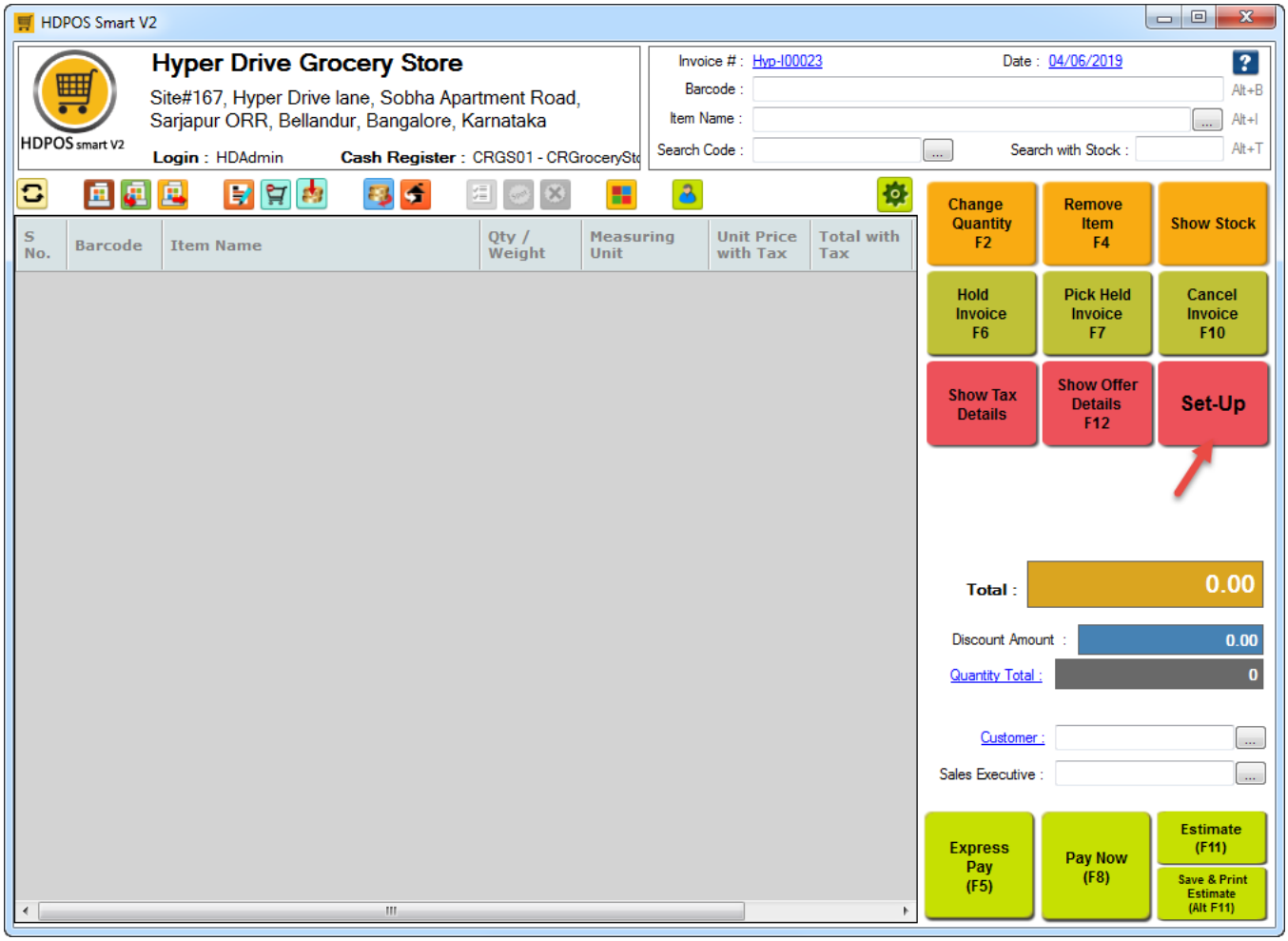
How to assign item level sales employee commission for a sales invoice?

Sales commission is the amount of money that an individual receives based on the level of sales he or she has obtained. Employee sales commission can be assigned as a percentage of the sales amount done by the executive.

Procedure for defining Sales commission percentage and tracking the same is as given below.

