

Salesperson

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When creating a new Job, the Salesperson is a required field on the Job Work Order form.

When commissions are entered on a Job, the commission rate structure set up on the Employee record of the Salesperson is used to calculate commission amounts and post to the Job. Setup of your Commission Types must be completed first, then link the Salesperson to their commission types and rates.

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On the General Information tab of the Employee setup form are three fields which are used for Job commissions purposes.

If the Employee Type of SL (salesperson) is selected, the Supervisor and Commission % field are available to use.

These two fields are used if your company will pay an additional commission amount to another employee for all Jobs created for the Salesperson. If the Supervisor and Commission% fields are populated in the Employee setup for the Salesperson assigned to a Job, when clicking the Auto-fill button on the Job Commissions form, commissions will automatically be calculated for the Supervisor indicated on this setup form.

Using the Supervisor commissions is optional.

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