

Job Commissions

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Use the Commissions form to list the commissions to be paid to the salesperson listed on the Work Order form and any other employee override commissions for a job. You have the option of manually entering commission line items or by clicking on the Auto-Fill button to bring fill in the form based on the setup information for the Job Type and the Employee Commission setup for the salesperson assigned to the job, or a combination of the two methods.

Once commissions are entered, the total amount is automatically filled into the Commissions field of the Job Costing form.

The screenshot shows a software interface for managing job commissions. The main window is titled "Job - 1109 (Jackson Auto Parts #11)". It features a sidebar on the left with navigation icons for Job, Approvals, Tasks, Installs (\$8,957.00), Recurring (\$139.00), Materials (\$0.00), Job Costing, Commissions, and Custom Fields. The main area is divided into sections: Job details (Job Number 1109, Job Type C-CCTV, Job Status Scheduling, System 7760 CCTV, Labor Units 32 (0 Used)), Customer 133 (Jackson Auto Parts, 333 Main, Plymouth, MI 48170), and Site (Jackson Auto Parts #11, 11 Main Street, Plymouth, MI 48170, (734) 528-9337). Below this is the "Commissions" section, which includes a "Commissionable / Splits" area with input fields for Install Total (8957.00), Commissionable % (100.00), Commissionable (8957.00), and Recurring (139.00). It also has dropdowns for Salesperson 1 (George.McGee) and Salesperson 2, and percentage fields (100.00% and 0.00%). A table of commissions is displayed below, with columns for Salesperson, Commission Type, Post Date, Commissionable, Rate, and Commission. The table contains two rows: one for RMR (Rate 180.00, Commission 250.20) and one for Install (Rate 15.00, Commission 1343.55). At the bottom, there is a "Total Commission" field showing 1593.75 and a form for adding new commission entries with fields for Salesperson (George.McGee), Commission Type, Posting Date (5/15/2015), Commissionable, Rate, and Commission. An "Auto Fill" button is circled in blue, and an arrow points from it to the table.

Salesperson	Commission Type	Post Date	Commissionable	Rate	Commission
George.McGee	RMR	5/15/2015	139.00	180.00	250.20
George.McGee	Install	5/15/2015	8957.00	15.00	1343.55

Click on the link for the last basic data entry form, [Custom Fields](#).