Step 1: Create an Employee & assign Sales Commission %

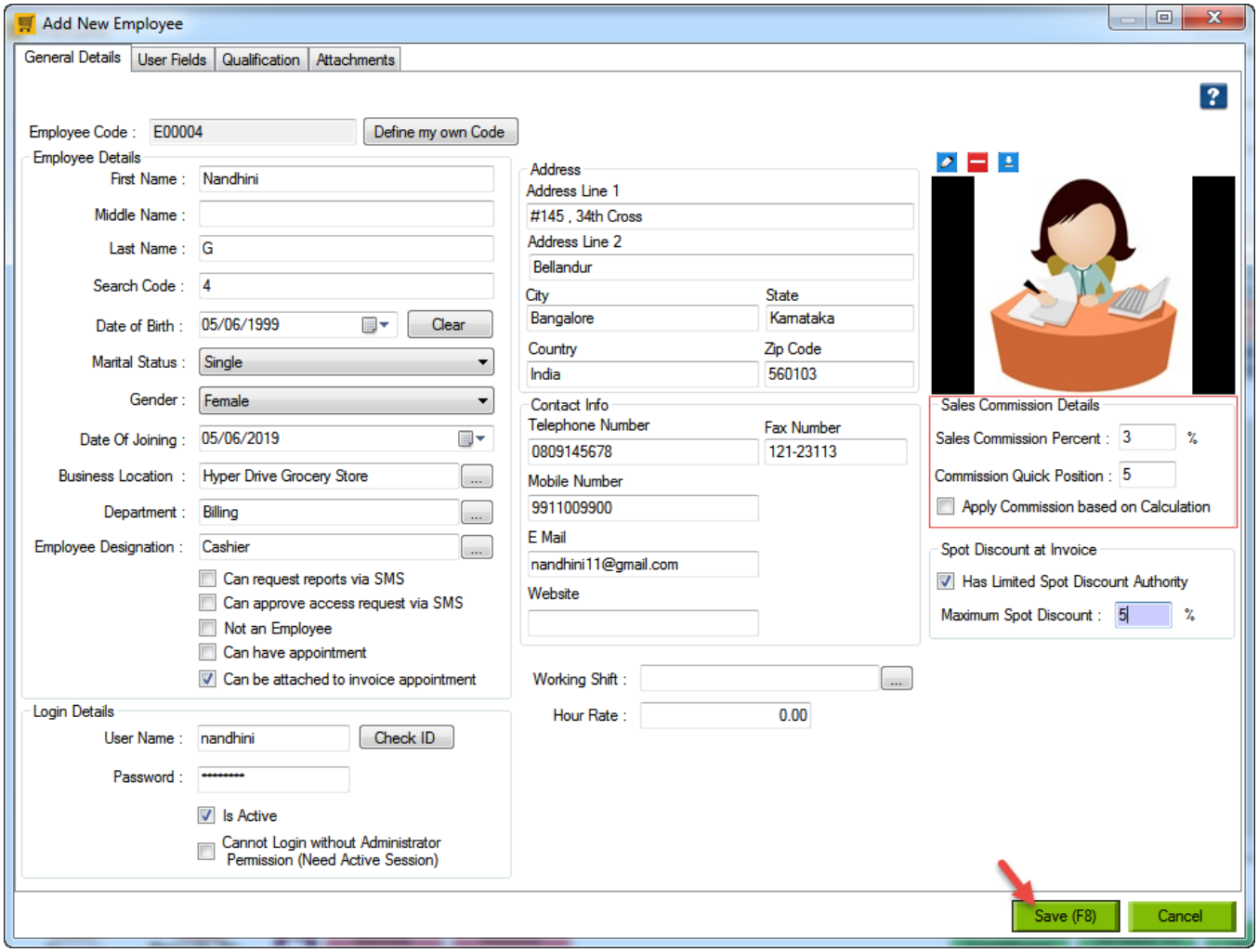
- Run **HDPOS smart**. From the **Main screen**, select **Set-Up**.



- From the 1st page, click on **Employee** icon.



- Click on **Add** Button from **Manage Employee** tool strip.
- Enter the details of the employee, and specify the commission percentage in the **Sales Commission Percent** box and click on **Save**.



