

# How-To Set Up Salespersons Commission Prior To Finalising The Sale

## Introduction

Usually the sales commissions are imported into Eclipse Payroll of become payable when the sale/deal has been finalised. However, if you want to pay commissions prior to finalising the sale/deal you can do it by following the steps below.

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## How to set up salespersons commission prior to finalising the sale

Create a stock cost for commission & point it to the commission account as image below.

- To create the stock cost navigate to the "Stock Maintenance" button & click on vehicle cost. You will be able to create a new cost within this screen.

The screenshot shows the 'Cost Details' dialog box with the following fields and options:

- Code:** COMIKE (Max 6 Chars.)
- Description:** COMMISSION MIKE
- Applies To:** Leave these fields blank unless this cost only applies to a specific stock type. Fields for Type, Class, and Branch are present.
- Supplier:** Radio buttons for 'Use Buyer as Supplier', 'Not Required or Specify Later', and 'Default the Supplier to:'. A red box highlights the 'Default the Supplier to:' option with the text 'Default supplier to sales person' and an arrow pointing to the empty text field below it.
- Cost:** Checkboxes for 'Standard Acquisition Cost (ie. Applies to most new Stock)', 'Internal Cost (GST does not apply and cannot go to Creditors)', and 'GST Applies'. The 'Internal Cost' checkbox is checked. Below are input fields for 'Cost (inc.)' and 'GST', both set to '\$0.00'.
- CREDITORS or Alternate Account:** A text field containing '20210 - COMMISSION' and a dropdown arrow.
- Buttons:** 'OK' and 'Cancel' at the bottom.

When adding the cost to the stock make sure the supplier is the staff member who will be paid the commission.

**Stock Cost Details**

Cost Code:  Date:

Use Stock Buyer as Supplier  
 Use Specified Supplier

Supplier:  ...

Reference:

Description:

Internal Cost  
 GST Applies

Cost:  GST:

Account:

The Account specified should usually be the CREDITORS account. You can specify an alternate account in special circumstances such as adding internal costs.

OK Cancel

You will need an Ultimate Business Systems programmer to go in the background and ensure it only pulls through the "SN reference"  
 On the stock card it will look like this

27/11/2017 **Stock Card**

**Stock Details**

Description:  Rego #:  VIN:  Chassis #:

Length:  Colour:  Value:  Build Date:  Compliance:

Client Details:  Accessories:

Stock Age:  Rego Expiry:  Rego Remaining:  Safety Certificate Issued:  Certificate Age:  Date Printed:

**Cost Transactions**

Date	Reference #	Detail	Ex GST	Inc GST	GST Amount
01/01/18		Purchase Price	\$25,186.36	\$27,705.00	\$2,518.64
01/01/18		Over Allowance on IINV# 1134 for Stid# 1140	(\$5,705.00)	(\$5,705.00)	\$0.00
01/01/18		Load Amount	\$1,050.00	\$1,050.00	\$0.00
11/04/18	2013	Parts Invoice : Used Caravans In Stock (NewAgeCaravansA	\$17.00	\$17.00	\$0.00
26/04/18	4892	Service Invoice (Inre-Deliver) (NewAge Caravans & slide)	\$1,143.40	\$1,143.40	\$0.00
26/04/18	1169	Commission Mike	\$260.00	\$260.00	\$0.00
			\$21,951.76	\$24,470.40	\$2,518.64

**Sale Transactions - Note: This is a PENDING Sale**

Date	Reference #	Detail	Ex GST	Inc GST	GST Amount
19/03/18		Selling Price (Salesperson: Mike Slate)	\$25,000.00	\$27,500.00	\$2,500.00
19/03/18		Cost Of Sale (Above)	(\$21,951.76)	(\$24,470.40)	(\$2,518.64)
		Net Profit / GST Owing	\$3,048.24	\$3,029.60	(\$18.64)
19/03/18	Solar X2	Sales Extra 1	\$0.00	\$0.00	\$0.00
		Sale Extras Net Profit	\$0.00	\$0.00	\$0.00
		<b>Net Profit / GST Owing</b>	<b>\$3,048.24</b>	<b>\$3,029.60</b>	<b>(\$18.64)</b>

It will then pull through to payroll (below image) to be paid.

Employee Pay Viewer (Read-only)

Regular Pay:  
 Pay Period: 18  
 Committed On: 25/04/2018

Work Date	Day	Leave	Special Rate	UnitHrs	Unit Rate	Amount	Avg	Description/Reason	Extern. Ref	Payslip M
25/04/2018	Wed			7.6	25.30364	\$192.31	0	Normal Wage on Hourly Rate		
25/04/2018	Wed			30.4	25.30364	\$769.23	0	Normal Wage on Hourly Rate		

  

Work Date	Day	Allowance	Deduction	Unit	Unit Rate	Amount	Avg	Description/Reason	Extern. Ref	Payslip M
25/04/2018	Wed			1	260.00000	\$260.00	0	COMMISSION MIKE	1169	Commission La
25/04/2018	Wed			1	250.00000	\$250.00	0	COMMISSION MIKE EXTRA	1262	Commission Ho

Note: Double click on row to view its details.

Cancel

## Downloadable PDF Document

This page in a downloadable document format -