

Commissions

Version 1.0.1.0

Setup and User Manual

For Microsoft Dynamics 365 Business Central

Last Update: January 8, 2019

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Description

SimCrest Commissions streamlines the process of handling commissions for sales reps and external sales resources. Commissions are easily reconciled to the general ledger and the solution keeps detailed records of commissions for all sales documents and automatically posts commission expenses and keeps track of your accounts payable. Best of all, once it's all set up, there is hardly anything else to do.

Features

- Solution is fully integrated with the general ledger, including accounts payables.
- Calculate commissions based on revenue or margin.
- Commission splits for all documents including, sales orders, sales invoices, sales return orders and sales credit memos. Customers can have default splits that will be suggested when creating sales documents.
- All commission transactions are registered into a commission ledger with easy one-click access to original sales documents, A/R ledger, and A/P ledger.
- Maintain a comprehensive sliding commission scale that calculates commissions based on Item Group, Customer Group and Line Discount %.
- All commissions are expensed as accounts payable entries with an option to put the entry on hold until the original sales document has been paid.
- A separate commission journal makes it possible to make manual entries to the commission ledger and associate with existing commission entries to allow commission payouts to be based on cash receipt on sales documents.
- Automatic cash application of cash to commission ledger and taking vendor ledgers off hold.
- A separate commission journal that allows manual commission entries. If a journal entry is applied to an existing ledger entry, the system can cascade closing of entries through the application chain and take the vendor ledger off hold automatically for all involved entries.

SimCrest Commissions is easy to use and saves you a lot of time!

Commissions License

Commissions can be acquired as an App in the Extension Market Place inside Microsoft Dynamics 365 Business Central. Just click Free trial to install and try out the solution. The trial will last for 30 days. A subscription can be purchased from SimCrest. See later section how to subscribe.

Setup of Commissions

There are a few steps needed to get Commissions to work.

Permissions

A permission set for Commissions is created when the Extension is installed. It's called 'SIMCREST COMMISSIONS'.

ROLE ID	NAME	EXTENSION NAME
SIMCREST COMMISSIONS	...	SimCrest Commissions
		Commissions

Assign this permission set to all the users that should have access to Commissions.

Commission Setup

You will need to set up Commissions to turn features on and off and enter necessary information for the solution to work. Most fields are populated during the installation of the Commissions App.

Search for Commission Setup in the search bar:

SEARCH FOR PAGE OR REPORT


Type page or report name to start search:

commission setup

1 search results:

All Administration

Search the help for 'commission setup' ?

NAME	DEPARTMENT
 Commission Setup	Departments/Commissions

Click Commission Setup and the following page is shown:

HOME

ACTIONS

New

Delete

Subscription

Manage

Process

EDIT - COMMISSION SETUP

Commission Setup

General

Commission Expense Account

60800

Cr. Memo on Hold until Closed

☒

Posted Comm. Document Nos.

SIMCP-COM+

On Hold Code

COM

Commission Base

Revenue

Require Application in Journal

☐

Invoice on Hold until Paid

☒

Check Split before Release

☒

License

Expiration Date

8/30/2018

Licensed Company Name

Trial Period

☒

Don't show subscription notifications

☐

Here is an explanation for all the fields:

- **Commission Expense Account**
This is the G/L account where the commission expense is posted. This field must be specified and is not populated during the installation of the app.
- **Posted Comm. Document Nos.**
This is the number series used to determine the Document No. and External Document No. for the posted vendor ledger entries. During installation of the app, a number series is created and entered in this field. Adjust as needed.
- **Commission Base**
Specify if the base of the commissions should be Revenue or Margin.
- **Invoice on Hold until Paid**
This indicates how the system will hold vendor ledger entries created for sales reps. If checked, the system will automatically apply a hold to the vendor entry until the sales invoice has been fully paid. Once paid, the hold will be cleared automatically. If unchecked, no holds will be applied to the vendor ledger entries for invoices.
- **Cr. Memo on Hold until Closed**
This indicates how the system will hold vendor ledger entries created for sales reps. If checked, the system will automatically apply a hold to the vendor entry until the sales credit memo has been closed. Once closed, the hold will be cleared automatically. If unchecked, no holds will be applied to the vendor ledger entries for credit memos.
- **On Hold Code**
Specify a code that is used to mark vendor ledger entries to be on hold. Upon install of the app this field is filled out. Adjust as needed.
- **Require Application in Journal**
If checked, all commission journal lines must be applied to an existing open commission ledger entry. See more information in the commission journal section later in this document.
- **Check Split Before Release**
If checked, the system will display an error upon release of the document if the split is not adding up to 100%. If unchecked, the system will calculate with the splits not adding up to 100%. If no splits are found, the system will not calculate any commissions at all.
- **Expiration Date**
This is the expiration date of the App. After the expiration date, commissions will no longer be calculated. The solution will warn you 15 days in advance unless "Don't show subscription notifications" is checked.
- **Trial Period**
If checked, this is a trial version. All features can be used.
- **Licensed Company Name**
This is the company name used to activate the license. It should be the same as the name of the company in Dynamics 365 Business Central. If the company name is not the same as this field and the Trial Period is unchecked, the commission system will stop working.
- **Don't show subscription notifications**
This will turn off all notifications from the subscription system like the message below.

× Thank you for trying out the Commission app. Your trial period expires in 29 days. Contact SimCrest, Inc. for a subscription. [Contact us](#)

The Subscription action in the top left corner of the ribbon will be covered later under Subscriptions.

Commission Types

Commission types are used to identify the commission entries. The types are only used for informational purposes and has not influence on the calculation of commissions. Upon installation the following types are entered. Adjust as needed.

VIEW - COMMISSION TYPES + New





CODE		DESCRIPTION
ENGINEER	...	Engineering department
EXTERNAL		External sales reps
REFERRAL		Referral sales
SALES		Sales department

An unlimited number of commission types can be defined.