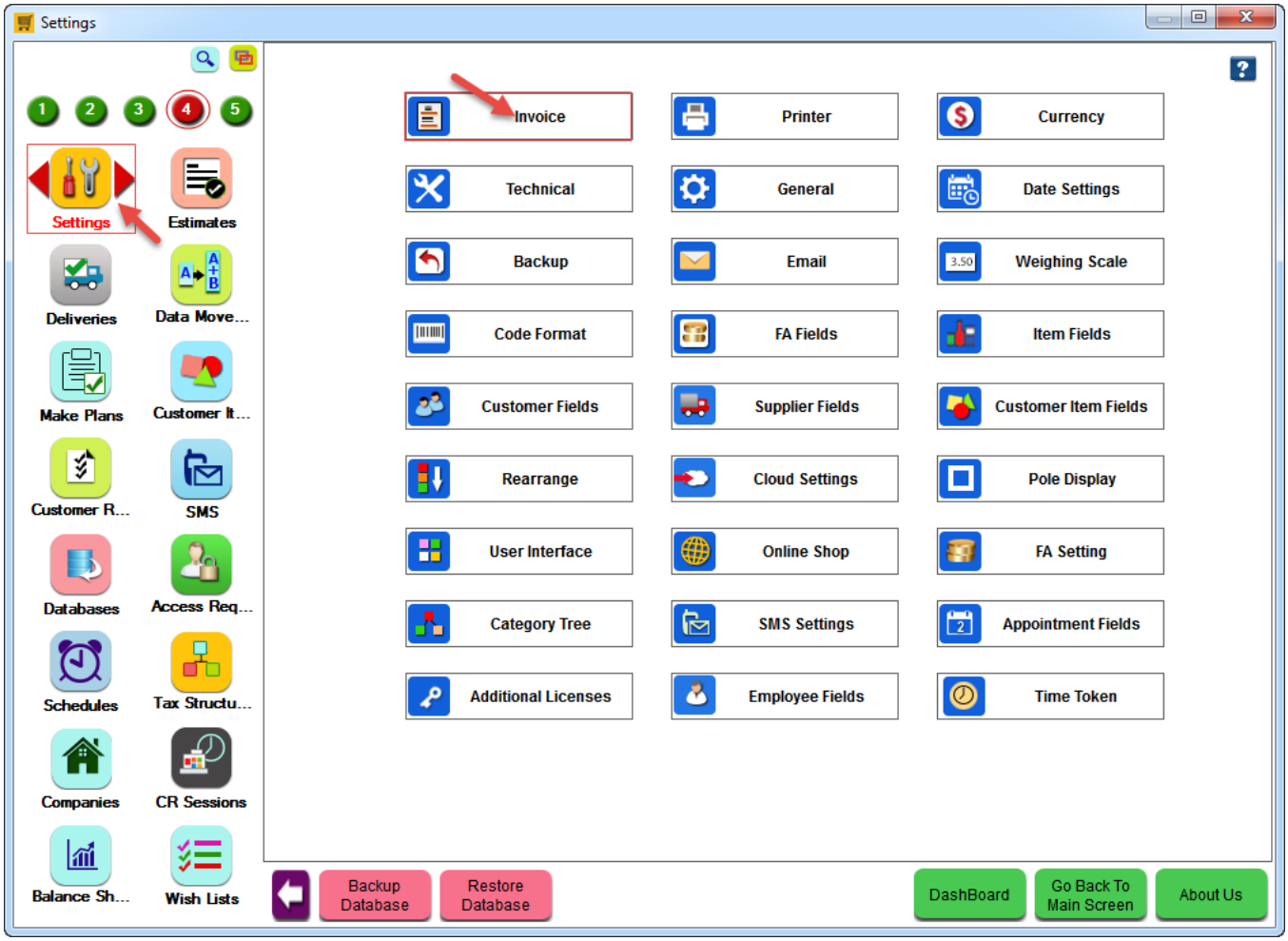
Note: The value in **Commission Quick Position** is used to create a position for this employee in the sales commission panel which is displayed on main screen as shown below.



For e.g. I have given the value as 5, so this employee will be shown with number 5 in the panel of sales commission on main screen.

