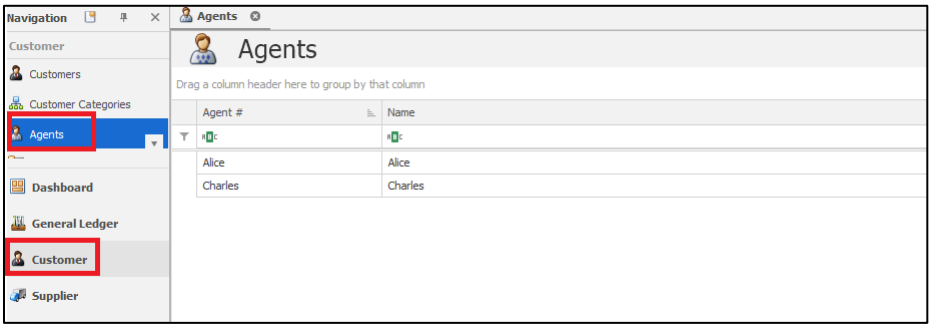
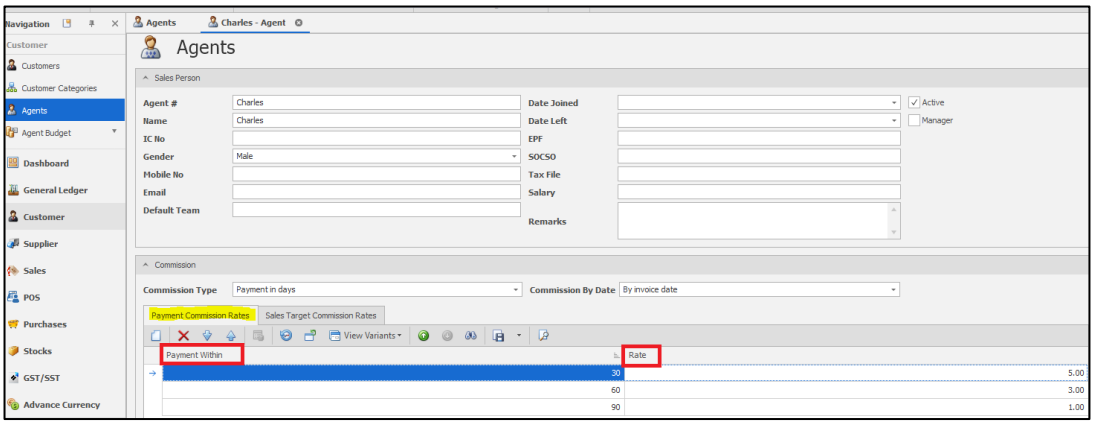
How to apply Payment Commission Rate and Sales Target Commission Rates

1. Go to Customer > Agents > create a few agents (salesman)
   Alice and Charles

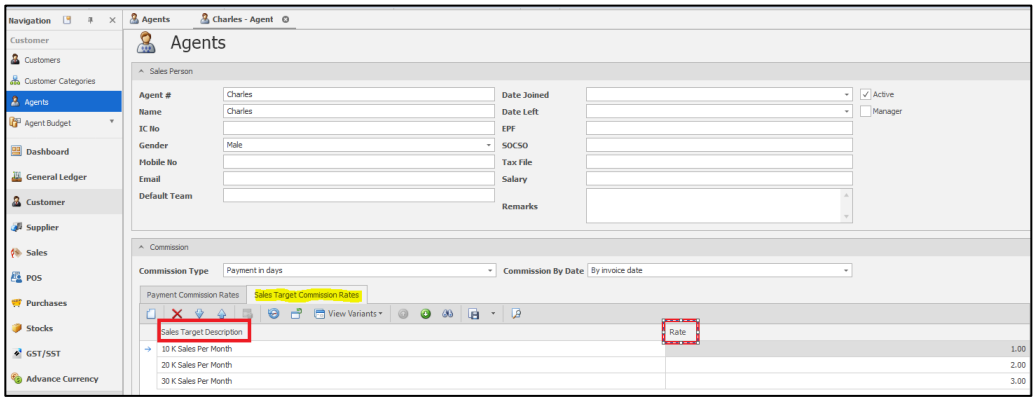


2. **Payment Commission Rate** ***(Phase 1 of commission)***
   -Payment within = How many days used to collect the payment from customer.
   (Receive payment)
   -Rate = % of commission