Commission Scale

The commission scale is the lookup table from which commission percentages are determined. The table is populated with a few entries upon installation. Adjust as needed.

VIEW - COMMISSION SCALE + New

CUSTOMER COMMISSION GROUP		ITEM COMMISSION GROUP	DISCOUNT %	COMMISSION %
LARGE	...	CHAIRS	0.00	15.00
LARGE		CHAIRS	10.00	10.00
LARGE		CHAIRS	20.00	5.00
LARGE		LAMPS	0.00	10.00
LARGE		LAMPS	10.00	5.00
LARGE		LAMPS	20.00	2.50
SMALL	...	CHAIRS	0.00	25.00
SMALL		CHAIRS	10.00	20.00
SMALL		CHAIRS	20.00	15.00
SMALL		LAMPS	0.00	25.00
SMALL		LAMPS	10.00	20.00
SMALL		LAMPS	20.00	15.00

There are few fields in this table:

- Customer Commission Group
This group is entered on the customers. When an item is sold to a customer, this group code is used to lookup into the commission scale table

- **Item Commission Group**
This group is entered on the items. When an item is sold, this group code is used to lookup into the commission scale table
- **Discount %**
This refers to the Line Discount given on the Sales Line. When a sales line is given a line discount, this discount is used to look up into this table.
- **Commission %**
This is the resulting commission percentage subject to split

The combination of Customer Commission Group, Item Commission Group, and Discount % (rounded to nearest whole number), determines the Commission %. If a combination is not found, the system will display an error when trying to release the sales document.

Each customer must have Customer Commission Group entered to be able to calculate commissions. The code can be entered on the Invoicing tab, after Customer Disc. Group. Each item must have an Item Commission Group entered also. The code can be entered on the Price & Sales tab after Item Disc. Group.

Customer Card:

PRICES AND DISCOUNTS
Customer Price Group
Customer Disc. Group
Customer Commission Group

Item Card:

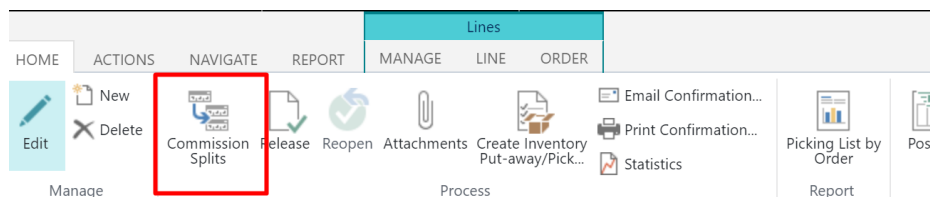
Allow Invoice Disc.
Item Disc. Group
Item Commission Group

☒

Calculation of Commission Pct in Sales Documents

When a new sales document is created (order, return order, invoice or credit memo) and the customer is selected the default commission splits from this customer will be entered to the sales document. If no splits are on the customer, you will need to enter the splits on the sales document manually.

Click the Commission Split Icon and enter the splits as required.



NEW - SALES ORDER - S-ORD101020 - ADATUM CORPORATION

✕ This customer has an overdue balance. [Show details](#)

S-ORD101020 · Adatum Corporation

As the sales lines are entered, notice how the Commission Pct is calculated once the following conditions are met:

- **Type=Item**

- No. <> [Blank]
- Quantity<>0
- Item exists
- The commission combination could be found in the Commission Scale table

Lines

TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVED QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. TAX	COMMISSION PCT	CO...	TAX GROUP CODE
Item	1900-S	PARIS Guest Chair, black		5		PCS	192.80	15.00		FURNITURE

It's possible to make a manual change if the user has a check mark in Can Change Com Pct in the User Setup table. If not, an error will be displayed if the amount is changed.

TIME SHEET ADMIN.	CAN CHANGE COM PCT	E-MAIL
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

If the commission pct is changed the Commission Pct Override field will be checked and the system will no longer calculate the percentage until unchecked.

Once the document is ready, you should release the document.

Commission Splits

Splits are defined on the customer/sales order/return order/invoice/credit memo. The customer holds default splits that will be suggested when a sales document is created. They can be edited on the sales document afterwards. Click Commission Splits to see them.

VIEW - COMMISSION SPLITS + New			
COMMISSION TYPE	SALES REP	NAME	PERCENTAGE
ENGINEER	20000	First Up Consultants	20.00
EXTERNAL	30000	Graphic Design Institute	30.00
SALES	10000	Fabrikam, Inc.	50.00

The splits should add up to 100%. If not, the system will display an error when trying to release the document if "Check Split before Release" is checked in commission setup. If an order is active, the splits will stay on the order until completely invoiced. Splits are copied to posted sales invoices and credit memos for historical purposes.

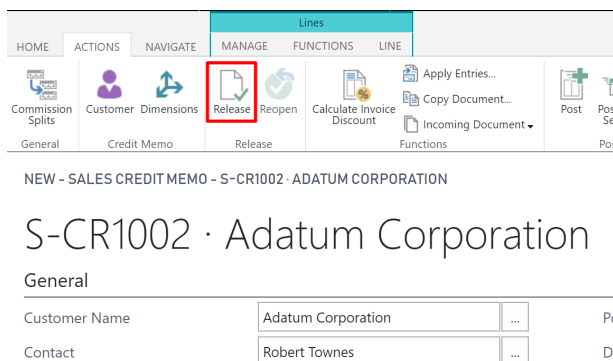
If you copy a document from another document that has existing splits, the splits will be copied over also. This only applies to sales order, sales invoices, sales return orders, credit memos, posted invoices and posted credit memos.

IMPORTANT: If no splits are specified for a sales document, no commissions will be calculated. This allows documents that won't have commissions to be processed like normal.

Release of Sales Documents - Important

It's extremely important that all sales documents are released before they are posted. The commission solution relies heavily on this because a lot of checks to the entire commission setup are done including checking splits and prerequisites for the commission to calculate correctly.