Step 2: Enable the settings of Sales Commission

- Go to 4th page. Click on **Settings** icon.
- From the **System Settings** screen, click on **Invoice Settings** button.

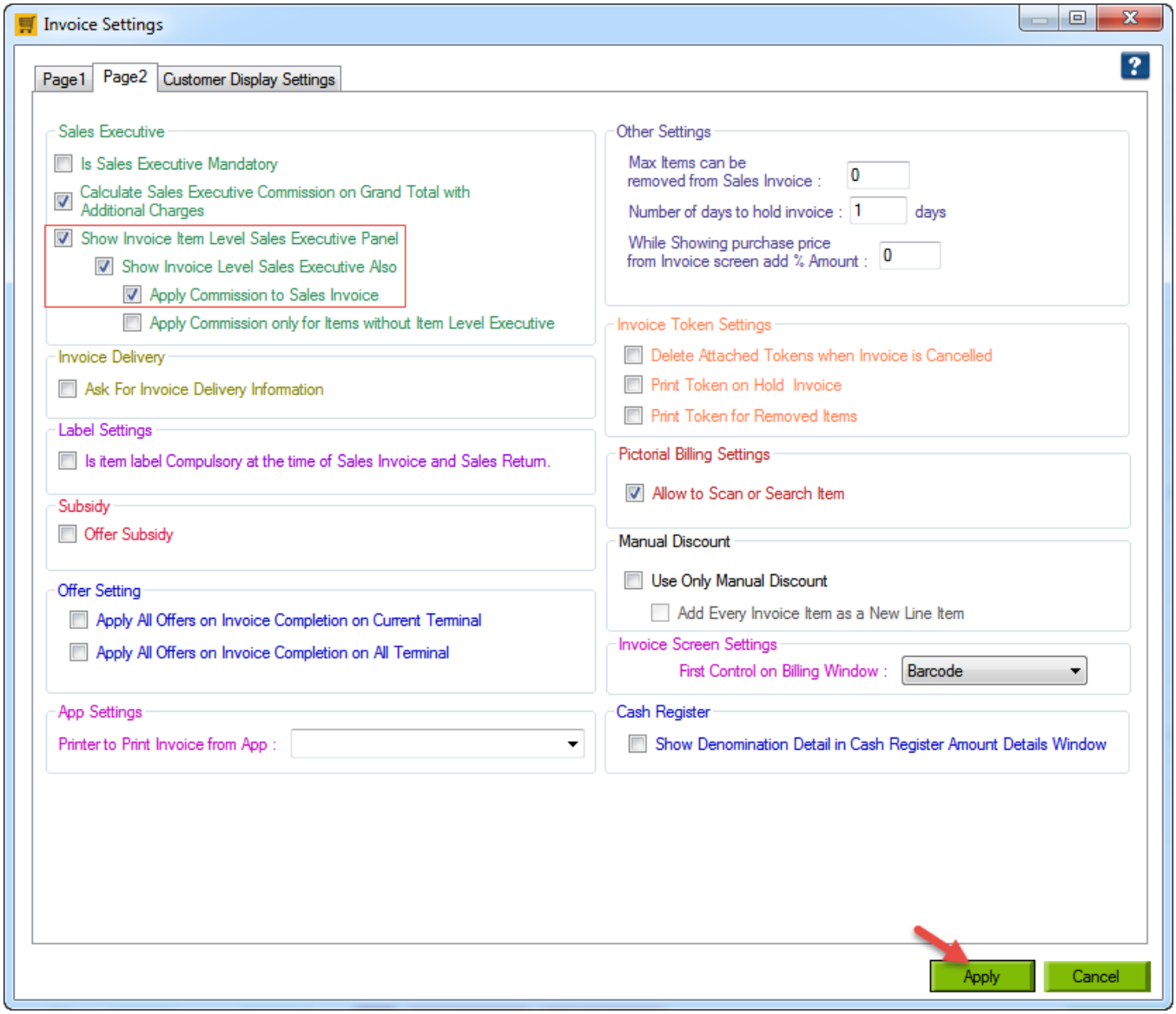


- From the **Invoice Settings** screen,go to **Page 2 tab**, check the following check boxes from **Sales Executive** section.

i. **Show Invoice Item Level Sales Executive Panel** checkbox.

ii. **Show Invoice Level Sales Executive Also** checkbox. When this checkbox is checked, **Apply Commission to Sales Invoice** checkbox is enable automatically.

