



Calculate Commissions

SOP 123

Revision B, 10/30/2020

Approved by: Don Stanton

PURPOSE:

The Calculate Commissions transaction compiles the results of the commission and presents them in a report that is based on the selections chosen on the pre-filter. Commissions are calculated based on the criteria established in the Commission table. (See SOP 110_Commissions). Commissions are calculated on invoiced orders.

PROCESS STEPS:

1. Navigate to Sales > Commissions and Rebates
2. Choose Report Type:
 - a. Line Level Detail shows commission for each line on the order
 - b. Order Level Detail shows commission for the order
3. Enter the Start Date
4. Enter the End Date
5. Type should be "Sales Rep"
 - a. If you want a specific sales rep, you can enter their name in the Sales Rep. field
6. Confirm "Include do not post inventory lines" is checked. This will reduce the commission based on any returns.
7. Click Separate Reports if you want a separate report for each sales rep.
8. Click View
9. Export the report to excel for processing through payroll
10. Exit out of the screen

REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/20/18	Button names
B	10/30/20	Change to v16 Menu names