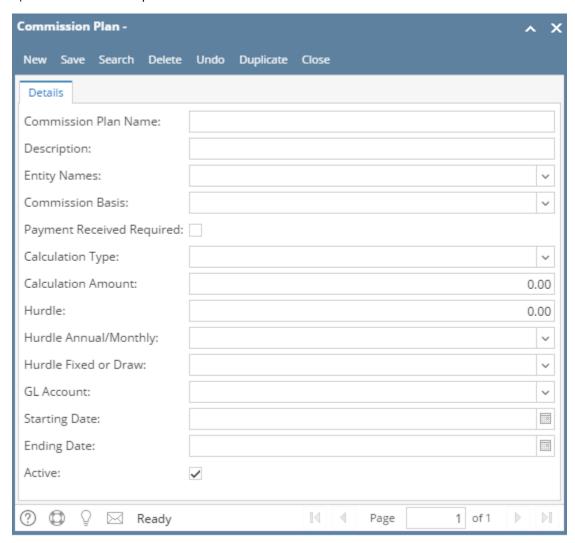
## **Commission Plan**

Open this screen from Sales | Commission Plans menu.



## Field Description

Commission Plan Name - Enter a unique name for the commission plan.

**Description** - Enter a description detailing the commission.

Entity Names - Click the combo box button and select the entities that will be on this plan. This field will allow you to select multiple entities.

Commission Basis - Click the combo box button and select the basis for the commission. Options are Hours, Revenue, Units, and Conditional.

Payment Received Required - If checked, in order to calculate for commission, payment must be received on the commission basis above.

Calculation Type - Click the combo box button and select the how the commission will be calculated. Options are Percentage, Flat Amount, and Amount per Unit

 $\textbf{Calculation Amount} \ - \ \text{Enter the amount of calculation. Foe example, } 7\% \ \text{or .01 per unit or $10,000 flat amount.}$ 

Hurdle - Enter the unit/amount that must be reached before the commission will be issued.

 $\mbox{\bf Hurdle Annual/Monthly}$  - Select the combo box button and select yhe

Hurdle Fixed or Draw - Options are Fixed and Draw.

GL Account - Click the combo box button and select the GL Account to be associated to the incentive.

Starting Date - Enter the effective date of the commission plan.

Ending Date - Enter the last day the commission plan will be effective.

Active - Check if the commission plan is still active.

Pages