Commissions are posted to the commission ledger, vendor ledger and general ledger AFTER the sales document is posted. Any issue that might cause an error could cause the commission to not be calculated and posted to the ledgers. By releasing the sales documents first, the solution will perform the checks to reduce the risk for errors.



NEW - SALES CREDIT MEMO - S-CR1002 · ADATUM CORPORATION

S-CR1002 · Adatum Corporation

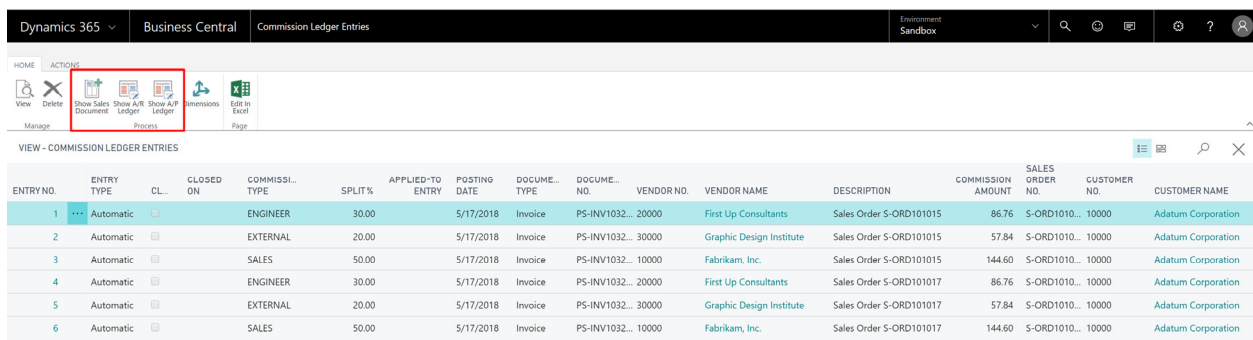
General

Customer Name	Adatum Corporation	Pc
Contact	Robert Townes	Di

If a sales document has an error related to the commission system and it managed to get posted, you can always create the commissions from the posted document. See later section for more information.

Commission Ledger Entries

This table is the primary table for handling all commissions in the system. One commission ledger entry will be created for each split combination per posted invoice/credit memo.



ENTRY NO.	ENTRY TYPE	CL.	CLOSED ON	COMMISSION TYPE	SPLIT %	APPLIED-TO ENTRY	POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	VENDOR NO.	VENDOR NAME	DESCRIPTION	COMMISSION AMOUNT	SALES ORDER NO.	CUSTOMER NO.	CUSTOMER NAME
1	Automatic			ENGINEER	30.00	5/17/2018	Invoice	PS-INV1032...	20000		First Up Consultants	Sales Order S-ORD101015	86.76	S-ORD1010...	10000	Adatum Corporation
2	Automatic			EXTERNAL	20.00	5/17/2018	Invoice	PS-INV1032...	30000		Graphic Design Institute	Sales Order S-ORD101015	57.84	S-ORD1010...	10000	Adatum Corporation
3	Automatic			SALES	50.00	5/17/2018	Invoice	PS-INV1032...	10000		Fabrikam, Inc.	Sales Order S-ORD101015	144.60	S-ORD1010...	10000	Adatum Corporation
4	Automatic			ENGINEER	30.00	5/17/2018	Invoice	PS-INV1032...	20000		First Up Consultants	Sales Order S-ORD101017	86.76	S-ORD1010...	10000	Adatum Corporation
5	Automatic			EXTERNAL	20.00	5/17/2018	Invoice	PS-INV1032...	30000		Graphic Design Institute	Sales Order S-ORD101017	57.84	S-ORD1010...	10000	Adatum Corporation
6	Automatic			SALES	50.00	5/17/2018	Invoice	PS-INV1032...	10000		Fabrikam, Inc.	Sales Order S-ORD101017	144.60	S-ORD1010...	10000	Adatum Corporation

The following fields are available:

- Entry No

- Entry Type
 - Automatic: Created from posting sales documents
 - Manual: Created from commission journal
- Closed

Indicates if the entry is closed (paid for invoices, closed for other entry types) or still open and subject to payment/application
- Closed On

This is the actual date the entry was closed
- Commission Type
- Split %

The Split % for the Vendor
- Applied-To Entry

This indicates that the entry is subject to payment/close of entry no. in this field. If the related commission entry with this number is closed, the current entry will also be closed and any vendor ledger entry will be taken off hold (check Commission Journal for more information).
- Document Type

Invoice, Credit Memo, or Journal. Journal indicates it's posted through the commission journal.
- Document No.

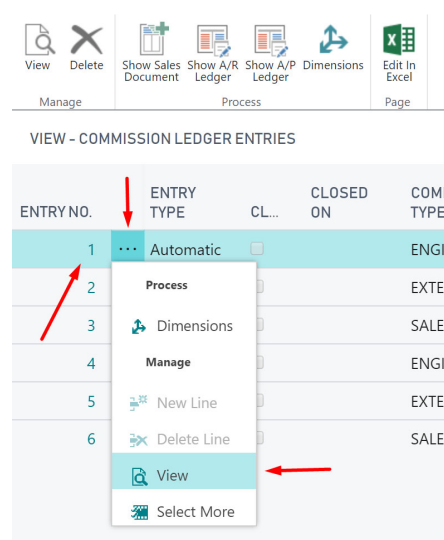
Originating document number
- Vendor No. and Name

Sales reps vendor no. and name
- Description
- Commission Amount

Calculated commission amount
- Sales Order No.
- Customer No. and Name

Customer for the sales invoice/credit

The commission ledger card can be displayed by clicking the three dots next to the entry number and then click View or simply by clicking the entry number to the left.



