

# Commission Due

Last Modified on 01/31/2024 1:09 pm EST

The Commission Due Report is designed to print a listing of commissions due to Salespersons on Jobs as of a particular date. This report works in conjunction with Payroll Timesheet batches posted. As commissions are paid for a Job through payroll timesheets, these amounts are reflected on the report to reduce the balance remaining of the commission to be paid. Once all commissions have been paid on the Job, the Job drops off the report.

This is a custom report; the amount displayed in the Commission Due column is calculated based on the percentage of payments received against the total Job Charges. If the Job has been paid 40%, then 40% of the commissions will print in the commissions due (less any prior commission payments for the Job). A new page will begin for each Salesperson selected for the report.

If your company is not using Payroll Timesheets and wants to use this report and have Jobs removed from the report when commissions are fully paid by some other means, contact the SedonaOffice Support desk for assistance in setting up a Job Custom field for marking Job Commissions paid.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

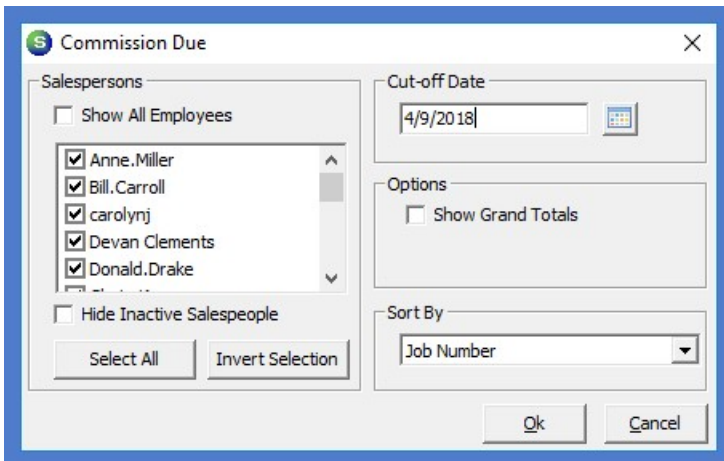
## Report Selections

**Salespersons** - The report default is to print data for all active Salespersons. If it is desired to print the data associated with one or multiple Salespeople, you may select the checkbox to the left of each Salesperson desired.

*Hide Inactive Salespeople* - If data is not to be listed for inactive Salespersons, select this option.

**Cut-Off Date** - This option will default to today's date; you may enter or select a different cut-off date from the calendar. Only commissions entered on Jobs with a posting date as of the cut-off date will be included on the report.

**Show Grand Totals** - If this option is selected, grand totals for all Salespeople will print on the last page of the report.



The screenshot shows a dialog box titled "Commission Due" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Salespersons:** A list box containing names: Anne.Miller, Bill.Carroll, carolynj, Devan.Clements, and Donald.Drake. Each name has a checked checkbox to its left. Below the list are two buttons: "Select All" and "Invert Selection".
- Options:** A checkbox labeled "Show Grand Totals" which is currently unchecked.
- Sort By:** A dropdown menu currently set to "Job Number".
- Cut-off Date:** A text field containing "4/9/2018" and a calendar icon to its right.

At the bottom of the dialog are "Ok" and "Cancel" buttons.