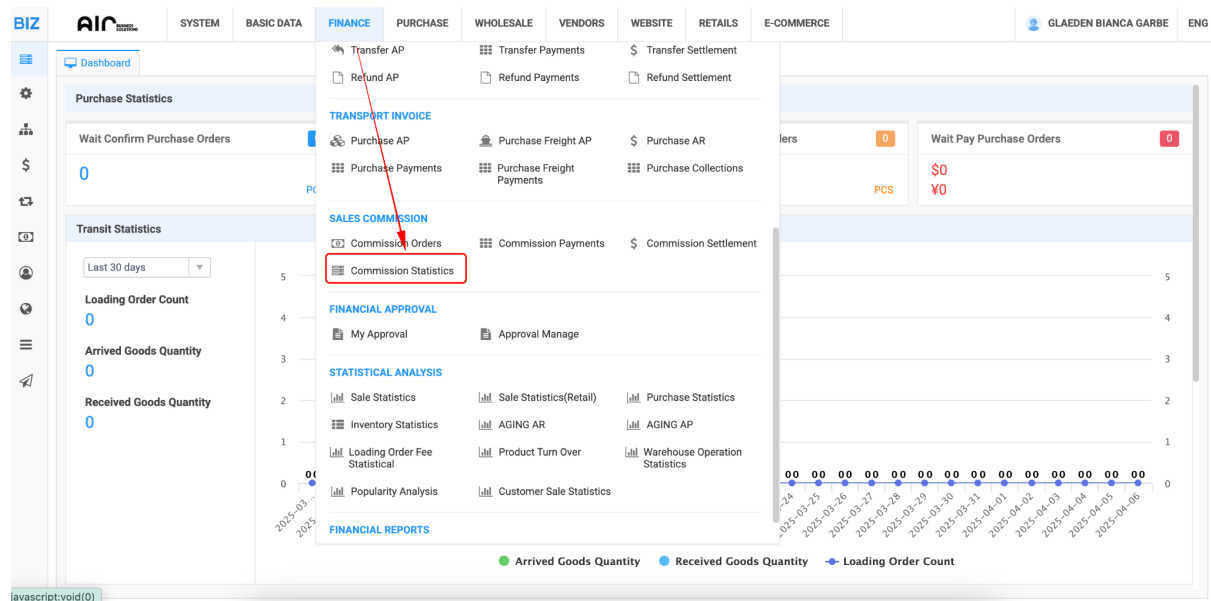


Finance - Commission Statistics

The **Commission Statistics** tab in your ERP system offers comprehensive insights into sales representatives' performance and commission statuses. It enables users to monitor paid and open invoices, track overdue payments, and analyze commission data across various timeframes.

Navigation: To access the **Commission Statistics** 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 Statistics:** Under Commissions, click on the **Commission Statistics** tab to view detailed commission data.

Key Features of the Commission Statistics Tab:

The screenshot displays the 'Commission Statistics' tab within a software application. The interface includes a top navigation bar with various modules and a sidebar with icons. The main content area features a filter section with dropdowns for 'Language' (set to English), 'Available commission', 'Sale Rep From', and 'Sale Rep To'. Below the filters is a table with the following columns: 'Rep Name', 'Total paid INV, available commission' (with a downward arrow), 'Total Open INV', 'Total past due', and five aging categories: '1-30 days past', '31-60 days past', '61-90 days past', '91-120 days past', and '121 days plus'. The table body is currently empty, showing 'No records available.' at the bottom. A pagination bar at the bottom of the table shows '0' items and a refresh icon. At the very bottom, there are tabs for 'Sale Rep' and 'Order Creator'.

1. Language Selection:

- **English/Chinese:** Choose the preferred language for displaying commission statistics.

2. Sales Representative Filters:

- **Sales Rep - From/To:** Filter data by specifying a range of sales representatives.
- **Available Commission - Y/N:** Filter to show representatives with available commissions.

3. Representative Performance Metrics:

- **Rep Name:** Name of the sales representative.
- **Total Paid INV, Available Commission:** Total paid invoices and commissions available for the representative.
- **Total Open INV:** Total open invoices assigned to the representative.
- **Total Past Due:** Total amount of overdue invoices.

Aging of Past Due Invoices:

■ 1-30 Days Past Due

- **31-60 Days Past Due**
- **61-90 Days Past Due**
- **91-120 Days Past Due**
- **121 Days Plus** Amounts overdue within these specific timeframes.

4. **Export Options:**

- **Excel Format:** Export commission statistics data to Excel for further analysis or reporting.

The **Commission Statistics** tab is a vital tool for assessing sales performance and managing commission-related data within the ERP system. By leveraging its features, users can efficiently monitor sales activities, ensure timely payments, and make informed decisions to drive sales effectiveness.