



Previewing and Generating Commission Statements

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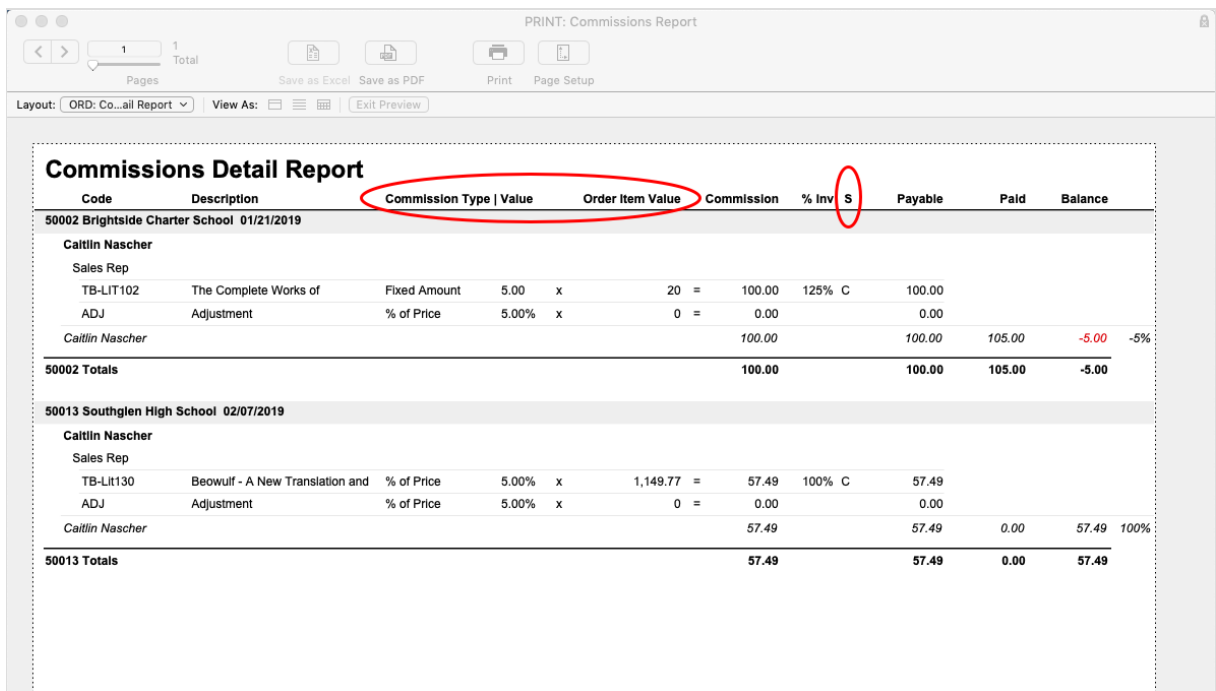
This guide explains how to check for outstanding commissions and to create commission statements. It is intended for advanced users.

Commissions can be a very important part of your sales process. aACE gives you the flexibility to make commissions very simple or intricate.

Previewing Commissions

1. Navigate from **Main Menu > Order Management > Orders**.
2. Find the order(s) you want to review:
 - o Click the **Admin Actions** icon () and select **Find Orders with Open Commissions**.
 - o If the order you want to review does not have *open* commissions, use the [Quick Search](http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) (<http://aace5.knowledgeowl.com/help/using-the-quick-search-bar>) bar to locate it.
3. At the list view, click **Print () > Print Commissions Detail Report**.

Note: For a simple overview, you can also use Print Commissions Summary Report.



Code	Description	Commission Type Value	Order Item Value	Commission	% Inv	S	Payable	Paid	Balance		
50002 Brightside Charter School 01/21/2019											
Caitlin Nascher											
Sales Rep											
TB-LIT102	The Complete Works of	Fixed Amount 5.00	x 20 =	100.00	125%	C	100.00				
ADJ	Adjustment	% of Price 5.00%	x 0 =	0.00			0.00				
Caitlin Nascher							100.00	100.00	105.00	-5.00	-5%
50002 Totals				100.00	100.00		105.00		-5.00		
50013 Southglen High School 02/07/2019											
Caitlin Nascher											
Sales Rep											
TB-LIT130	Beowulf - A New Translation and	% of Price 5.00%	x 1,149.77 =	57.49	100%	C	57.49				
ADJ	Adjustment	% of Price 5.00%	x 0 =	0.00			0.00				
Caitlin Nascher							57.49	57.49	0.00	57.49	100%
50013 Totals				57.49	57.49		57.49	0.00	57.49		

4. Review the commission details:
 - o Verify that the numbers shown for **Commission Type | Value** and for **Order Item Value** are correct.

