid Pending Advances.

Bill - New Ann Mari.* x

Process Import Cancel Close

Type Salesperson AMG Ann Marie Goodstar Posting Date 2/7/2019

Classification Advance Order (Select) Edit

Invoice Date 2/7/2019 Reference ADV2019 Amount \$750.00

Pay: Record the advance bill using cash (handwritten check or EFT) or check. Select the appropriate salesperson to pay from the list. Select the advance, which will be listed among any other invoices and Select Process. The advance amount will now come out of Pending Advances and go into your Advance on Purchases.

<input type="checkbox"/>	Type	Reference	Order	Date	Customer Paid	Amount	Payment	Balance
<input type="checkbox"/>	Unpaid Advance	ADV2019		2/7/2019	N/A	\$750.00	0.00	\$750.00

Checks: (**NOTE:** this step is not necessary if this was a handwritten check). First Select the proper Bank General Ledger account. Verify the Starting Check number and select Process.

Process Cancel Close

General Ledger 100 Cash in Bank Starting Check 950673

Date	Name	Pay To Name	Check Amount	Detail
<input checked="" type="checkbox"/> 2/7/2019	Ann Marie Goodstar	Ann Marie Goodstar	\$750.00	<input checked="" type="checkbox"/>

NOTE: These funds will remain in the Advance on Purchases account until the advance is used to lower a payment made to the salesperson.