eg. If Charles able to collect payment from customer within 30 days, then he is entitled to 5% commission.

3. **Sales Target Commission Rates** ***(Phase 2 of Payment commission)***
   This is additional $ calculated based on phase 1 of commission gained.
   Agent need to hit certain amount of sales target (TOTAL SALES of the month)



-Sales Target Description = Key in Title or Name of the sales target

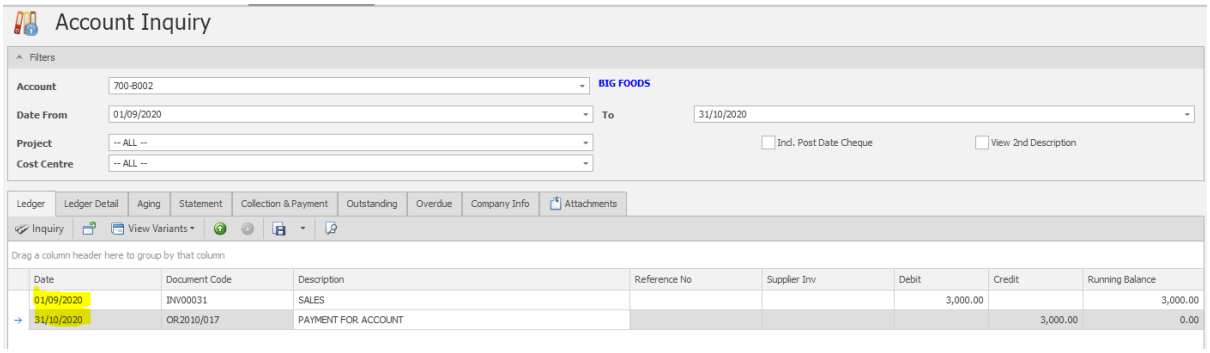
-Rate = % of commission

Eg. If Charles's Total Sales for the month exceeds 10 K, then he is entitled to the additional 1% commission.

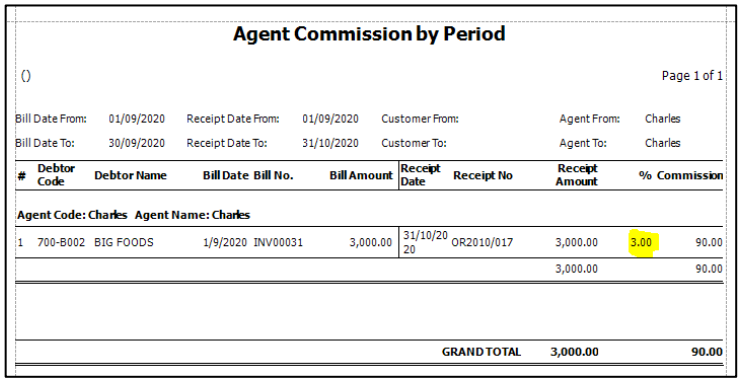
Please refer to the case study below to know more about the calculation.

<u>Payment Commission Rate</u> *(Phase 1 of commission)*

1. 700-B002 BIG FOODS is under agent Charles, in the month of Sept, Charles able to close one deal (RM 3000) and able to collect payment by month end of Oct.



2. Then we able to calculate the receipt term is 60 days (01/09/2020-31/10/2020), Charles entitled to get 3% commission which is RM 90.



