Previewing and Generating Commission Statements

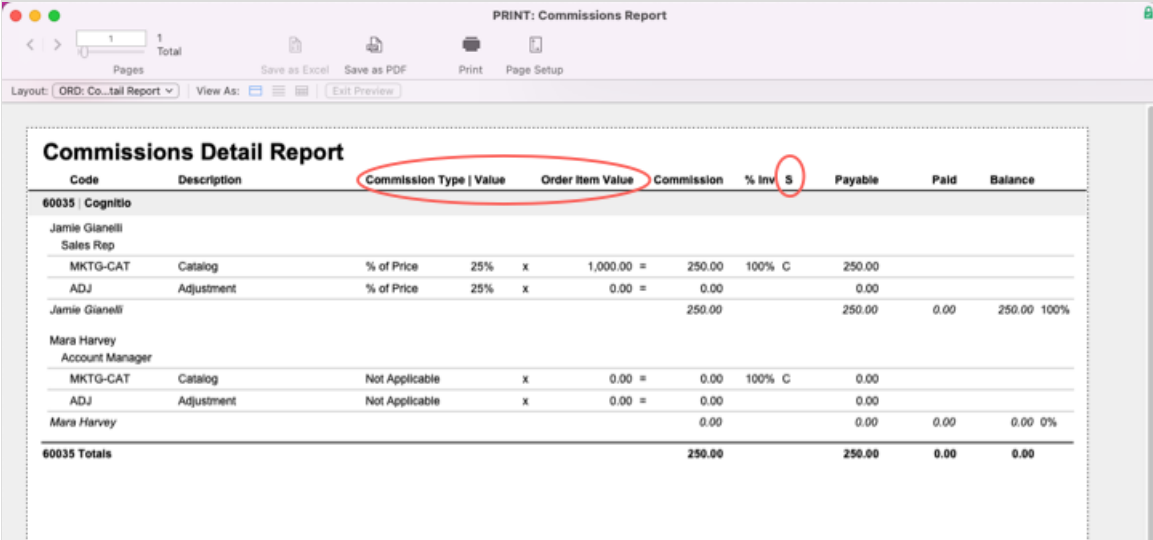Last Modified on 02/10/2023 2:32 pm EST

> 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 simple or intricate. After a system administrator has set up commissions (https://aace6.knowledgeowl.com/help/setting-up-commissions), team members with the needed access privileges can preview and generate commission statements.

Previewing Commissions

1. Navigate from **Main Menu** > **Order Management** > **Orders**.
2. Find the order(s) you want to review:
   - Click **Admin Actions** (⚙) > **Find Orders with Open Commissions**.
   - If the order you want to review does not have *open* commissions, use the Quick Search 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.

4. Review the commission details:
   - Verify that the numbers shown for **Commission Type | Value** and for **Order Item Value** are correct.
   - Verify that the order's invoice **Status** (i.e. the letter 'S' next to the % Inv column) shows all the relevant 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 still in Open status
- The letter "P" — Invoice still in Pending status
- No letter displayed — No invoice created
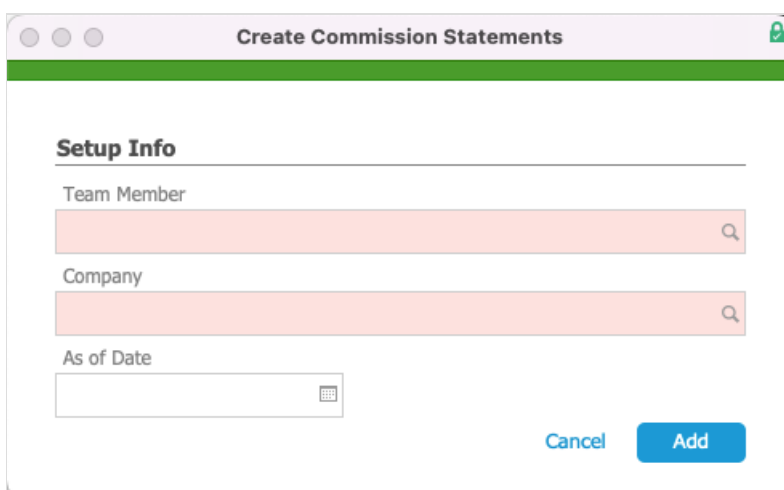
Resolving Discrepancies

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, [update or reset the commission calculations](https://aace6.knowledgeowl.com/help/updating-and-resetting-commissions-on-an-order) 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](https://aace6.knowledgeowl.com/help/manually-adjusting-commission-statements).

Generate a Single Statement for a Specific Team Member or Referral Company

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

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. If any changes are needed on the new commission statement record, click **Edit** and 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 (https://aace6.knowledgeowl.com/help/manually-adjusting-commission-statements).)
  Note: If you make any updates on the commission statement, you can preview the totals by clicking the Calculate ( ) icon.
7. Click **Save** and **Post**.

Generate Multiple Statements for All Eligible Commissions

1. Navigate from **Main Menu** > **Accounting** > **Comm Statements**.
2. 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**.

5. If needed, you can open specific commission statements and manually adjust the amounts (see link above).
6. Click **Actions** > **Post Statements In List** > **Post**.