



Previewing and Generating Commission Statements

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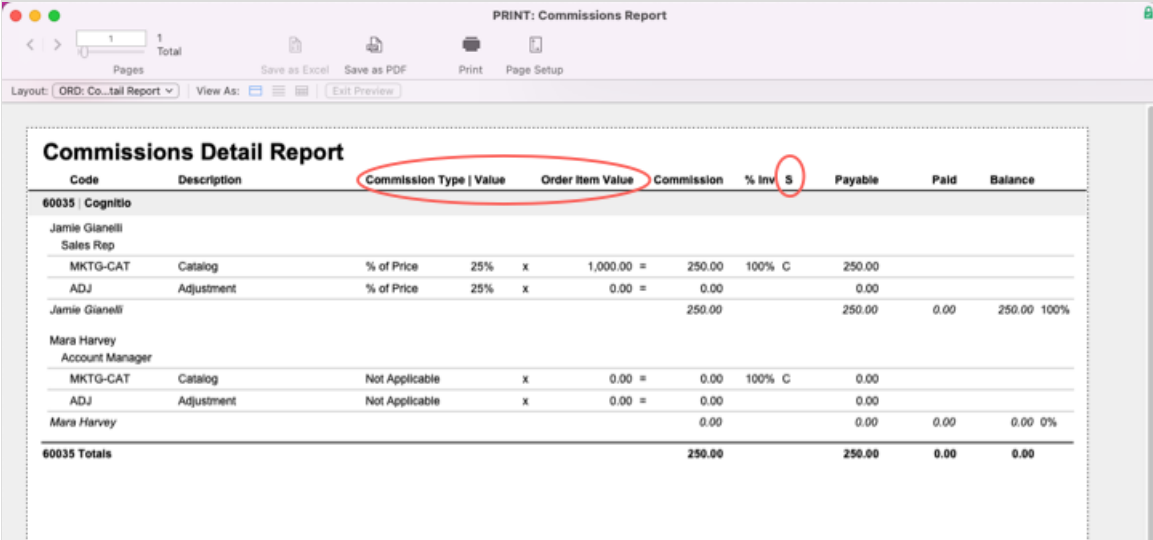
This guide explains how to check for outstanding commissions and to create commission statements. It is intended for advanced users.

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:
 - o Click **Admin Actions** () > **Find Orders with Open Commissions**.
 - o 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.



Code	Description	Commission Type Value	Order Item Value	Commission	% Inv	S	Payable	Paid	Balance
60035	Cognito								
	Jamie Gianelli								
	Sales Rep								
	MKTG-CAT	Catalog	% of Price 25% x 1,000.00 =	250.00	100%	C	250.00		
	ADJ	Adjustment	% of Price 25% x 0.00 =	0.00			0.00		
	Jamie Gianelli			250.00			250.00	0.00	250.00 100%
	Mara Harvey								
	Account Manager								
	MKTG-CAT	Catalog	Not Applicable x 0.00 =	0.00	100%	C	0.00		
	ADJ	Adjustment	Not Applicable x 0.00 =	0.00			0.00		
	Mara Harvey			0.00			0.00	0.00	0.00 0%
60035	Totals			250.00			250.00	0.00	0.00

4. Review the commission details:
 - o Verify that the numbers shown for **Commission Type | Value** and for **Order Item Value** are correct.
 - o 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

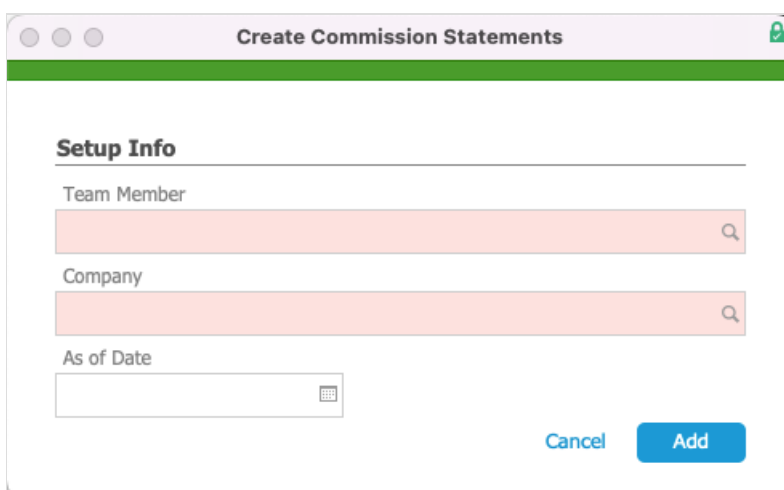
If the Payable amounts do *not* align with your expectations, use this report to identify and resolve any issues, updating relevant records as needed. After you resolve any problems, [update or reset the commission calculations](https://aace6.knowledgeowl.com/help/updating-and-resetting-commissions-on-an-order) (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) (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:

Commission Stmt: 60000 Jamie Gianelli (JG) 07/21/22 PENDING

Statement Details

General Info

Payable Account > 2106

Statement Items

Order	Order Date	Order Date Closed	Title	Balance	Paid	Adj	Total
> 60035	07/20/22		Cognitio	250.00	250.00	0.00	250.00
							Total Paid 250.00
							Total Adjustments 0.00
							Grand Total 250.00

Author AH Cancel Save

- 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/) (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**.

Comm Statement	Payable To	Stmt Date	Paid	Adjustments	Total	Author	Status
> 60000	Jamie Gianelli	07/21/22	250.00	0.00	250.00	Amelia Hill	PENDING
> 60001	Jamie Gianelli	07/21/22	250.00	0.00	250.00	Amelia Hill	PENDING
> 60002	Jamie Gianelli	07/30/22	1,141.43	0.00	1,141.43	Amelia Hill	PENDING
> 60004	Mara Harvey	07/25/22	1,995.00	0.00	1,995.00	Amelia Hill	PENDING
> 60005	Jamie Gianelli	07/25/22	143.93	0.00	143.93	Amelia Hill	PENDING
List Totals			3,780.36	0.00	3,780.36		

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**.