Understanding Commission Structures

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This guide explains how to work with commission statements. It is intended for advanced users.

You can control the commissions that a sales rep or a referral company receives when various items or services are sold. Commission payouts are calculated from two factors:

- Commission Type Specifies a calculation structure (see below for details)
- Commission Value Specifies the amount used for the calculation

You can specify these components at various modules, such as the Line Item Code (LIC) detail view:

• •		Line Item Codes					
Record: 6 of 106					New 🖶	Edit 🖋 🛛 Deleti	Print 🖶 Actions ;
Code: TBLT-8 Student Tablet, 8" S	Screen						ACTIVE
Inventoried Item Setup					Notices	🕒 🛛 Tasks 🗹	Emails M Docs
Accounting Setup	Commissions and R	ate Setup		Unit Info			
Revenue Account > Cost Account >	Rate Type	Rate Value VDS	Price	Prd Case Qty	UOM	UPC	HTS
4020 Tablet Sales Q 5001 Uncategorized Q	Markup %	75% V	525.00				
Inventory Account > Department >	Comm Type	Comm Value VCS	Commission	Sale Case Qty	UOM	GTIN	ECCN
1309 Tablet Inventory Q	% of Price	10.00% V	52.50				
	Fixed Amount			/			
Show in Code drop-down list for orders, quotes and invoices. Print by default. Enforce rate card billing. Exclude customer discount. Enable tax automation. Tax code: Shipping and Fulfillment Enable outgoing shipments in Orders.	Update the estimated		ent purchases				
Drop ship by default.	Oversight Notifications						
Special order by default.	Send notice when an	order or PO is opened.					
Do not create a sub-assembly job.	Send notice if sold wit	h margin less than:	0				
Time & Expenses Show in Code drop-down list for expense envelopes. Non-Billable Paid Time Off (PTO)							
X							Cancel Save

Commission Types

There are four commission types and a fifth setting:

• **Fixed Amount** — Sets the commission amount as an unchanging value. For example, an LIC with a fixed amount structure and a Comm Value of \$10.00 will always process a

default commission payout of \$10.00 per unit sold.

- % of Price Calculates the commission amount by multiplying the Comm Value by the order item's total (i.e. the unit price plus any unit adjustment).
- % of Est Margin Calculates the commission amount by multiplying the Comm Value by the LIC's estimated profit margin. This helps reward sales staff even when actual final amounts are lower than first predicted.
- % of Act Margin Calculates the commission amount by multiplying the Comm Value by the LIC's actual profit margin. This setting can be a powerful tool for organizing pricing.
- Not Applicable This fifth entry tells aACE to *not* use the current record for the commission values; instead, it will use other relevant records (i.e. cascading commission settings described below).

Cascading Commission Settings for Sales Reps

aACE allows you to enter commission settings at various levels:

1. Rate Cards: aACE first checks the commission settings in the rate card associated with the order.

If there is no associated rate card, no commission settings on the existing rate card, or a setting of Not Applicable on it, aACE goes to the next potential source for commissions info.

- 2. Line Item Codes: aACE checks the commission settings for each LIC on the order. If there are no commission specifications on the LIC(s), aACE goes to the next possible source.
- 3. Team Members: aACE checks the commission settings on the assigned sales representative's Team Member record.

For sales representatives, these settings are also applied in a cascading method (see below for example scenarios).

Commissions for Account Managers and Referral Companies

aACE can be configured to also pay commissions to account managers and referral companies. In this case, the above cascading logic is *not* utilized. Instead a straight commission is set up at the <u>Team Member level for account managers or the Company level</u> <u>for referral companies (https://aace6.knowledgeowl.com/help/setting-up-commissions)</u>.

Commissions on Partially Invoiced Orders

Some companies pay commissions based on paid invoices, even if the order isn't 100% complete. For example, if there are back-ordered items, they would not ship with the rest of the order; however, the customer would pay for the items that were shipped and invoiced. When you generate a commissions statement, partially invoiced orders might not show up.