Dynamics 365 Business Central | sion ENGINEER, First Up Consultants for Invoice PS-INV103226 | Environment Sandbox

HOME ACTIONS

View Show Sales Document Show A/R Ledger Show A/P Ledger Dimensions Previous Next

Manage Process Page

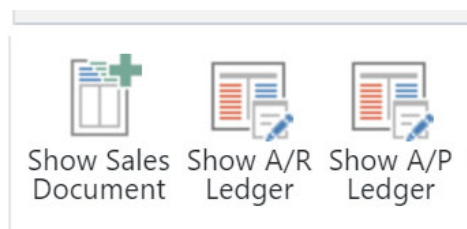
VIEW - COMMISSION LEDGER ENTRY CARD

Commission ENGINEER, First Up Consultants for Invoice PS-INV103226

General

Entry No.	1	Document No.	PS-INV103226
Entry Type	Automatic	Vendor No.	20000
Closed	<input type="checkbox"/>	Vendor Name	First Up Consultants
Closed On		Description	Sales Order S-ORD101015
Commission Type	ENGINEER	Commission Amount	86.76
Split %	30.00	Sales Order No.	S-ORD101015
Applied-To Entry		Customer No.	10000
Posting Date	5/17/2018	Customer Name	Adatum Corporation
Document Type	Invoice		

Notice the icons on the ribbon on both the ledger entry list and card.



Show Sales Document

Clicking this icon will show the related sales invoice or credit memo. Manual journal entries will not display any document.

Show A/R ledger

Clicking this icon will display the customer ledger entry related to this entry.

Show A/P ledger

Clicking this icon will display the vendor ledger related to this entry

EDIT - VENDOR LEDGER ENTRIES

POSTING DATE	REMAINING AMOUNT	REMAINING AMT. (\$)	DUE DATE	PMT. DISCOUNT DATE	PMT. DISC. TOLERA. DATE	ORIGINAL PMT. DISC. POSSIBLE	REMAINING PMT. DISC. POSSIBLE	MAX. PAYMENT TOLERANCE	OP...	ON HOLD	SALES DOCUMENT TYPE	SALES DOCUMENT NO.	SALES POSTING DATE	SALES PAYMENT DATE	SALES ORDER NO.	RS1099 CODE
5/17/2018	-86.76	-86.76	5/31/2018	5/17/2018	5/17/2018	0.00	0.00	-0.09	✓	COM	Invoice	PS-INV103228	5/17/2018	-	S-ORD101017	

Notice the fields framed in red on the vendor ledger. It's possible to see the commission ledger from here.

- On Hold
If specified in setup A/P invoices and credit memos are automatically put on hold when the sale is posted. It's possible to manually remove the hold, but it's recommended to have the commission system handle the holds.
- Sales Document Type and Document No.

Shows the sales document type and number.

- Sales Posting Date
The Posting Date of the sales document
- Sales Payment Date
This will show the date the sales document was paid. If blank, the document has not been paid yet.
- Sales Order No.
If the document originated from a sales order this field will show the sale order no.

By clicking any of following fields Sales Document Type, Sales Document No., Sales Posting Date and Sales Order No. the commission ledger entry will be shown.

Cash Recognition

The system determines cash applications automatically and closes commission ledger entries and taking vendor ledger entries off hold. This is how the cash recognition works:

1. The solution will search for Commission Ledger Entries that are Open and has a type of Invoice. Once found it will check each entry to see if the invoice has been fully paid. If it has, it will close the entries and if "Invoice on Hold until Paid" is checked in the Commission Setup page it will take all related vendor ledger entries off hold.
2. The solution will search for Commission Ledger Entries that are Open and has a type of Credit Memo. Once found it will check each entry to see if the credit memo has been fully applied. If it has, it will close the entry and if the "Cr. Memo on Hold until Closed" field is checked in the Commission Setup page it will take all related vendor ledger entries off hold.
3. The solution will search the Commission Ledger Entries that are Open and has an entry no. in Applied-To Entry. Once found it will check if that entry is closed (full paid/applied). If so, it will close the originating entry and take all related vendor ledger entries off hold.

Commission Journal

The commission journal is used to make manual adjustments to the commission ledger by adding entries to it manually. Once posted they will create A/P and general ledger entries just like regular posted commission entries.

HOME
ACTIONS

Delete
Post Journal
Dimensions

Manage
Process

EDIT - COMMISSION JOURNAL

Batch Name

POSTING DATE	DOCUMENT NO.	VENDOR NO.	DEPARTMENT CODE	CUSTOMER CODE	SALES ORDER NO.	APPLY-TO ENTRY	COMMISSION TYPE	DESCRIPTION	AMOUNT
8/9/2018	PS-INV103228	10000			S-ORD101017		6 SALES	Adjustment of commission	-20.00
8/9/2018	4884754	20000					EXTERNAL	Add Commission	50.00

- Posting Date
- Document No.
- Vendor No.

- **Sales Order No.**
Sales Order No. can be entered manually, or you can look-up and pick from all open commission ledger entries with sales orders, by clicking the down Assist Edit button (three dots). This is used to limit the number of selections for the Apply-To Entry field.
- **Apply-To Entry**
This is used to link this journal entry to an existing automatically created commission entry. By doing so, this journal entry will inherit the Closed Status of the entry with the entry no. in this journal. Once posted any change to the applied entry will automatically be applied to this entry also. This allows adjustments to specific sales orders and entries and only allow the release of the journal entry for payment once the related entry is closed and fully paid.

See example below.

[Commission Ledger Entries](#)

Ent... No.	Entry Type	CL...	Closed On	Commission Type	Posting Date	Document Type	Docume... No.	Vendor No.	Description	Commission Amount	Sales Order No.	Applied-To Entry	Customer No.
3	Automatic	<input type="checkbox"/>		SALE	1/25/2018	Invoice	103057	10000	Sales Order 1023	14.75	1023		10000
7	Manual	<input type="checkbox"/>		DEST	4/7/2017	Journal		10000	Correction	-5.00	1023	3	
11	Manual	<input type="checkbox"/>		DEST	4/10/2017	Journal		10000	Another correction	-2.40	1023	3	

Entries 7 and 11 were created in the commission journal and applied to entry no. 3. The reason is that the two manual entries should inherit the status of entry no. 3 once it changes. The result is that as soon as the invoice in entry 3 is paid, the entry is closed and entries 7 and 11 will also automatically be closed by the system. Vendor ledger entries will also be taken off hold if specified so in the commission setup.

