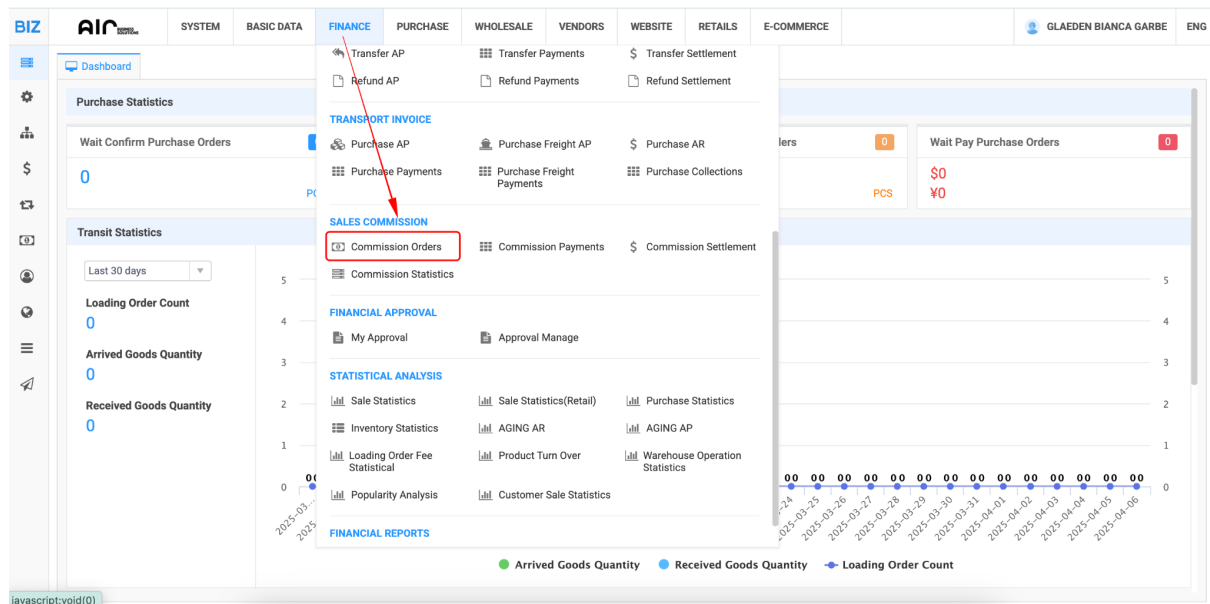


Finance - Commission Orders

The **Commission Orders** tab in your ERP system is designed to facilitate the management of sales commission transactions. It provides tools to monitor commission statuses, process payments efficiently, and maintain accurate financial records related to sales activities.

Navigation: To access the **Commission Orders** tab:



1. **Log In:** Enter your credentials to access the ERP dashboard.
2. **Navigate to Sales:** From the main menu, select the **Sales** module.
3. **Access Commissions:** Within the Sales section, click on **Commissions**.
4. **Select Commission Orders:** Under Commissions, click on the **Commission Orders** tab to manage sales commission orders.

Key Features of the Commission Orders Tab:

The screenshot shows a software interface with a sidebar on the left containing navigation icons. The top menu bar includes tabs for SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The 'Commission Orders' tab is selected. The main content area features a table with the following columns: Number, Commission Pay Status, Invoice No., Customer, Payee Name, Commission, Paid Commission, Invoice Amount, GPR, Profit Amount, Commission Calc Profit, and Freight. The 'Commission Pay Status' column is highlighted with a red box. A red arrow points from this column to the text 'No records available.' on the right side of the table. The table is currently empty, and the bottom status bar indicates 'No items'.

