

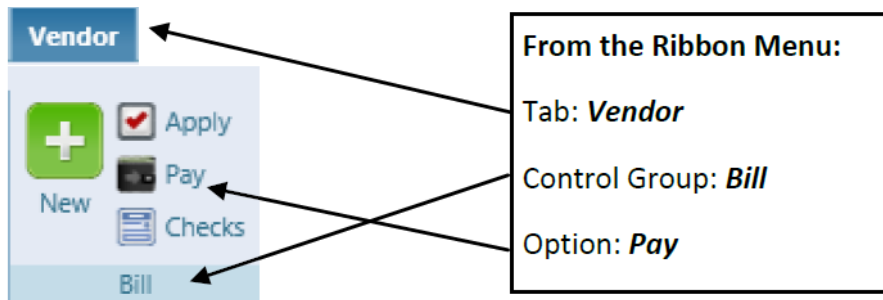
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Tammy Mason - 2022-07-20 - in Supervising

How Do You Record Commission Payments?



Explanation: When an invoice is processed, the system will post a commission for the appropriate sales person based on the information on the invoice. These commissions automatically update the Bills- Pay screen and are available for immediate payment. Each commission calculated by the system will reference if that commission is tied to an invoice that has been paid by the customer. This will allow the ability to pick and choose which commissions will be paid based on the company's agreement with the salesperson.

Under the Vendor Tab, select Pay in the Bill section. This will allow the recording of a payment to a vendor including a salesperson. Select the commissions to pay. Commissions generated through the invoicing process will update automatically when the customer pays the invoice.