The Limit To Date can help you account for partially invoiced orders. When you <u>generate a</u> <u>commission statement (http://aace6.knowledgeowl.com/help/generating-commission-statements</u>), the dialog requests a date to limit the statement. This date field is optional. You can:

- Enter a date and click Yes This limits the statement to commissions only for orders fully *closed* on or before that date.
- Leave the date blank and click Yes Order status is ignored; instead, the statement pulls *all* commissions that are eligible to be paid, based on paid invoices.

Examples of Commission Settings

Mara Harvey is a sales rep at our fictional company, aACME Education Solutions. In the following examples, you'll see how various commission settings are applied to orders she enters.

Example #1: Rate Card

The Montboro School District, an existing aACME customer, places an order for twelve electronic whiteboard setups. Because they have been an aACME customer for over five years, they're eligible for a Loyal Customer Discount Rate Card, giving them a 15% discount on whiteboards.

Record: 2 of 2								Ne	w 🕂 Edit 🖋	Delete 🗶 🛛 Pri	ntaa /	Actions 🔊
Order: 61660	Montboro Scho	ol District						1	0/10/2	2	OP	EN 🔴
Sales Order Mar	agement Job Costs & A	pprovals						No	tices 🔒 🛛 Tas	iks 🗹 🛛 Emai	ls 📉	Docs @
Sill To	*	Ship To	End C	ustom	er	Please use	extra bubble wra	<u>pi 📌 </u>	Activities & C	omments		
Customer (Bill To) >	📋 ♀ Customer PO #	Ship To Compa	ny >		Ĉ 오	Ship Type	Ship Date					
Montboro School District		Montboro Sch	hool Distri	ict		Complete	10/10/22					
Sam Patel 1498 Lakeshore Drive Montboro, CO 80508	Rate Card > Dis %	Sam Patel 1498 Lakesho Montboro, CO				Inventory	Bin					
	Diling Territs					Shipping 1	'erms					
	Net 30											
Description		Additional Ir	nfo									
		Additional I	nfo									
	Description	Additional Ir	nfo		Cases	Quantity	BO DS SO	Unit Price	Unit Adj	Total	Margi	n xī
Order Items Code	Description Electronic Whiteboard Co		nfo	*	Cases 2	Quantity 12	BO DS SO	Unit Price 54.95	Unit Adj 0.00	Total 659.40		n x≣ ^ ¶k d
order Items		onnection Panel									99	
Order Items Code 1 > TECH-A	Electronic Whiteboard Co	onnection Panel ounting Kit	Ξ	*		12		54.95	0.00	659.40	99 229	^ FK d
Order Items Code 1 > TECH-A 2 > TECH-B	Electronic Whiteboard Co Electronic Whiteboard M	onnection Panel ounting Kit zreen	1	*		12 12 12		54.95 19.12	0.00	659.40 229.44	99 229 209	^ 1% d
1 > TECH-A 2 > TECH-B 3 > TECH-C	Electronic Whiteboard Co Electronic Whiteboard Mi Electronic Whiteboard So	onnection Panel ounting Kit zreen		*		12 12 12		54.95 19.12 499.99 600.00 Subto	0.00 0.00 0.00 0.00 tal	659.40 229.44 5,999.88 7,200.00 14,088.72	99 229 209	~ 示。 示 示 。 示 。 。
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Code 1 > TECH-A 2 > TECH-B 3 > TECH-C 4 > TECH-D2	Electronic Whiteboard Co Electronic Whiteboard Mi Electronic Whiteboard So	onnection Panel ounting Kit zreen		*		12 12 12		54.95 19.12 499.99 600.00 Subto Adjust Total	0.00 0.00 0.00 0.00 tal	659.40 229.44 5,999.88 7,200.00 14,088.72 0.00 14,088.72	99 229 209 179	
Code 1 > TECH-A 2 > TECH-B 3 > TECH-C 4 > TECH-D2	Electronic Whiteboard Co Electronic Whiteboard M Electronic Whiteboard St Electronic Whiteboard St Ilectronic Whiteboard St	onnection Panel ounting Kit zreen		*		12 12 12 12		54.95 19.12 499.99 600.00 Subto Adjust	0.00 0.00 0.00 0.00 tal	659.40 229.44 5,999.88 7,200.00 14,088.72 0.00	99 229 209 179	