Number	Commission Pay Status	Invoice No.	Customer	Payee Name	Commission	Paid Commission	Invoice Amount	GPR	Profit Amount	Commission Calc Profit	Freight
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1. Transaction Details:

- **Number:** Unique identifier for each commission order.
- **Commission Pay Status:** Indicates the payment status of the commission (e.g., Unpaid, Paid).
- **Invoice No.:** Reference number for the associated invoice.
- **Customer:** Name or ID of the customer related to the order.
- **Payee Name:** Name of the individual or entity receiving the commission.
- **Commission:** Total commission amount earned.
- **Paid Commission:** Amount of commission that has been paid.
- **Invoice Amount:** Total amount of the associated invoice.
- **GPR (Gross Profit Revenue):** Gross profit revenue associated with the order.
- **Profit Amount:** Total profit amount from the order.
- **Commission Calc Profit:** Profit amount used to calculate the commission.
- **Freight:** Freight charges associated with the order.

- **Discount:** Discounts applied to the order.
- **Payment Charge:** Charges related to processing the payment.
- **Payment Charge (Customer):** Payment charges billed to the customer.
- **Total Paid:** Total amount paid, including commissions and any other charges.
- **Interest Amount:** Interest charged or earned on the order.
- **Overpayment:** Amount that exceeds the due payment.
- **Rule Type:** Type of rule applied for commission calculation.
- **Invoice Pay Status:** Payment status of the associated invoice.
- **Order Date:** Date when the order was placed.
- **Completion Time:** Time taken to complete the order.
- **Days to Pay:** Number of days taken to process the payment.
- **Require Pay Date:** Date by which payment is due.
- **Invoice Pay Time:** Time when the invoice payment was made.
- **From Platform:** Indicates if the order originated from a specific platform.
(This filter is for orders created from our online wholesale platform and is not currently available.)
- **Remark:** Additional notes or comments related to the order.

2. Searching and Filtering Options:

BIZ **AIC** **SYSTEM** **BASIC DATA** **FINANCE** **PURCHASE** **WHOLESALE** **VENDORS** **WEBSITE** **RETAILS** **E-COMMERCE** **GLAEDEN BIANCA GARBE** **ENG**

Dashboard **Commission Orders**

Commission No./Invoice No. Search by Customer Search by Payee Commission Pay Status Unpaid x Search by Overpayment Search by Is From Platform

Require Pay Date Begin Require Pay Date End Invoice Pay Date Begin Invoice Pay Date End

Number	Commission Pay Status	Invoice No.	Customer	Payee Name	Commission	Paid Commission	Invoice Amount	GPR	Profit Amount	Commission Calc Profit	Freight
No records available.											

0 20 No items

- **Commission Number/Invoice Number:** Search for transactions using the commission or invoice number.
- **Search by Customer:** Filter transactions based on the customer's name or ID.
- **Search by Payee:** Filter transactions based on the payee's name.
- **Commission Pay Status:** Filter transactions by their commission payment status (Unpaid/Paid).
- **Search by Overpayment:** Filter transactions based on overpayment status (Yes/No).
- **Search by Is from Platform:** Filter transactions based on their origin from a specific platform (Yes/No).
- **Require Pay Date - Begin/End:** Search for transactions within a specific payment due date range.
- **Invoice Pay Date - Begin/End:** Search for transactions within a specific invoice payment date range.

Benefits of Using the Commission Orders Tab:

- **Centralized Commission Management:** Provides a unified platform to manage all sales commission transactions, reducing the need for multiple systems.
- **Enhanced Financial Tracking:** Offers detailed insights into commissions, payment statuses, and order histories to aid in financial decision-making.
- **Improved Cash Flow:** By efficiently processing and monitoring commission payments, businesses can maintain healthier cash flow and financial stability.
- **Streamlined Operations:** Simplifies the commission processing workflow with user-friendly interfaces and robust search and filter functionalities.

The **Commission Orders** tab is an essential tool for managing sales commissions within your ERP system. By utilizing its features, you can ensure accurate commission calculations, timely payments, and comprehensive tracking of all commission-related activities. This leads to improved financial management and supports the overall efficiency of your sales operations.