Commission Costs Overview and Topics

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Sales Commission costs are applied to a Job when using one of four methods:

- Posting Commissions within a Job record on the Job Commissions form
- Posting Payroll Timesheets
- Manual Payroll Journal Entry
- Write a Check to a Salesperson

Your company would use only one of the methods above.

The Commission expenses posted to a Job are either entered manually or automatically generated based on Employee Commission setups/Job Type Commission setups.

Commissions expenses posted using Payroll Timesheets are manually entered into a timesheet batch and linked to the appropriate Job(s). The Job Expense Type selected on these entries, "C", is what controls the expense amount to display in the WIP and/or Actual Costs section of the Job Costing form.

Entering Commissions on a Job

Payroll Timesheets

Manual Payroll Journal Entry

Write a Check to a Salesperson