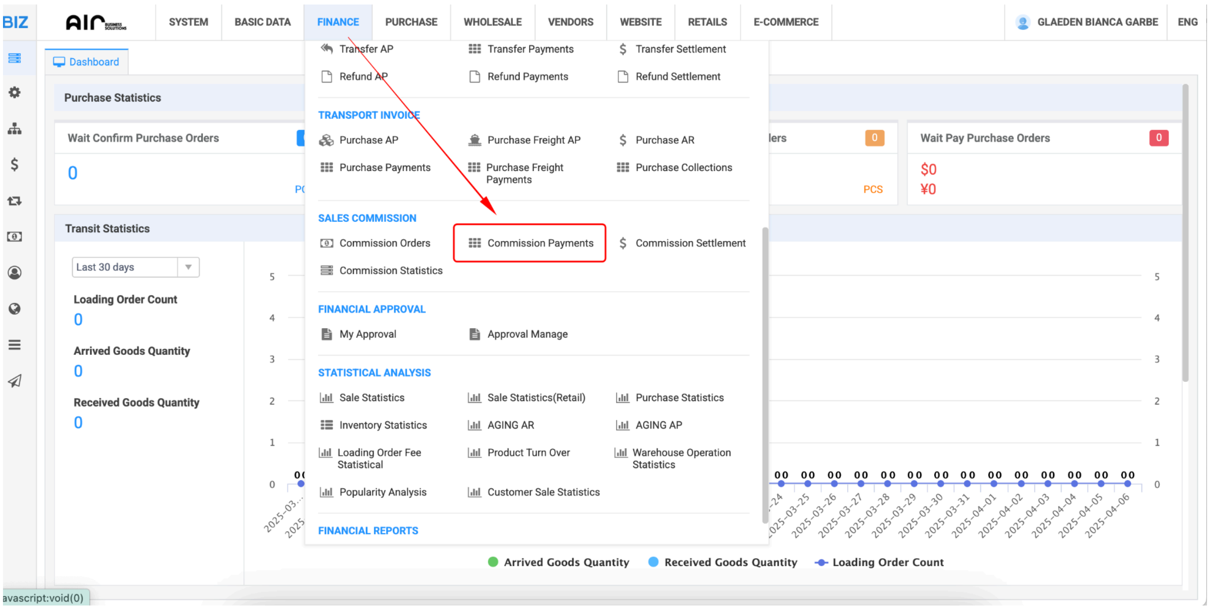
Finance - Commission Payments

The **Commission Payments** tab in your ERP system is designed to streamline the processing and tracking of commission payments to agents and sales representatives. It offers functionalities to manage payment statuses, calculate commission amounts, and maintain accurate financial records.

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



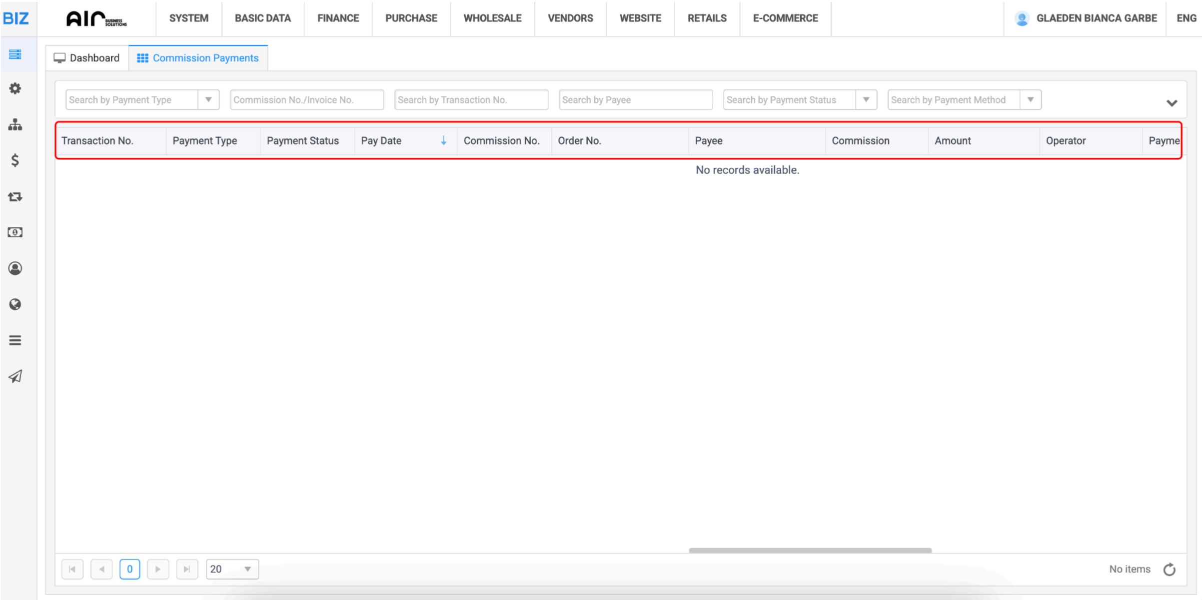
1. **Log In:** Enter your credentials to access the ERP dashboard.