It is not possible to apply a journal entry to a manually posted entry.

- **Commission Type**
- **Description**
- **Amount**

This is the actual amount that will be posted to the ledger. Use a positive number to pay additional commission or use a negative number to deduct commission from vendor.

The Post Journal icon in the ribbon will post and clear the journal.

VIEW - COMMISSION LEDGER ENTRIES													
ENTRY NO.	ENTRY TYPE	CL...	CLOSED ON	COMMISSION TYPE	SPLIT%	APPLIED-TO ENTRY	POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	VENDOR NO.	VENDOR NAME	DESCRIPTION	CUSTOMER NAME
1	Automatic	<input type="checkbox"/>		ENGINEER	30.00		5/17/2018	Invoice	PS-INV1032...	20000	First Up Consultants	Sales Order S-ORD101015	Adatum Corporation
2	Automatic	<input type="checkbox"/>		EXTERNAL	20.00		5/17/2018	Invoice	PS-INV1032...	30000	Graphic Design Institute	Sales Order S-ORD101015	Adatum Corporation
3	Automatic	<input type="checkbox"/>		SALES	50.00		5/17/2018	Invoice	PS-INV1032...	10000	Fabrikam, Inc.	Sales Order S-ORD101015	Adatum Corporation
4	Automatic	<input checked="" type="checkbox"/>	8/9/2018	ENGINEER	30.00		5/17/2018	Invoice	PS-INV1032...	20000	First Up Consultants	Sales Order S-ORD101017	Adatum Corporation
5	Automatic	<input checked="" type="checkbox"/>	8/9/2018	EXTERNAL	20.00		5/17/2018	Invoice	PS-INV1032...	30000	Graphic Design Institute	Sales Order S-ORD101017	Adatum Corporation
6	Automatic	<input checked="" type="checkbox"/>	8/9/2018	SALES	50.00		5/17/2018	Invoice	PS-INV1032...	10000	Fabrikam, Inc.	Sales Order S-ORD101017	Adatum Corporation
7	Manual	<input checked="" type="checkbox"/>	8/9/2018	SALES		6	8/9/2018	Journal	PS-INV1032...	10000	Fabrikam, Inc.	Adjustment of commission	-
8	Manual	<input checked="" type="checkbox"/>	8/9/2018	EXTERNAL			8/9/2018	Journal	4884754	20000	First Up Consultants	Add Commission	-

Here is another example. Entries 4, 5 and 6 are all related to the same invoice and it has been paid. The entries are closed because of the payment. Entry 7 is applied to entry 6 and since entry 6 is closed, entry 7 is also closed. Entry 8 is a manual entry that's not applied to anything and is therefore closed as soon as it's posted. All vendor ledger entries for entries 4-8 are all taken off hold.

Posted Sales Invoices and Credit Memos

From posted documents, you will be able to navigate to the commission ledger if available. Click Show Commissions.

HOME

ACTIONS

NAVIGATE

MANAGE

LINE

×

✎

Show Commissions

Commission Splits

Create Commissions

Send...

Customer

Statistics

Dimensions

Approvals

Attachments

Change Payment Service

↶

✗

↷

↶

↷

Manage

Process

Invoice

Correct

Page

EDIT - POSTED SALES INVOICE - PS-INV103031 · ALPINE SKI HOUSE

PS-INV103031 · Alpine Ski House

General

No.

PS-INV103031

Due Date

3/21/2017

Customer

Alpine Ski House

Quote No.

Contact

Ian Deberry

Order No.

Posting Date

3/21/2017

Closed

Yes

Lines

TYPE	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE CODE	UNIT PRICE EXCL. TAX	COMMISSION PCT	CO... RA... OV...
Item	1960-S	ROME Guest Chair, green	2	PCS	192.80	0.00	

Invoice Discount Amount Excl....

0.00

Total Tax (USD)

26.99

Total Excl. Tax (USD)

385.60

Total Incl. Tax (USD)

412.59

Invoice Details

If a posted Sales Invoice or Credit Memo is missing commission (including splits), it's possible to add it after the posting (check later section how to do that). This will create a commission ledger entries and corresponding vendor ledger entries like the document was just posted.

Once the commission splits are created and verified, click on Create Commissions to create. A warning is displayed to confirm your intentions. If commissions already exist, an error will be displayed.

Posting Credit Memos

The system has been designed to close commission ledger entries when their corresponding invoices and credit memos are closed (fully applied). There is one exception that the system will handle if the commission setup is allowing it. Partial Credits to invoices will not close automatically even though the credit memo closes. Instead the system will set the Applied-To Entry to the commission ledger for the invoice that is being partially applied to, thus allowing the payment of the invoice that the credit memo is applied to close out the credit memo once fully applied to the invoice:

17 Automatic	<input type="checkbox"/>	DEST	5/25/2018	Invoice	103089	20000	Sales Order 1042	480.00 1042	10000
18 Automatic	<input type="checkbox"/>	ENG	5/25/2018	Invoice	103089	30000	Sales Order 1042	320.00 1042	10000
19 Automatic	<input type="checkbox"/>	SALE	5/25/2018	Invoice	103089	10000	Sales Order 1042	800.00 1042	10000
20 Automatic	<input type="checkbox"/>	DEST	5/25/2018	Credit Memo	104024	20000	Sales Order 1042	-162.00 1042	17 10000
21 Automatic	<input type="checkbox"/>	ENG	5/25/2018	Credit Memo	104024	30000	Sales Order 1042	-108.00 1042	17 10000
22 Automatic	<input type="checkbox"/>	SALE	5/25/2018	Credit Memo	104024	10000	Sales Order 1042	-270.00 1042	17 10000

Notice how the credit memo was applied to invoice in entry no 17. The credit is not going to affect the vendor ledger for the credit due to it's not closed. Once the invoice is fully paid, the invoice will close and so will the credit due to the link between them.

