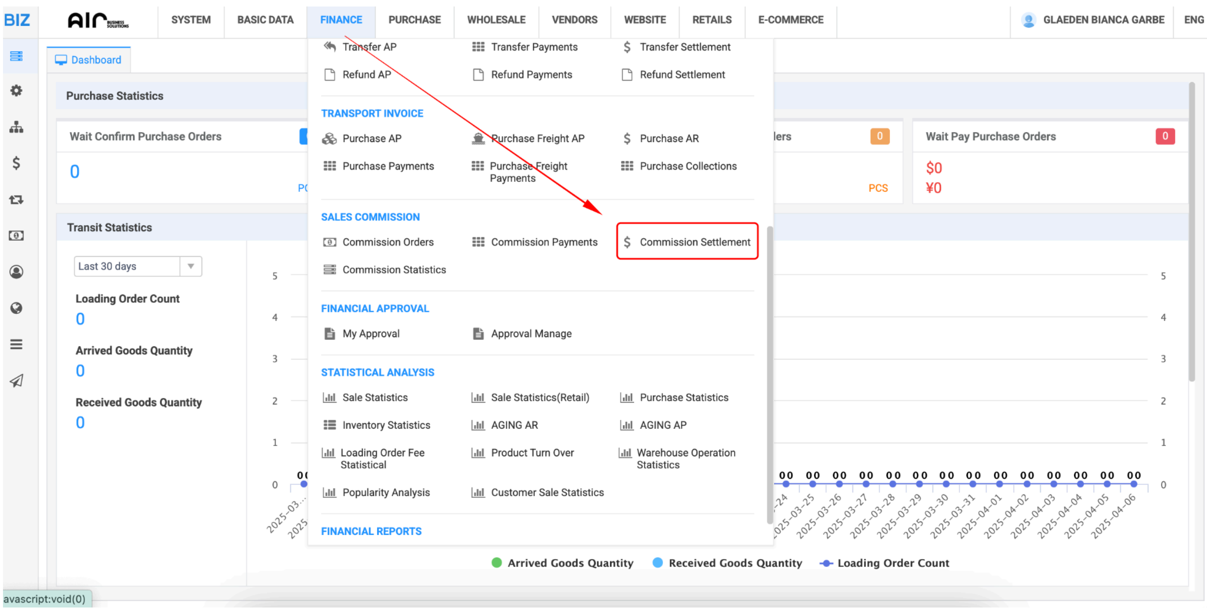
# Finance - Commission Settlement

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:



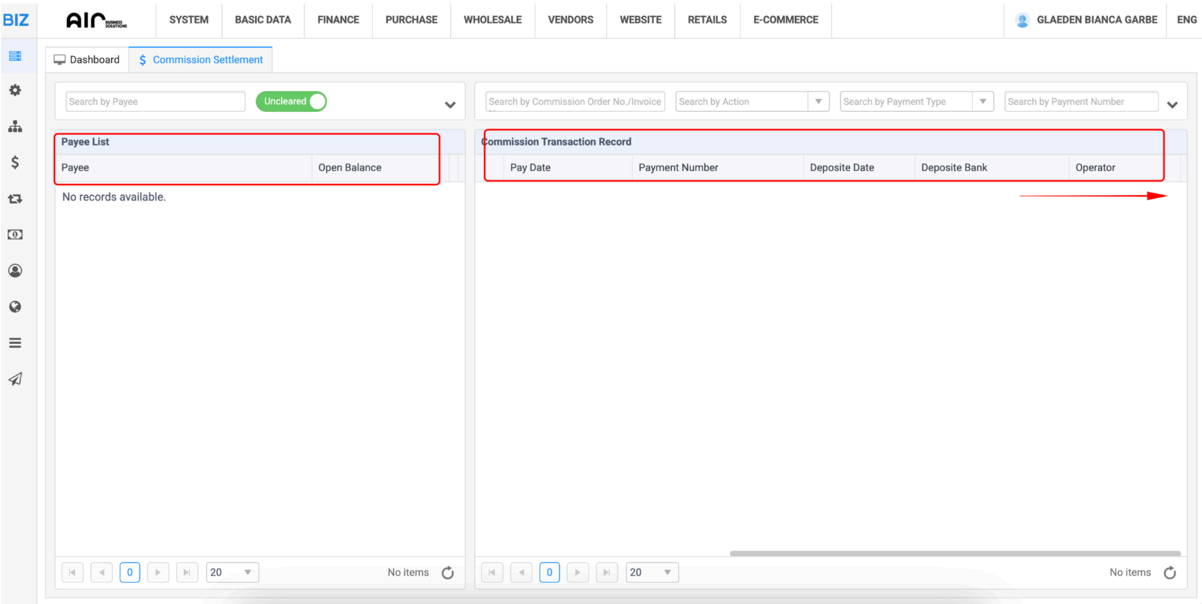

1. **Log In:** Enter your credentials to access the ERP dashboard.

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

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

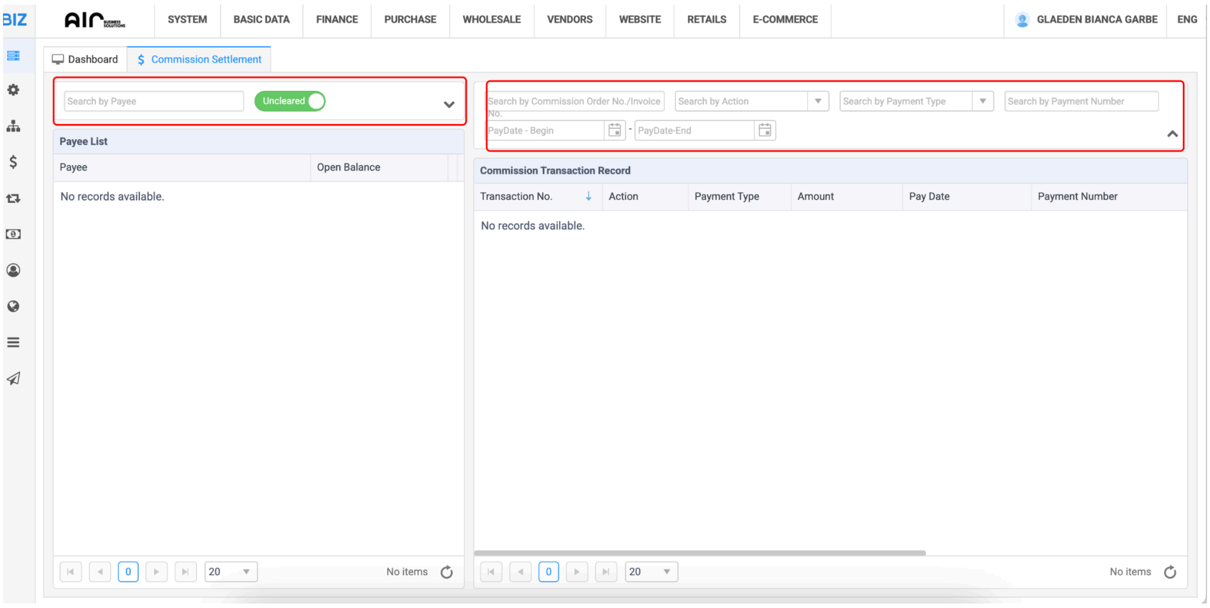
4. **Select Commission Settlement:** Under Commissions, click on the **Commission Settlement** tab to manage commission transactions.

### 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:




- **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.