2. **Navigate to Financials:** From the main menu, select the **Finance** module.

3. **Access Commissions:** Within the Financials section, click on **Commissions**.

4. **Select Commission Payments:** Under Commissions, click on the **Commission Payments** tab to manage payment transactions.

Key Features of the Commission Payments Tab:



1. **Transaction Details:**
    - **Transaction No.:** Unique identifier for each commission payment transaction.
    - **Payment Type:** Specifies the nature of the payment, such as Pay or Refund.
    - **Payment Status:** Indicates the current status of the payment (e.g., Unpaid, Paid).
    - **Pay Date:** The date when the payment was made or is scheduled to be made.
    - **Commission No.:** Reference number for the associated commission record.
    - **Order No.:** Reference number for the related sales order.
    - **Payee:** Name of the individual or entity receiving the payment.
    - **Commission:** Total commission amount earned.
    - **Amount:** Total payment amount, which may include commissions and other charges.

- **Operator:** Identifier for the user who processed the payment.

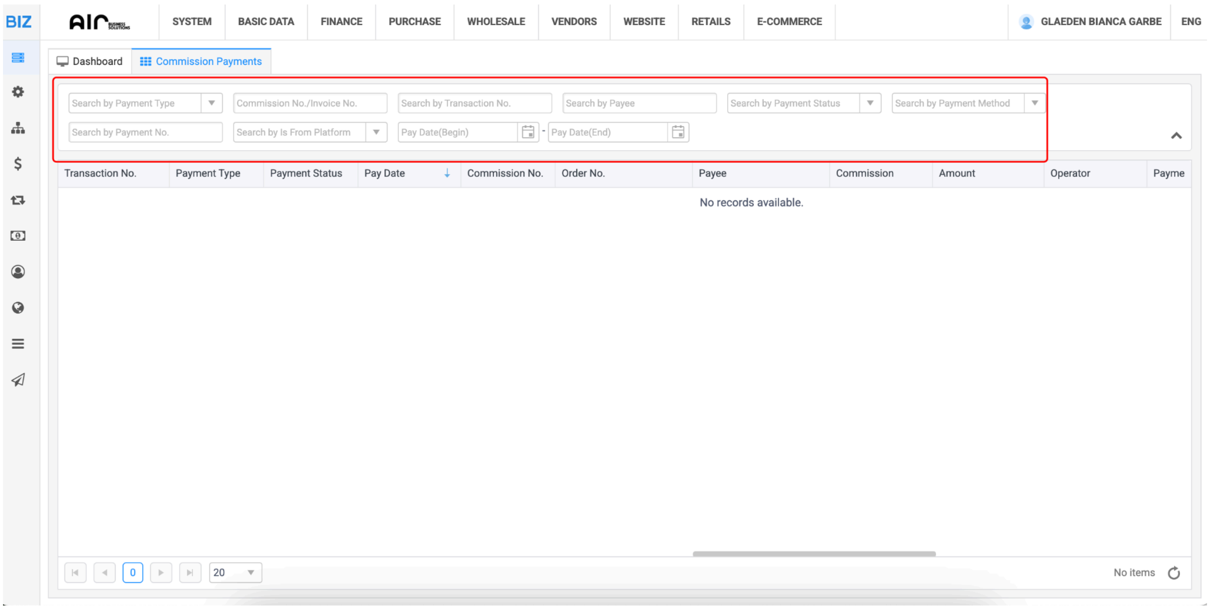
- **Payment Method:** Mode of payment used, such as Cash, Check, Credit Card, Deposit, Fund Balance, Other, or Wire Transfer.

- **Deposit Bank:** Bank account where the payment was deposited.

- **Pay Remark:** Additional notes or comments regarding the payment.

- **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.)

Searching and Filtering Options: To efficiently locate specific commission payment transactions, utilize the following search and filter options:



- **Payment Type:** Filter payments by type, such as Pay or Refund.

- **Commission Number/Invoice Number:** Search for transactions using the commission or invoice number.

- **Transaction Number:** Search for transactions by their unique identifier.

- **Payee:** Filter transactions by the recipient's name.

- **Payment Status:** Search for payments based on their status, such as Unpaid or Paid Up.

- **Payment Method:** Filter payments by the method used, including Cash, Check, Credit Card, Deposit, Fund Balance, Other, or Wire Transfer.

- **Payment Number:** Search for transactions using the payment number.

- **Is from Platform:** Filter transactions based on their origin, indicated by Yes (Y) or No (N).

- **Pay Date:** Specify a date range to search for payments made within that period.

The **Commission Payments** tab is a vital tool for managing and tracking commission-related transactions within your ERP system. By utilizing its features and filtering options, you can ensure accurate and efficient processing of commission payments, maintain clear financial records, and support timely payments to agents and sales representatives.