In order to make this happen, you must apply the credit memo to the invoice before posting the credit memo. Use the Applies-to Doc Type. and No. on the Credit Memo Page to make this application.

If commissions were not calculated for a posted sales document due to missing splits or missing commissions percentages, it's possible to add splits and percentages after posting.

Both posted invoices and credit memos can have splits added and modified if no commissions were calculated. You can't modify a posted sales document if commissions were calculated for this document. In that case you will need to make changes using the commission journal.


Changing the Commission Pct

On each line of the posted sales document it's possible to edit the commission pct by clicking on it. The user must have the permissions to do this in the User Setup table.

UNIT PRICE EXCL. TAX	COMMISSION PCT	CO... RA... OV...	TAX GROUP CODE
192.80	<u>0.00</u>	<input type="checkbox"/>	FURNITURE

Open record "0.00" in a new window

HOME

CHANGE COMMISSION PCT 

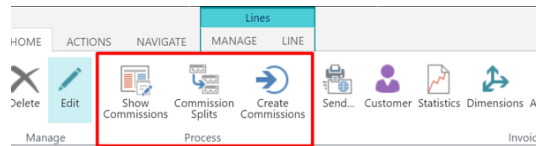
Change the commission pct and click ok to confirm.

New Commission Pct

Enter the new commission pct and click OK. Repeat on all the lines that need to be changed.

Change the Commission Splits for posted sales documents

Click the Commission Splits icon in the ribbon and enter the new splits.



EDIT - POSTED SALES INVOICE - PS-INV103031 - ALPINE SKI HOUSE

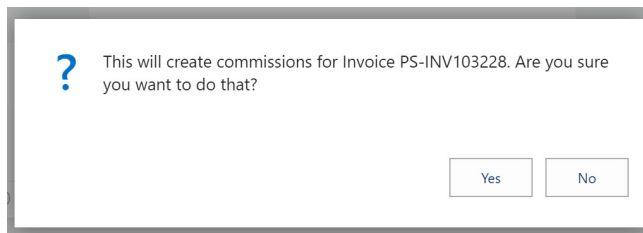
PS-INV103031 · Alpine Ski Hou

General

No. PS-INV103031

Creating the commissions for posted sales documents

Click the Create Commissions icon in the ribbon once you have all splits and commission pct's entered.



Click Yes to confirm.

Check the created commission entries, by clicking on the Show Commissions icon in the ribbon.

Workflow for Sales Document (Order/Invoice/Return Order/Credit Memo)

1. Sales document is created
2. Commission splits are entered
3. Sales lines are created. During this process the commission is calculated after looking up in the commission scale table
4. The document is released. The document is posted, and a posted invoice/credit is created

System will do:

1. Commission split lines are copied/moved to posted sales document
2. For each unique split combination (vendor and commission type):
 - a. A commission ledger entry is created
 - b. Expense is posted to the general ledger
 - c. A vendor ledger entry is created for each entry and put on hold if requested in commission setup.

Example for invoice, lines 1-3:

Ent... No.	Entry Type	Cl...	Closed On	Commission Type	Posting Date	Document Type	Docume... No.	Vendor No.	Description	Commission Amount	Sales Order No.	Applied-To Entry	Customer No.
1	Automatic	<input type="checkbox"/>		DEST	1/25/2018	Invoice	103057	20000	Sales Order 1023	8.85	1023		10000
2	Automatic	<input type="checkbox"/>		ENG	1/25/2018	Invoice	103057	30000	Sales Order 1023	5.90	1023		10000
3	Automatic	<input type="checkbox"/>		SALE	1/25/2018	Invoice	103057	10000	Sales Order 1023	14.75	1023		10000
4	Automatic	<input type="checkbox"/>		DEST	1/25/2018	Credit Memo	104012	20000		-8.85			10000

Workflow for Full Payment of Sales Invoice or Close of Credit Memo

1. A payment is fully applied to a sales invoice or a full application is made to a credit memo

System will do

1. Find all related commission ledger entries for sales document and check Closed and enter today's date in "Closed On".
2. Find all entries applied to the commission ledger entries and close them too.
3. Find all related vendor ledger entries and take them off hold, if requested in commission setup.

Important: Once an application is done and the commission ledger entry is closed, NO FURTHER action is taken on this commission entry. If someone un-applies a sales document in the customer ledger after the commission ledger is closed, the system will not take this open entry into consideration anymore. A manual commission journal will be needed to handle this if needed.

Example, Invoice 103057 was fully paid:

Commission Ledger Entries

Ent... No.	Entry Type	Cl...	Closed On	Commission Type	Posting Date	Document Type	Docume... No.	Vendor No.	Description	Commission Amount	Sales Order No.	Applied-To Entry	C N
1	Automatic	<input checked="" type="checkbox"/>	4/10/2017	DEST	1/25/2018	Invoice	103057	20000	Sales Order 1023	8.85	1023		10
2	Automatic	<input checked="" type="checkbox"/>	4/10/2017	ENG	1/25/2018	Invoice	103057	30000	Sales Order 1023	5.90	1023		10
3	Automatic	<input checked="" type="checkbox"/>	4/10/2017	SALE	1/25/2018	Invoice	103057	10000	Sales Order 1023	14.75	1023		10
4	Automatic	<input type="checkbox"/>		DEST	1/25/2018	Credit Memo	104012	20000		-8.85			10
5	Automatic	<input type="checkbox"/>		ENG	1/25/2018	Credit Memo	104012	30000		-5.90			10
6	Automatic	<input type="checkbox"/>		SALE	1/25/2018	Credit Memo	104012	10000		-14.75			10
7	Manual	<input checked="" type="checkbox"/>	4/10/2017	DEST	4/7/2017	Journal		10000	Correction	-5.00	1023		3
8	Automatic	<input type="checkbox"/>		DEST	1/25/2018	Invoice	103058	20000	Sales Order 1024	37.39	1024		10
9	Automatic	<input type="checkbox"/>		ENG	1/25/2018	Invoice	103058	30000	Sales Order 1024	24.93	1024		10
10	Automatic	<input type="checkbox"/>		SALE	1/25/2018	Invoice	103058	10000	Sales Order 1024	62.32	1024		10
11	Manual	<input checked="" type="checkbox"/>	4/10/2017	DEST	4/10/2017	Journal		10000	Another correction	-2.40	1023		3

Notice how all entries related to the invoice were closed. Also, notice that entries 7 and 11 were closed because they are related to entry 3 that is closed. All vendor ledger entries related to these commission entries were all taken off hold.