Agent Commission by Period

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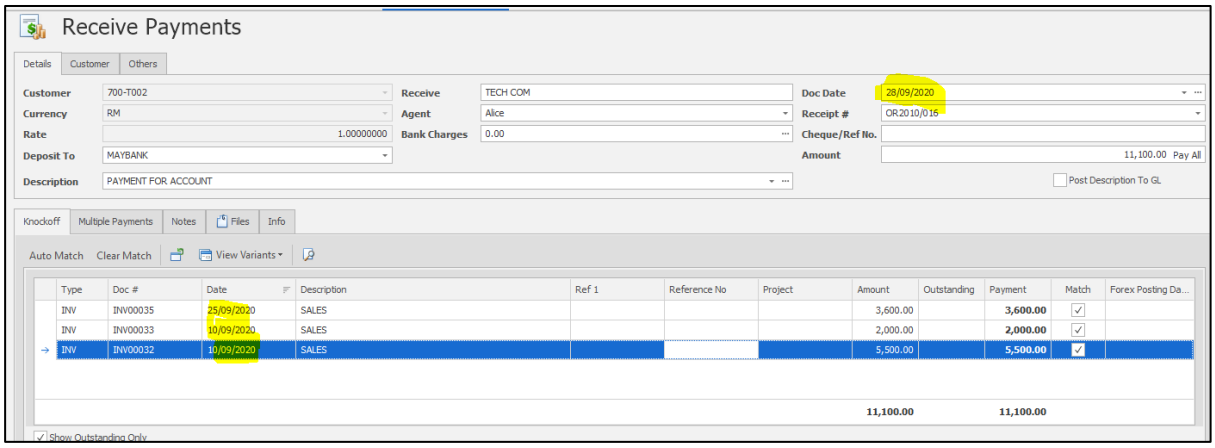
Bill Date From:	01/09/2020	Receipt Date From:	01/09/2020	Customer From:	Agent From: Charles
Bill Date To:	30/09/2020	Receipt Date To:	31/10/2020	Customer To:	Agent To: Charles

#	Debtor Code	Debtor Name	Bill Date	Bill No.	Bill Amount	Receipt Date	Receipt No	Receipt Amount	%	Commission
Agent Code: Charles Agent Name: Charles										
1	700-B002	BIG FOODS	1/9/2020	INV00031	3,000.00	31/10/2020	OR2010/017	3,000.00	3.00	90.00
								3,000.00		90.00
							GRAND TOTAL	**3,000.00**		**90.00**

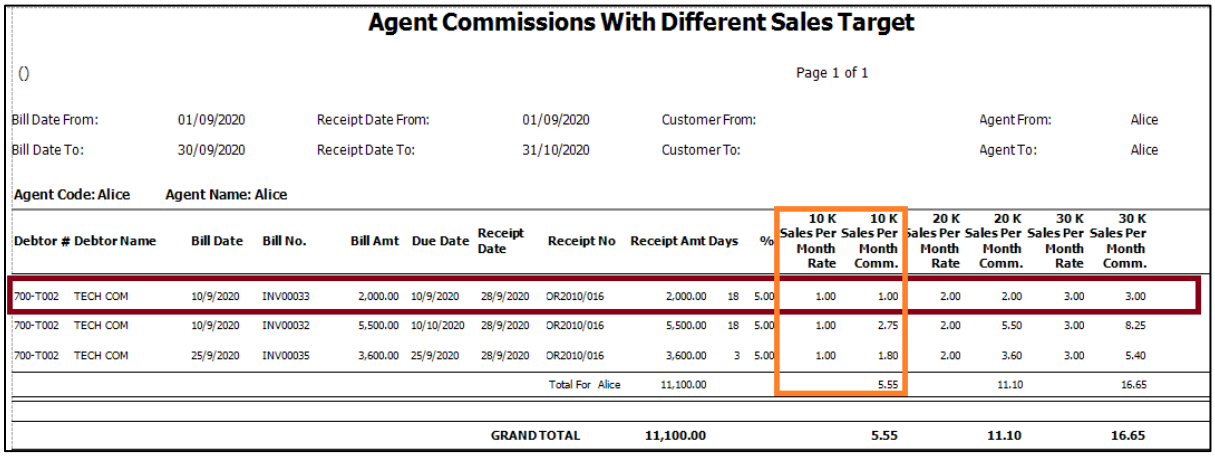
Report generated from Customer reports > Reports > Agent Commission by Period