- Verify that the order's invoice **Status** (next to the % Inv column) shows that all invoices are ready:
 - The letter "C" – Invoice has been paid and is in Closed status. These invoices can be used to calculate commissions.
 - The letter "O" – Invoice is still in Open status.
 - The letter "P" – Invoice is still in Pending status.
 - No letter displayed – No invoice has been created.

Resolving Discrepancies

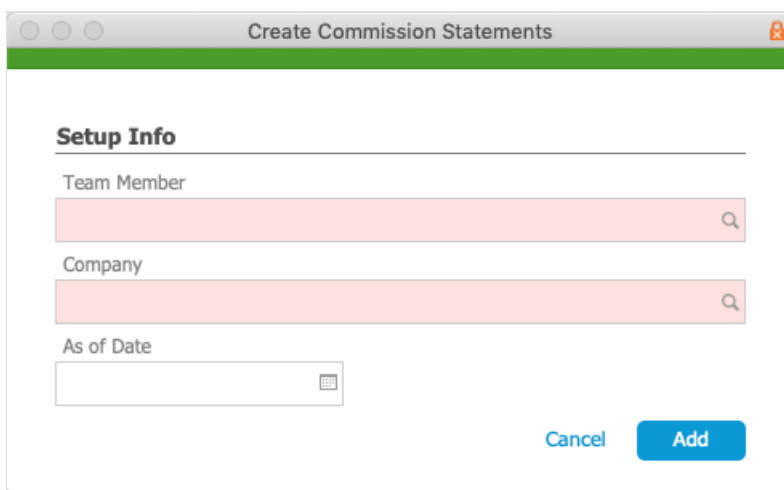
If the Payable amounts do *not* align with your expectations, use this report to identify and resolve any issues, updating relevant records as needed. After you resolve any problems, be sure to [update or reset the commission calculations](http://aace5.knowledgeowl.com/help/updating-and-resetting-commissions) (http://aace5.knowledgeowl.com/help/updating-and-resetting-commissions) on the affected orders. Then proceed with generating commission statements (see below).

Generating Commission Statements

You can generate single commission statements one at a time or all eligible statements in a batch. (Note: If needed, you can also [manually adjust commission statements](http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements) (http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements).)

Single Statements for Specific Team Members / Referral Companies

1. Navigate from **Main Menu > Accounting > Comm Statements**.
2. At the list view, click **New**.
3. At the Create Commissions Statements dialog, specify the desired sales rep or referral company.