When aACE calculates Mara's commission, it first looks for any commission settings in the rate card associated with the order. This rate card specifies a % of Price commission of 3.50% on the whiteboards.

Record: 9 of 12	yal Customer Discount (LOY						ACTIV	
		()						
Rate Card Details					1 Not	ce 😣 🛛 Tasks 🕻	Emails 🗹	Docs @
General Info		Descr	iption					
Rate Type	Rate Value VDS Comm Type Comm Value	CS A disc	ount on electronic	whiteboards for cus	tomers	who have been w	with us for five years	or
Discount %	15% 🔨 % of Price 3.50%	more.						
Start Date End Da	te							
07/01/20								
Rate Card Items								
Code 🖦	Description Customer Billing Code Customer I		ult Rate Type	Rate Value VDS			Comm Value VCS	
1 > TECH-001	Electronic Whiteboard,	X	Discount %	15%	×	% of Price	3.50%	36 ^
2 > TECH-F	Electronic Whiteboard	X	Discount %	15%	x	% of Price	3.50%	20
3 > TECH-D	Electronic Whiteboard	×	Discount %	15%	×	% of Price	3.50%	20
4 > TECH-E	Electronic Whiteboard	X	Discount %	15%	x	% of Price	3.50%	20
4 > Test Selva	Test Selva Desc	×	Discount %	15%	x	% of Price	3.50%	30
4 > Test Selva 2	Test Selva Desc 2	X	Discount %	15%	х	% of Price	3.50%	ж
4 > Test Selva 3	Test Selva Desc 3	×	Discount %	15%	×	% of Price	3.50%	30
5 > TECH-002	Electronic Whiteboard,	x	Discount %	15%	х	% of Price	3.50%	ж
6 > TECH-B	Electronic Whiteboard	X	Discount %	15%	x	% of Price	3.50%	20
7 > TECH-003	Electronic Whiteboard,	X	Discount %	15%	х	% of Price	3.50%	30
8 > DRY-E	Dry Erase Markers	X	Discount %	15%	х	% of Price	3.50%	20

Therefore, after the automation schedule for commissions runs, Mara's commission statement will include a commission of \$2,817.75 for this order.

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Record: 2 o	12							New 🖶 🛛 Ed	it 🖋 🔹 Delete 🕽	K Print 🖴 🖌	Actions .
Commi	ssion Str	nt: 60014		Mara Harvey	(MH)			10/10)/22	PENDI	NG 🤇
Stateme	nt Details							Notices 🤒	Tasks 🔽	Emails 🔛	Docs
eneral Info											
ayable Account	t >										
2106 Comm	issions Payable		Q								
tatement It	tems						\frown				
Order	Order Date	Order Date Closed	Title				Balance ≫	Paid	Adj	Tota	x
> 61660	10/10/22	10/10/22	Montboro Sc	shool District		*	2,817.75 >>>	2,817.75	0.00	2,817.7	5 30
	10/10/22	10/10/22	Montooro Sc	moor District		~					
	10/10/22	10/10/22	Montbord Sc								

Example #2: Line Item Codes

The Excelsior Charter School, another aACME customer, places the same order for electronic whiteboard setups. However, they're not eligible for the Loyal Customer Discount.

