

Working with Volume Commissions

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This guide explains how to utilize the volume commissions feature. It is intended for advanced users.

Volume commissions let you structure payout tiers for individual line item codes (LICs) or rate cards. You can set these options on the detail view of an LIC record or a rate card record, using the Volume Commission Setup (VCS) dialog. This guide uses an LIC record as an example.

Set Up a Volume Commission Structure

1. Navigate from **Main Menu > Order Setup > Line Item Codes**.
2. Locate the desired code and at the detail view, click **Setup > Edit**.
3. In the Commissions and Rate Setup section, click the **VCS** icon (**V**).

The screenshot shows the 'Line Item Codes' detail view for 'Code: SW-HIS3 History Mystery: Grade 3'. The 'Setup' tab is selected. The 'Commissions and Rate Setup' section is visible, showing the following data:

Rate Type	Rate Value	VDS	Price
Markup %	75%	V	34.95
Comm Type	Comm Value	VCS	Commission
% of Price	2.50%	V	0.87375

The 'VCS' icon is circled in green, indicating it should be clicked to activate volume commissions.

4. Click the **Apply Volume Commission** flag.
Note: To deactivate an existing VCS, clear this flag.
5. Enter the volume commission data:
 - A. Click the **Commission Type** drop-down box and select the correct type.
 - B. Enter the first **Quantity Range** and **Commission Amount**.
 - C. Set additional ranges and amounts until all possible ranges are covered.

Volume Commission Setup 🔒

Setup Apply Volume Commission

Commission Type

Quantity Range	Comm Amount
1-25	5.00%
26-50	10.00%
51+	15.00%

Enter Quantity Ranges, starting from the smallest quantity that can be sold, up to the maximum (usually 1-to-infinity). Each row is per commission tier (e.g. 1-10 @ 5%, 11-20 @ 6%, 21+ @ 7%). Make sure the entire quantity spectrum is represented here with NO gaps.

Sample Quantity Ranges:
"Less than 5", "6-10", "11 to 20", "21 thru 25", "26...30", "31 on", "31+", ">31", "sub 1000", "above 1000", "100"

Sample Commission Amounts:
"5.50", "2", "15%"

Cancel
Save

6. Click **Save**, then at the LIC detail view click **Save** again.
The VCS icon now appears green, indicating there is an active volume commission structure.