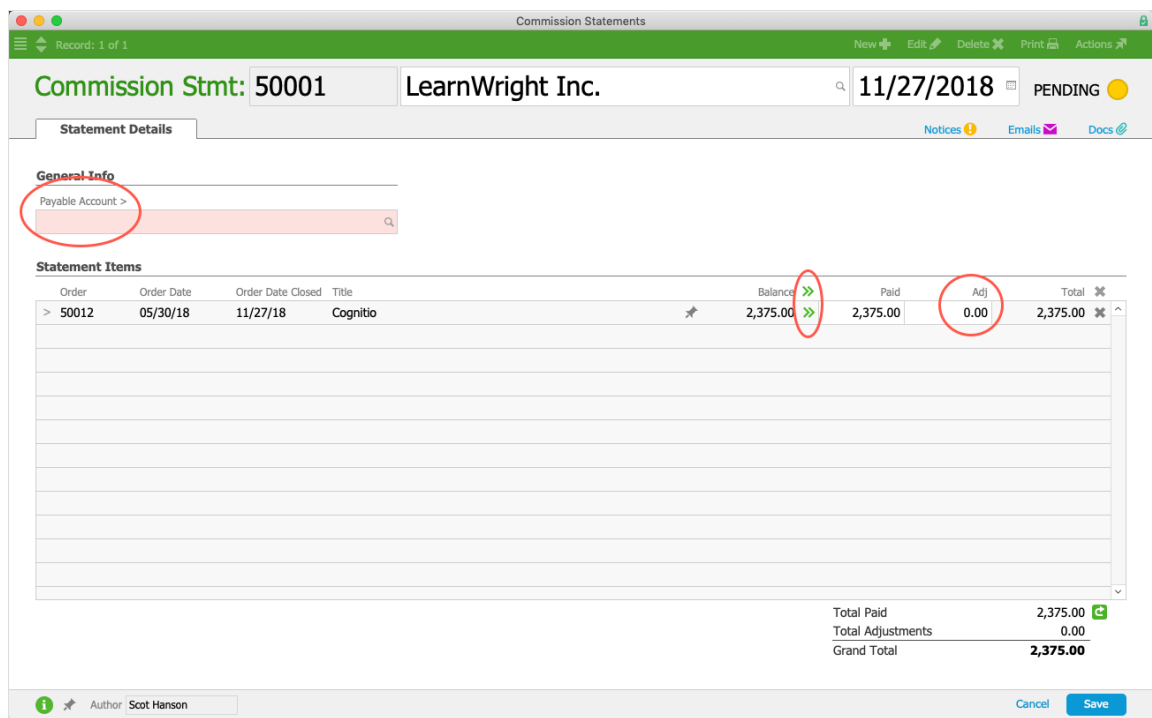
The screenshot shows a dialog box titled "Create Commission Statements". It features a "Setup Info" section with three input fields: "Team Member", "Company", and "As of Date". The "Team Member" and "Company" fields are search boxes with a magnifying glass icon on the right. The "As of Date" field is a date picker with a calendar icon on the right. At the bottom right of the dialog are two buttons: "Cancel" and "Add".

4. Optionally, enter an As Of Date.

Note: The As Of Date constrains the invoices used to generate the statement — only invoices for orders that *closed* on or before this date are included. The As Of Date is distinct from the Statement date (i.e. the date when the commissions statement was generated).

5. Click **Add**.
6. On the new commission statement record, enter the needed details:
 - Payable Account — Specify the general ledger account the commission will be paid from.
 - Paid — Enter the commission amount by clicking the Transfer button (>>) or typing an amount.
 - Adj — Enter any adjustments needed on the payout amount. (Read more about [Manually Adjusting Commission Statements](http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements) (<http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements>).

Note: If you make any updates on the Commission Stmt, you can preview the totals by clicking the Calculate (⌂) icon.



7. Click **Save**, and at the confirmation message, click **Post**.
To leave the entry in pending state, click Not Yet.

Statements for All Eligible Commissions

1. Navigate to **Menu > Accounting > Comm Statements**.
2. In the menu bar, click **Actions > Generate Commission Statements**.
3. Optionally, enter the Limit To Date. (For details, see As Of Date above.)
4. At the confirmation dialog, click **Yes**.

Comm Statement	Payable To	Stmnt Date	Paid	Adjustments	Total	Author	Status
> 50005	Denise James	01/12/18	85.00	0.00	85.00	Caitlin Nascher	PENDING
> 50006	Kristie Hernandez	01/12/18	85.00	0.00	85.00	Caitlin Nascher	PENDING
> 50007	Caitlin Nascher	01/12/18	179.97	0.00	179.97	Caitlin Nascher	PENDING
> 50008	Drew Sanderson	01/12/18	799.88	0.00	799.88	Caitlin Nascher	PENDING
> 50009	Mara Harvey	01/12/18	140.00	0.00	140.00	Caitlin Nascher	PENDING
List Totals			1,289.85	0.00	1,289.85		

5. If needed, you can open specific commission statements and [manually adjust the amounts](http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements) (<http://aace5.knowledgeowl.com/help/manually-adjusting-commission-statements>).
6. In the menu bar, click **Actions > Post Statements In List**.
7. At the confirmation message, click **Post**.