Record: 2 of 2										New 🖶 🛛 B	dit 🖋 👘	Delete 🗶 🛛 Prin	t 📾 🗛	tions 🤉
Order: 61676	Excelsior Charter S	School								10/1	1/22	2	OPE	IN 🧲
Sales Order Mana	gement Job Costs & Approv	als								Notices 😣	Tasi	cs 🗹 🛛 Email:		Docs (
ill To	*	Ship To En	d Cu	istome	r				*	🕂 Activiti	es & Co	mments		
Customer (Bill To) >	Customer PO #	Ship To Company >			۵ 오	Ship Type	SI	nip Date						
Excelsior Charter School		Excelsior Charter S	choo	k		Complete	1	0/11/22						
Anna Klamper 1500 Broad Street Newark, NJ 07101	Rate Card > Dec %	Anna Klamper 1500 Broad Street Newark, NJ 07101				Inventory	3in							
	Dilling Terms					Shipping T	erms							
	Net 30													
Description		Additional Info												
Code	Description				Cases	Quantity	30 DS	50	Unit Price	e Unit	Adi	Total	Margin	21
1 > TECH-A	Electronic Whiteboard Connecti	on Panel		*	2				54.95		.00	659.40		7
2 > TECH-B	Electronic Whiteboard Mounting	ı Kit		*					22.49	• 0	.00	269.88	33%	r,
3 > TECH-C	Electronic Whiteboard Screen			*		12			499.99) 0	.00	5,999.88	20%	۳
	Electronic Whiteboard Stand			*		12			600.00) 0	.00	7,200.00	17%	۳ĸ
4 > TECH-D2														
4 > TECH-D2									Ad	btotal justment		14,129.16 0.00	18%	
	Iment Shipping								Ad To	justment tal		0.00 14,129.16	18%	
Sales Billing Fulfi	Iment Shipping Payment Account Recurring Tran	saction >			Currenc	y		Ex Rate	Ad To	justment tal ipping	0.00 OUT	0.00		
		saction >			Currence	y		Ex Rate	Ad To Sh Ta	justment tal ipping		0.00 14,129.16 0.00		

When aACE calculates Mara's commission for this order, it will again look for any commission settings in an associated rate card. Since this order does *not* have a rate card attached, aACE will then look to the commission settings in the LICs associated with the order. For example, the TECH-A control panel includes a commission based on 5% of the order price:

											TIVE
Inventoried Item	Setup						Notices	9 Ta	asks 🔽	Emails 🔛	Docs (
Accounting Setup		Commissions and	Rate Setup			Unit Info					
Revenue Account >	Cost Account >	Rate Type	Rate Value	VDS	Price	Prd Case Qty	UOM	UPC		HTS	
4002 Product Sales	5001 Uncategorized Cost	Markup %	10%	V	54.95						
Inventory Account >	Department >	Comm Type	Comm Value	VCS	Commission	Sale Case Qty	UOM	GTIN		ECCN	
1305 Finished Goods	(% of Price	5%	V	2.7475) 6					
Sales Entry Show in Code drop-down lie Print by default. Enforce rate card billing.	These settings impact behavior throug st for orders, quotes and invoices.	Auto-Updates Disable updates for Update the estimat on purchasing activ	ult the aACE knowledge b r Product Description and ted cost rate to average o ity within this last number	I Unit Co	st. purchases	Finance & J	lccount	ing Addi	tional Info	•	
Sales Entry X Show in Code drop-down lik Y Print by default. Enforce rate card billing. Exclude customer discount. X Enable tax automation. Tax	st for orders, quotes and invoices.	Auto-Updates Disable updates for Update the estimat	Product Description and ted cost rate to average o ity within this last numbe fices.	I Unit Co	st. purchases	Finance & A	Account	ing Addi	tional Info	>	
Sales Entry Show in Code drop-down lik Print by default. Enforce rate card billing. Exclude customer discount. X Enable tax automation. Tax Shipping and Fulfillment	st for orders, quotes and invoices.	Auto-Updates Disable updates for Update the estimat on purchasing activ Record Access Accessible to all off	Product Description and ted cost rate to average o ity within this last numbe fices.	I Unit Co	st. purchases	Finance & J	Account	ing Addi	tional Info	>	
Sales Entry Sales Entry Show in Code drop-down lik Print by default. Enforce rate card billing. Exclude customer discount. Carbon Exclude customer discount. Carbon Exclude customer discount. Carbon Exclude customer discount. Shipping and Fulfillment Carbon Exclusion Shipments	st for orders, quotes and invoices.	Auto-Updates Disable updates for Update the estimat on purchasing activ Record Access Accessible to all off Accessible to select All Offices	r Product Description and led cost rate to average o rity within this last number fices. ted offices only.	I Unit Co	st. purchases	Finance & J	Account	ing Addi	tional Infr	•	
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Print by default. Enforce rate card billing. Exclude customer discount. Enable tax automation. Tax Shipping and Pulfillment Enable outgoing shipments Drop ship by default. Special order by default. Do not create a sub-assemi	st for orders, quotes and invoices.	Auto-Updates Disable updates for Update the estimat on purchasing activ Record Access Accessible to all off Accessible to select All Offices Oversight Notificatic Send notice when a	r Product Description and led cost rate to average e ity within this last number fices. ted offices only.	I Unit Co of recent er of day	st. purchases	Finance & J	Account	ing Addi	tional Infr	2	
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After the automation schedule for commissions runs, Mara's commission statement will include a commission of \$706.45 for this order.