Detailed Commissions Report

This report will print detailed commissions for each vendor (sales rep) and show all documents and journal entries.

SEARCH FOR PAGE OR REPORT




Type page or report name to start search:

detailed comm

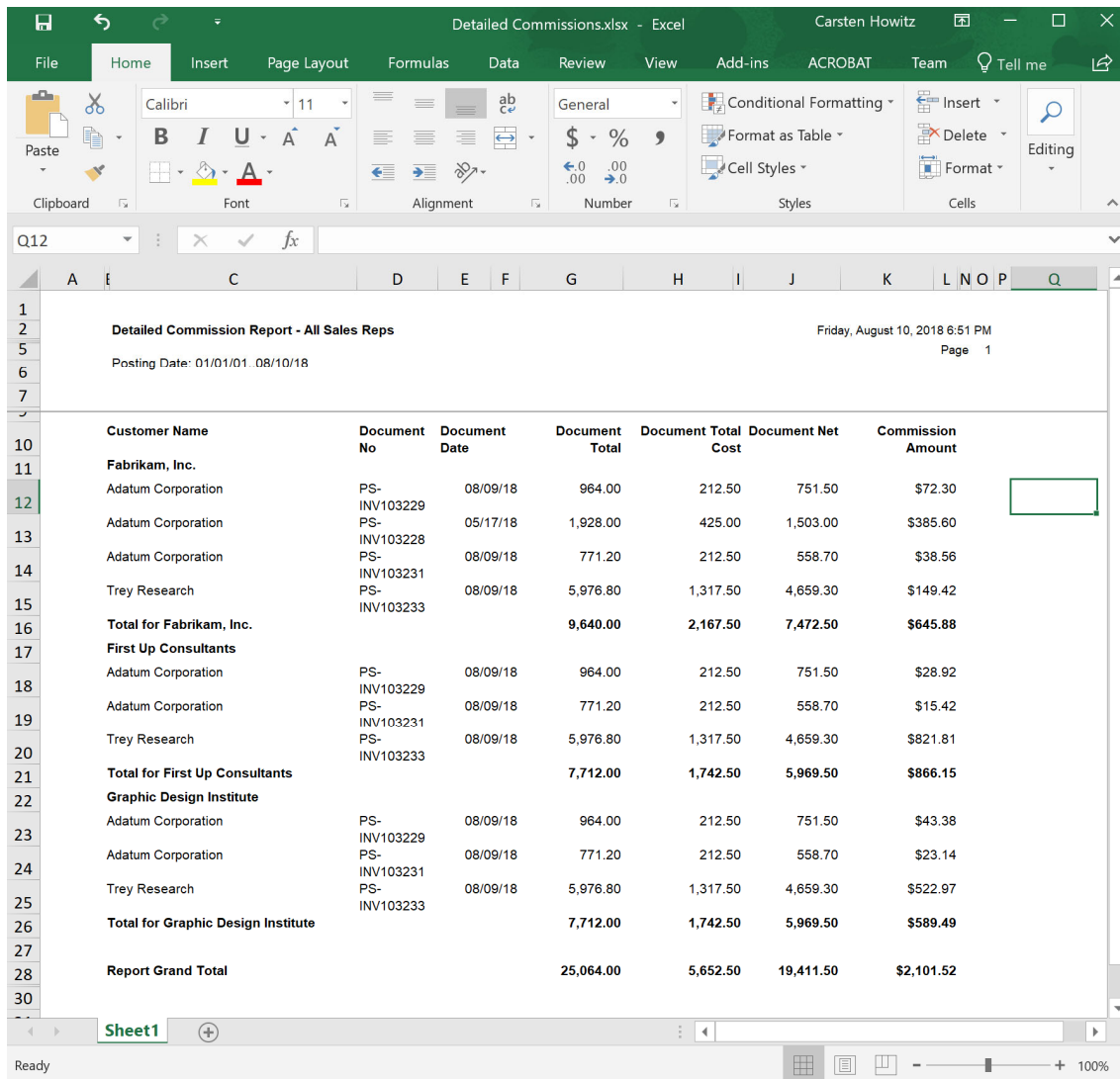
1 search results:

[All Reports and Analysis](#)

[Search the help for 'detailed comm' ?](#)

NAME	DEPARTMENT
 Detailed Commissions	Departments/Commissions

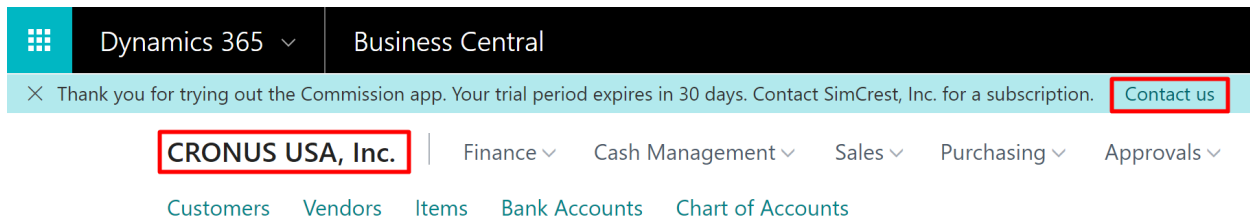
This report was printed to Excel. Other options are Word and PDF.



