

Paying Commissions

Last Modified on 05/13/2019 2:38 pm EDT

After you have [set up your GL accounts for commissions](#), you can pay commissions in aACE using two methods: creating a disbursement or creating a General Journal entry.

Create a Disbursement

1. Navigate to **Menu > Accts Payable > Disbursements**.
2. In the menu bar, click **New > Other**.
3. In the new disbursement record, select the entity you want to pay, either the [internal company for your sales rep](#) or a third-party company.
4. Specify the commission payment in the **Amount** field.
5. In the GL Account line, select the commission liability account that you want to pay down (e.g. Commissions Payable), then enter the **Amount**.
6. Click **Save**, and at the confirmation dialog, click **Post**.
To leave the disbursement in Pending status, click Not Yet.

Create a General Journal Entry

You can use this method if your commissions are paid through a third-party payroll service.

If you use this method, be sure you're consistently "paying down" the commissions liability account. When you're doing your General Journal entry for payroll, the line items will account for your payroll, including such things as salary, benefits, and processing fees, as well as commissions.

1. Navigate to **Menu > Accounting > General Journal** and create a new journal entry for your payroll.
2. Select the commissions liability account in the **GL Account** field and enter the amount in the **Debit** field.
3. Create an offsetting entry, which will be a **Credit** against your bank account.

Note: Your payroll process will typically include more than these few steps for commissions. Check with your accountant for guidance.

