

# ASICOMP.COM

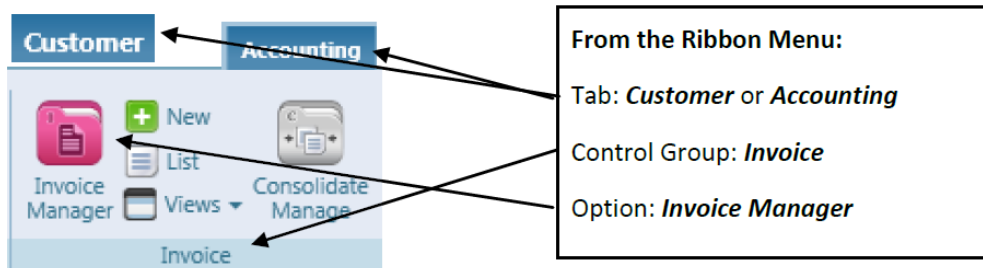
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## How Do You Change Amount of Commission?

Tammy Mason - 2022-07-20 - in Supervising

### How Do You Change Amount of Commission?

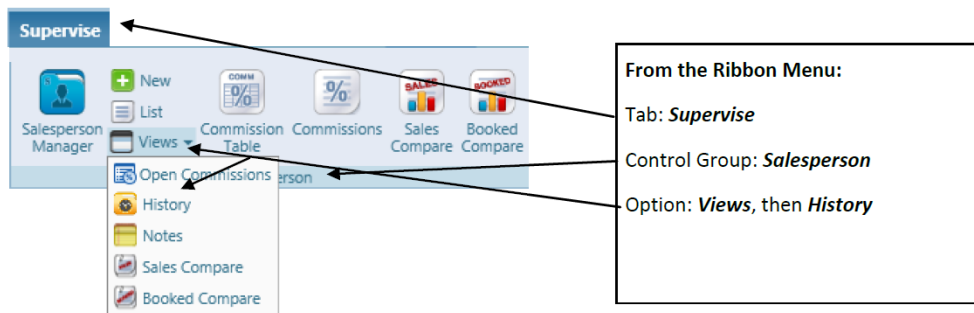
Change the information on the invoice and process the invoice again



**Explanation:** Because commissions are calculated by the system at the time an invoice is processed, changes to the commission calculations can be made by changing the information on the invoice and processing again. Open the invoice associated with this commission. Record any changes necessary to alter the commission amount of the order (additional costs, commission percentage), and process invoice again.



**EXCEPTION:** If this commission came from your conversion, you will adjust this through History.



In History, you can click the [hyperlink](#) in the **Source** column to modify the conversion transaction.

## OR

If you do not want to reprocess an Invoice from a prior month, you can go into bill new and select the salesperson and change the classification from invoice to commission and give a positive/additional, or negative/reduction amount of commission to the salesperson.