Customer Name	Document No	Document Date	Document Total	Document Total Cost	Document Net	Commission Amount
Fabrikam, Inc.						
Adatum Corporation	PS-INV103229	08/09/18	964.00	212.50	751.50	\$72.30
Adatum Corporation	PS-INV103228	05/17/18	1,928.00	425.00	1,503.00	\$385.60
Adatum Corporation	PS-INV103231	08/09/18	771.20	212.50	558.70	\$38.56
Trey Research	PS-INV103233	08/09/18	5,976.80	1,317.50	4,659.30	\$149.42
Total for Fabrikam, Inc.			9,640.00	2,167.50	7,472.50	\$645.88
First Up Consultants						
Adatum Corporation	PS-INV103229	08/09/18	964.00	212.50	751.50	\$28.92
Adatum Corporation	PS-INV103231	08/09/18	771.20	212.50	558.70	\$15.42
Trey Research	PS-INV103233	08/09/18	5,976.80	1,317.50	4,659.30	\$821.81
Total for First Up Consultants			7,712.00	1,742.50	5,969.50	\$866.15
Graphic Design Institute						
Adatum Corporation	PS-INV103229	08/09/18	964.00	212.50	751.50	\$43.38
Adatum Corporation	PS-INV103231	08/09/18	771.20	212.50	558.70	\$23.14
Trey Research	PS-INV103233	08/09/18	5,976.80	1,317.50	4,659.30	\$522.97
Total for Graphic Design Institute			7,712.00	1,742.50	5,969.50	\$589.49
Report Grand Total			25,064.00	5,652.50	19,411.50	\$2,101.52

Trial Period and Activating/Renewing a Subscription

When you have installed the Commissions App, it will automatically run for a trial period of 30 days. During that time, you are free to evaluate the solution and there are no restrictions to the version running under the trial period. Each time anyone logs into Dynamics 365 Business Central they will see a trial period message in their Role Center.



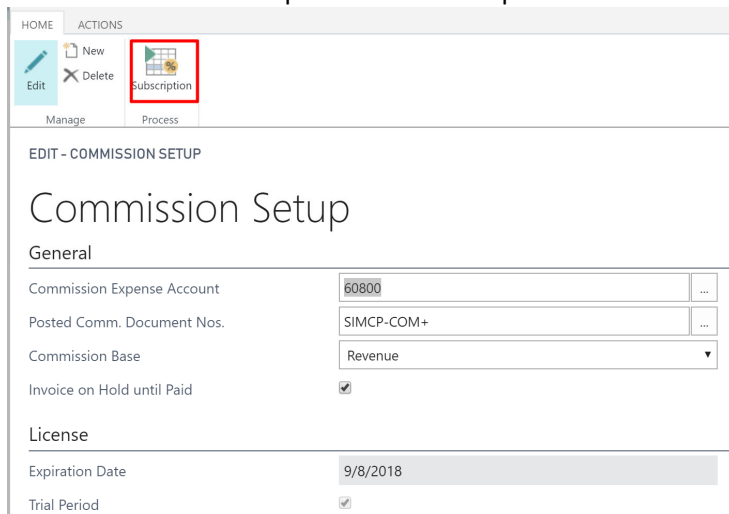
Once the trial period has expired, the Commission system will stop working. To avoid that, you need to subscribe to Commissions. Contact SimCrest to purchase a subscription. You can click the “Contact us” link in the message to send us a message (<http://simcrest.com/ContactUs>).

Commissions is licensed per company and is tied to the company name. You can see the company name in the Role Center when the App starts up (see above).

Send the company name to SimCrest together with the request for a subscription. Subscriptions usually run for 1 year at a time but can be customized to your specific needs.

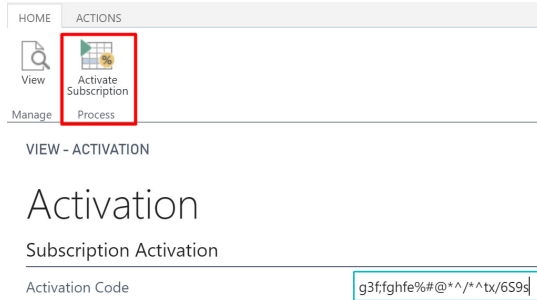
Once purchased, SimCrest will issue you an activation code. Here is how to activate the subscription:

- Go to Commission Setup and click Subscription

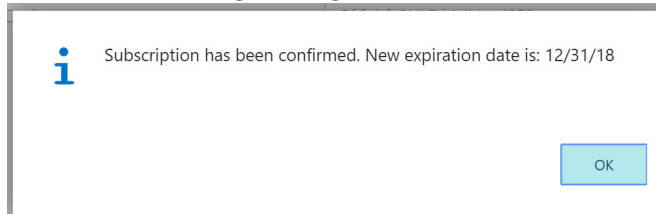


The screenshot shows the 'EDIT - COMMISSION SETUP' form in Dynamics 365 Business Central. The form has a 'Subscription' button highlighted with a red box. Below the button, the form is divided into two sections: 'General' and 'License'. The 'General' section contains the following fields: 'Commission Expense Account' (60800), 'Posted Comm. Document Nos.' (SIMCP-COM+), 'Commission Base' (Revenue), and 'Invoice on Hold until Paid' (checked). The 'License' section contains the following fields: 'Expiration Date' (9/8/2018) and 'Trial Period' (checked).

- Paste the activation code into the field and click Activate Subscription



- Here is the resulting message



Subscription Expiration

If the Commissions subscription expires the solution will no longer work. You also won't be able to access any of the commission features. We suggest you uninstall the extension if you are no longer using it.

Customer Support and Request for new features

If you have questions how to use Commissions or have issues to report, we would love to hear from you. Please go to <http://simcrest.com/ContactUs> and send us a message. Use the same link if you like to request new features for Commissions.