

Job Commissions

Last Modified on 01/18/2023 5:24 pm EST

The Job Commissions Report is designed to print a listing of commissions entered on Jobs based on the Sold Date of the Job. Each Job within the Sold Date range selected will print the Salesperson, Site name and address, Job Type, Sold Date, the current Job Status, total RMR Amount, total Install and Part charges, Commission Type and the amount of commission on the Job for each Commission Type. There are two Breakout options available; by Salesperson or Department. If the Salesperson option is selected, a new page will begin with each distinct Salesperson. If the Department option is selected, a new page will begin with each distinct Department. The last page of the report will print the total commission amounts for each commission type for each Salesperson.

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

Sold Date - This option will default to the current month date range. If a different date range is desired you may change the Sold From and Sold To Dates. This report searches on the Sold Date field entered on the Job Work Order form.

Department - The default is to display data for All Departments. If the data for only certain Departments is desired, you may highlight the first Department, then depress the CTRL key and highlight additional Departments within the list.

Salesperson - The default is to display data for All Salespersons. If the data for only certain Salespersons is desired, you may highlight the first Salesperson, then depress the CTRL key and highlight additional Salespersons within the list.

Options - One of the following options must be selected.

- *Breakout By Salesperson* - Selecting this option will begin a new page for each Salesperson; total commission amounts will be printed for each Salesperson.
- *Breakout By Department* - Selecting this option will begin a new page for each Department; total commission amounts will be printed for each Department.

Show Job Totals - If this option is selected, the total commission amounts for each Job will be printed. If this option is not selected, a total of all commissions for each Salesperson or Department will be printed depending on which Breakout option was selected.

Job Commissions [X]

Sold Date

From Date: 1/1/2018 [Calendar Icon]

To Date: 4/30/2018 [Calendar Icon]

Department

- All
- Accounting
- Administration
- Installation
- Sales New
- Salesx
- Service

Salesperson

- All
- Oliver Blais
- Bill Carroll
- Devan Clements
- Donald Drake
- Scott Hamilton
- Michael Johnson
- Alexis Johnson
- Carolyn Johnson
- Gloria Krane

Options

- Breakout By Salesperson
- Breakout By Department
- Export Style
- Show Job Totals

Ok Close