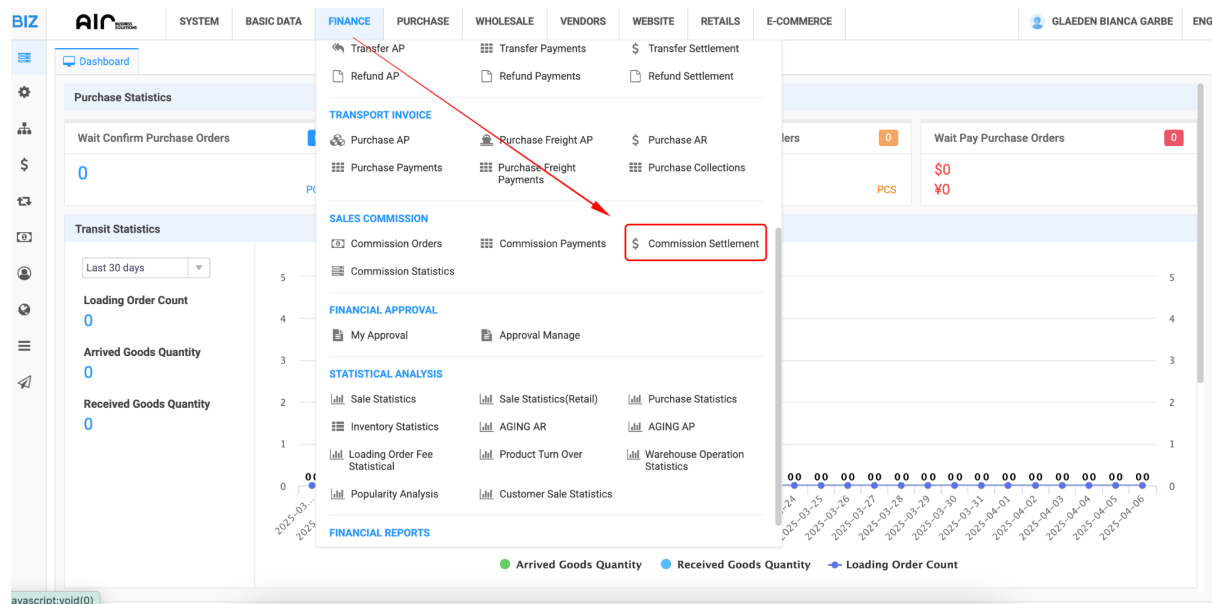


Finance - Commission Settlement

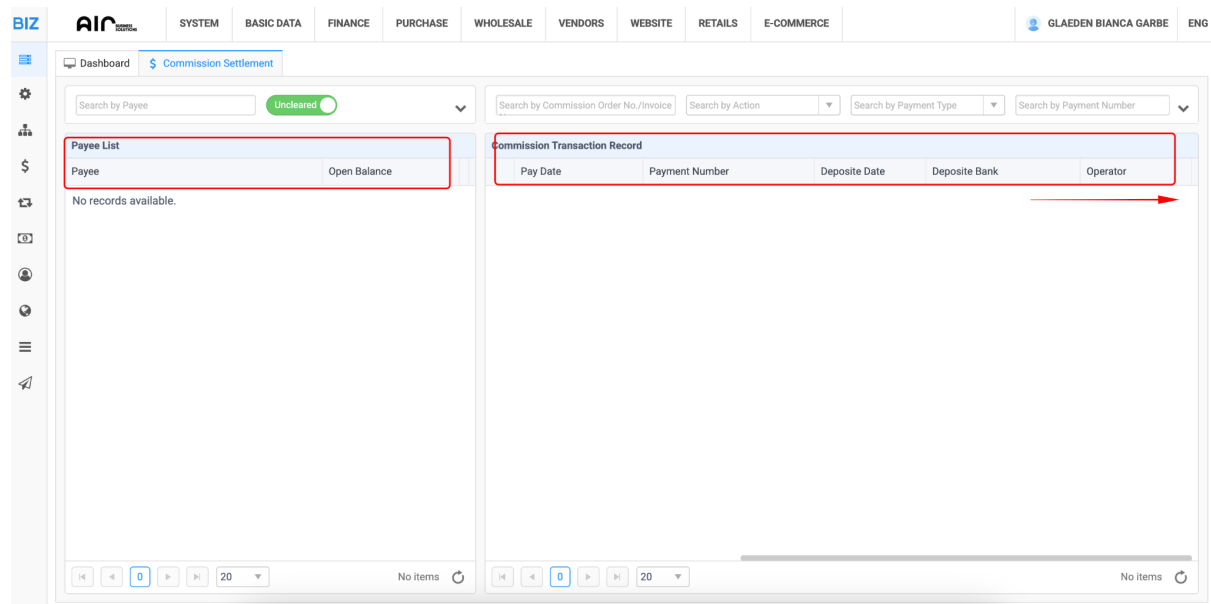
The **Commission Settlement** tab in your ERP system is designed to facilitate the efficient **management of commission payments to sales representatives**. It provides tools to monitor open balances, process payments, and maintain accurate financial records related to sales activities.

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



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

Key Features of the Commission Settlement Tab:



1. Payee List:

- **Payee:** Name of the individual or entity entitled to receive commission payments.
- **Open Balance:** Amount of commission pending payment to the payee.

2. Commission Transaction Record:

- **Transaction No.:** Unique identifier for each commission transaction.
- **Action:** Type of transaction, such as Pay or Refund.
- **Payment Type:** Method of payment, e.g., Acceptance Bill, Cash, Credit Card, Other, Wire Transfer.
- **Amount:** Monetary value of the commission transaction.
- **Pay Date:** Date when the payment was made or is scheduled to be made.
- **Payment Number:** Reference number for the payment transaction.
- **Deposit Date:** Date when the payment was deposited into the payee's account.
- **Deposit Bank:** Bank where the payment was deposited.
- **Operator:** Identifier for the user who processed the transaction.

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

The screenshot displays the 'Commission Settlement' tab in the BIZ AIC system. The interface includes a top navigation bar with various modules like SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESale, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The user is logged in as GLAEDEN BIANCA GARBE. The main area is divided into two sections: 'Payee List' and 'Commission Transaction Record'. The 'Payee List' section has a search bar for 'Payee' and a status filter set to 'Uncleared'. The 'Commission Transaction Record' section has multiple search filters: 'Search by Commission Order No./Invoice No.', 'Search by Action', 'Search by Payment Type', and 'Search by Payment Number'. It also includes date range filters for 'PayDate - Begin' and 'PayDate - End'. Both sections show 'No records available' and have pagination controls at the bottom.

- **Payee:** Filter transactions by the recipient's name.
- **Uncleared/Cleared:** Filter transactions based on their clearance status.
- **Commission Order Number/Invoice Number:** Search for transactions using the commission order or invoice number.
- **Action:** Filter transactions by action type, such as Pay or Refund.
- **Payment Type:** Filter transactions by payment method, including Acceptance Bill, Cash, Credit Card, Other, or Wire Transfer.
- **Payment Number:** Search for transactions using the payment number.
- **Pay Date:** Filter transactions by payment date range.

The **Commission Settlement** tab is essential for managing and tracking commission payments within the ERP system. By utilizing its features, users can ensure timely payments, maintain accurate financial records, and effectively monitor commission-related transactions.