•					Commission State	ements					
Record: 2 of	2							New 🖶 Ed	it 🖋 🛛 Delete 🕽	🗶 Print 📇 🔺	ctions
Commis	ssion Str	nt: 60017	,	Mara Ha	rvey (Mł	I)		10/11	l/22	PENDI	IG 🤇
Statemen	nt Details							Notices 🔒	Tasks 🔽	Emails 🔛	Docs
General Info				_							
ayable Account	>										
2106 Commi	ssions Payable		Q								
tatement It	ems						\frown				
0											
Order	Order Date	Order Date Closed	Title				Balance >>	Paid	Adj	Tota	ж
	Order Date 10/11/22	Order Date Closed 10/11/22		harter School		*	Balance >> 706.45 >>	Paid 706.45	Adj 0.00	Tota 706.45	
				harter School		Å					
				harter School		*					
				harter School		*	706.45 >>	706.45 Total Paid	0.00	706.45	×
				harter School		*	706.45 >>	706.45	0.00	706.45	

Example #3: Team Member Record

A third customer, the Full STEAM Charter School, places an order for textbooks. Full STEAM Charter School is not eligible for any rate cards. And none of the textbooks on the order are eligible for commissions.

¥	teco	rd: 16 of 16												New 🖶 Edit	🥑 Delete 🕽	C Print 🗟	a Ac	tions 🖈
Or	d	er: 61677	Full STE	AM (Cŀ	nart	er	S	cho	ol				10/11	/22	PE	NDIN	G 🦲
	Sal	es Order Manageme	nt Job Costs & Ar	proval	s									Notices 🔒	Tasks 🔽	Emails	4	Docs 🧉
sill	То		*		Ship	о То	Er	d C	ustom	er			*	Activities	s & Commen	ts		
Cust	ome	r (Bill To) > 📋 오	Customer PO #	Sh	ip To	Compa	iny >			۵ 9	Ship Type	Ship Date						
		EAM Charter School				EAM C		r Sc	loor		Complete	10/11/22						
		Rivera ne Rd.	Rate Card > Disc %			Rivera ene Rd					Inventory	3in						
		n, CA 90310	୍ ୦%			on, CA		0					0,					
			Billing Terms								Shipping T	erms						
			Net 30															
es	crip	otion	K. M	Ad	aiti	onal I	nfo						R M					
rd		items																_
	_	Code TM-FRNCH3	Description	Invtry 651	Alts		Opts	Ξ		Cases	Quantity	BO DS SO	Unit Pri 86.2			Total 62.40	Margin 13%	
	_		J'Apprends: I Learn J'Apprends: I Learn	1,702	1	0	÷	Ē		1	10 75		39.6			70.00	13%	M.
-	~	ID-FRINCHS	J Apprenus: 1 Learn	1,702	-	0	-		*		20		99.9			99.80	20%	
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When aACE calculates Mara's commission for this order, it will again look for any commission settings in an associated rate card. Since this order does not have a rate card attached, aACE will then look to the commission settings in the LICs associated with the order. Since the LICs also do not have commission rates, aACE will finally look to the team member record of the Sales Rep associated with the order. Mara's team member record includes a commission that's 20% of the order item total.

