

Manually Adjusting Commission Statements

Last Modified on 06/21/2023 5:23 pm EDT

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

aACE calculates commission amounts, tracks payments, and maintains outstanding balances on a per-order basis.

If you make a partial payment on a commission statement, when you next generate commission statements, the remaining amount will appear. For example, if the initial commission balance calculates to \$1,000, and you pay \$750, the remaining \$250 will appear on the next commission statement. To fully resolve a partially paid commission, you must either [pay the balance](https://aace6.knowledgeowl.com/help/paying-commissions) or enter an adjustment.

You can change the commissions for a given order by manually adjusting amounts on a specific commission statement. You can either decrease the amount paid or increase it:

- Decreasing a commission — This is the typical purpose for an adjustment. For example, the system calculates a payment of \$100 in commissions, but circumstances make it so the payment should only be \$90. You would enter \$90 in the Paid column and \$10 in the Adjustment column.
- Increasing a commission — You can also pay additional funds for a commission. Using the same example of an initial \$100 commission calculation, you would enter \$110 in the Paid column and -\$10 in the Adjustment column. These amounts would balance with \$100 and the commission on the order would be closed.

This happens because only the amounts in the Paid column and Total Paid field impact the accounting system. Amounts in the Adj column and Total Adjustments field have *no* accounting impact. They *only* affect the commission balance on the order.

Manually Adjust a Commission Statement

After a commission statement has been [previewed and generated](https://aace6.knowledgeowl.com/help/previewing-and-generating-commission-statements) (but before it is posted), you can alter the amounts:

1. Navigate from **Main Menu > Accounting > Comm Statements**.
2. Locate the desired commission statement.
3. At the detail view, click **Edit**.

4. Change the number in the **Paid** column to reflect the actual amount to be paid for the commission, then specify how any remaining balances should be resolved (as demonstrated on the following screenshot):

- A. Adjust the remaining balance and close the commission – In the Adj field, enter the remaining amount. The commission is closed when it is posted; *no* remaining balance will appear on later commission statements. In the screenshot below, the statement item for Order 50153 shows that \$200.00 will be paid for the commission, while \$18.45 will be adjusted out.
- B. Pay an additional amount and close the commission – In the Adj field, enter a negative value to balance the commission. In the screenshot below, the statement item for Order 50274 shows that \$1,816.29 will be paid for the commission, while the adjustment for \$-201.84 balances the calculated commission.
- C. Save the remaining balance to pay at a later date – Leave the Adj field blank. The outstanding balance will be included with the next commission statement you generate. In the screenshot below, the statement item for Order 50350 shows that the first \$41.54 will be paid now, while the remaining balance will be held for payment later.

Commission Stmt: 60001 Kristie Hernandez (KH) 02/06/23 PENDING

Statement Details

General Info

Payable Account >
2106 | Commissions Payable

Order	Order Date	Order Date Closed	Title	Balance	Paid	Adj	Total
> 50153	12/12/20	02/24/21	Fort Wayne School District	218.45	200.00	18.45	218.45
> 50274	04/23/21	04/30/21	Fort Wayne School District	1,614.45	1,816.29	(201.84)	1,614.45
> 50350	08/20/21	08/20/21	Shea Township School District	43.95	41.54	0.00	41.54

Total Paid: 2,057.83
Total Adjustments: (183.39)
Grand Total: 1,874.44

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5. Click **Save**.