Sales Target Commission Rates *(Phase 2 of Payment commission)*

1. 700-T002 Tech Com is under agent Alice, in the month of Sept, Alice able to close 4 deal and collect payment by the same month.
2. Alice's Total sales of the month exceeds 10K so she entitled to get additional commission.



3. Refer to Customer reports > Reports > Agent Commission with Different Sales Target



Agent Commissions With Different Sales Target

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Bill Date From: 01/09/2020 Receipt Date From: 01/09/2020 Customer From: Agent From: Alice

Bill Date To: 30/09/2020 Receipt Date To: 31/10/2020 Customer To: Agent To: Alice

Agent Code: Alice **Agent Name: Alice**

Debtor #	Debtor Name	Bill Date	Bill No.	Bill Amt	Due Date	Receipt Date	Receipt No	Receipt Amt	Days	%	10 K Sales Per Month Rate	10 K Sales Per Month Comm.	20 K Sales Per Month Rate	20 K Sales Per Month Comm.	30 K Sales Per Month Rate	30 K Sales Per Month Comm.
700-T002	TECH COM	10/9/2020	INV00033	2,000.00	10/9/2020	28/9/2020	OR2010/016	2,000.00	18	5.00	1.00	1.00	2.00	2.00	3.00	3.00
700-T002	TECH COM	10/9/2020	INV00032	5,500.00	10/10/2020	28/9/2020	OR2010/016	5,500.00	18	5.00	1.00	2.75	2.00	5.50	3.00	8.25
700-T002	TECH COM	25/9/2020	INV00035	3,600.00	25/9/2020	28/9/2020	OR2010/016	3,600.00	3	5.00	1.00	1.80	2.00	3.60	3.00	5.40
							Total For Alice	11,100.00				5.55		11.10		16.65
							GRAND TOTAL	**11,100.00**				**5.55**		**11.10**		**16.65**

4. The calculation formula as below:

Let's check for INV00033, the receipt amount is RM 2,000 and payment term is 18 days.

Phase 1 payment commission rate is 5% = RM 100

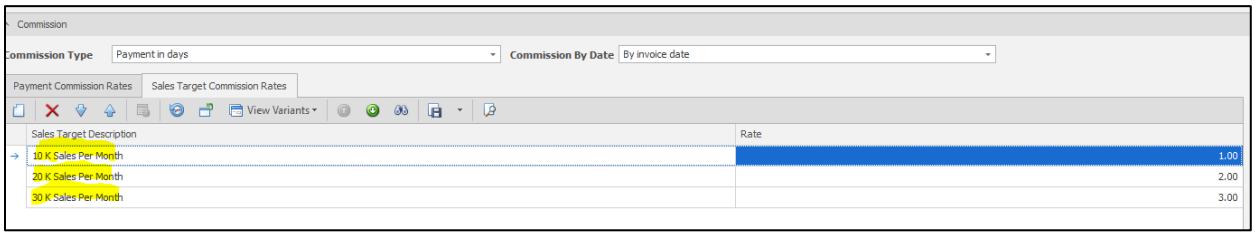
For Alice case, she hit 10 K sales target so she is entitled to get additional commission which is

*RM 100 * 1% = RM 1*

However, if Alice able to get more sales and hit 20 K sales target, then the calculation will be

RM 100 2% = RM 2*

5. Agent Commission with Different Sales Target report will list out all the commission based on all preset sales target rate.



END.