Record: 1 o	of 1						New 🖶	Edit 🖋	Delete 🗙	Print 🖶	Actions 2
Team N	Member:	Mara Ha	rvey	(MH)						AC	TIVE
Member	Details	Human Resource	s				Notices	Ta	sks 🔽	Emails 📉	Docs
Compensatio	on Setup				Freelancer	Home Address ♀			Signat	ure	
Payroll ID 3319	Pay Rate 75.00	Multiplier	Bill Rate 82.50	Commission Type % of Price	Comm %	Mara Harvey 123 Main Street					
Company >		Contact >		Credit Card Account		New York, NY 10001			Dimensions		
Mara Harvey		Mara Harvey							File Format:	JPEG or PN	IG
Date	Description			Notes		Team Member	Team		Reminder	An	nual
Date	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
late	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
Date	Description			Notes		Team Member	Team		Reminder	An	
				Notes		Team Member	Team		Reminder	An	
Record Acces	55			Notes			Team		Reminder	An	
Record Acces	155 cords assigned to an	y office.	2004.	Notes		Team Member			Reminder	An	
	155 cords assigned to an cords only assigned to		2007.	Notes		X Can switch offices.			Reminder	An	nual

Therefore, Mara's commission statement will include a commission of \$1,422.66 for this order.

•				Commis	sion statements						
Record: 2 of 2								New 🖶 🛛 Ed	it 🌮 🛛 Delete 🕻	🗙 Print 📇 🖌	Actions
Commission S	Stmt:	60018	;	Mara Harvey	(MH)			10/11	l/22	PENDI	NG 🤇
Statement Details]							Notices 😣	Tasks 🔽	Emails 🔛	Docs
General Info											
Payable Account >											
2106 Commissions Payabl	e		Q								
tatement Items							\frown	`			
Order Order Date	On	der Date Closed	Title				Balance >>	Paid	Adj	Tot	x 1
						*	1.422.66.33	1 422 66	0.00	1,422.6	6 10
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		7	1,422.66 >>	1,422.66	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		*	1,422.00 %	1,422.00	0.00	1,422.0	
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61677 10/11/22	10)/11/22	Full STEAM	Charter School		*	1,422.00 >>	1,422.00	0.00	1,422.0	0 00
61677 10/11/22	10	//11/22	Full STEAM	Charter School		*	1,422.66 >>	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		*	1,422.00 >>	1,422.00	0.00	1,422.6	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		*	1,422.00 >>	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		7	1,422.00 "	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		7	1,422.00 "	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		7	1,422.00 "	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		*	1,422.00 "	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		7	1,422.00 >>	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		<i>x</i>	1,422.00 >>	1,422.00	0.00	1,422.0	
> 61677 10/11/22	10	/11/22	Full STEAM	Charter School		<i>x</i>	1,422.00 >>		0.00		
> 61677 10/11/22	10	//11/22	Full STEAM	Charter School		<i>x</i>	1,422.00 >>	Total Paid		1,422.6	6 🕑
> 61677 10/11/22	10	//11/22	Full STEAM	Charter School		<i>x</i>	1,422.00 27				6 C

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