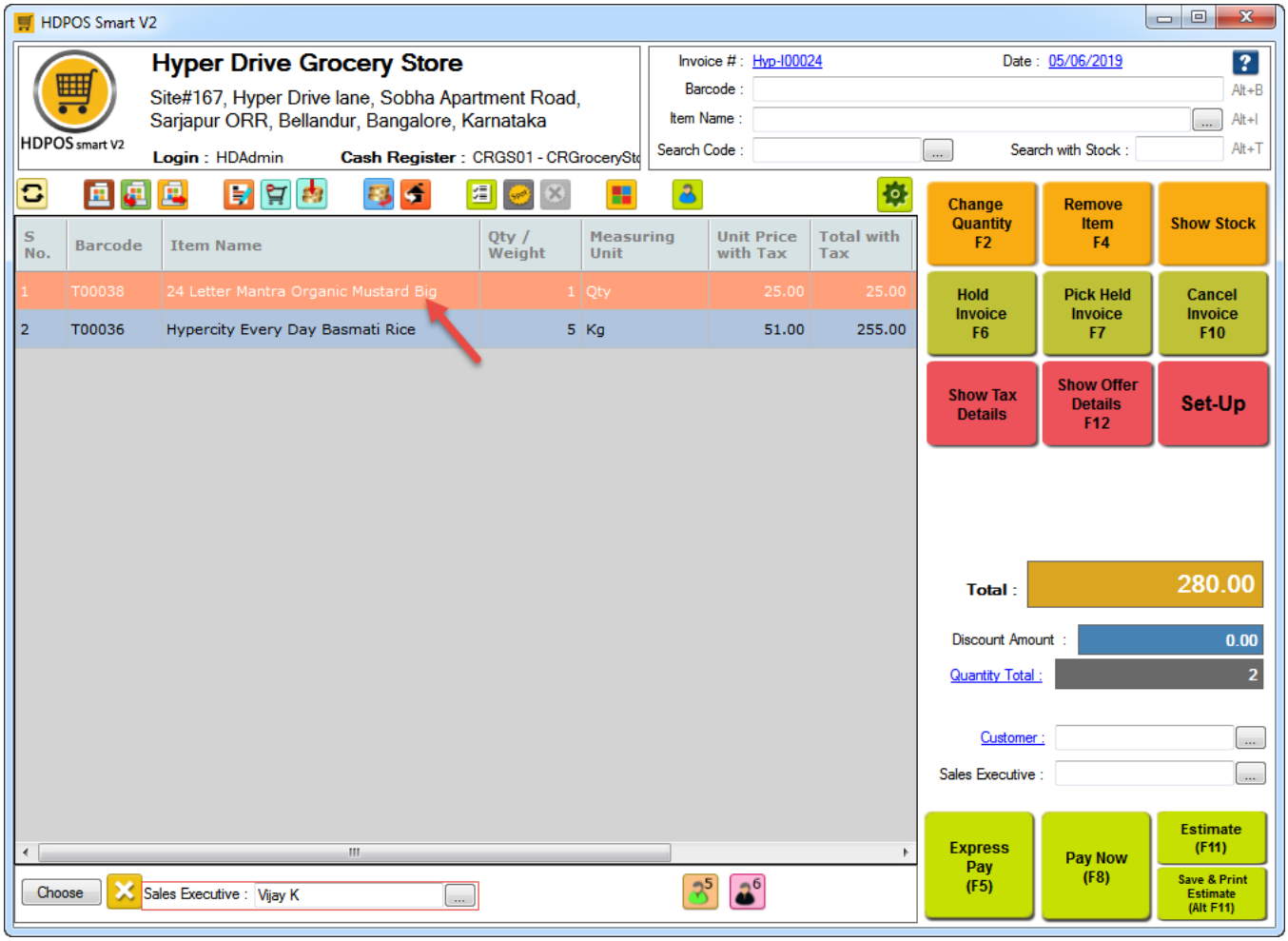
iii.Click on **Apply**.



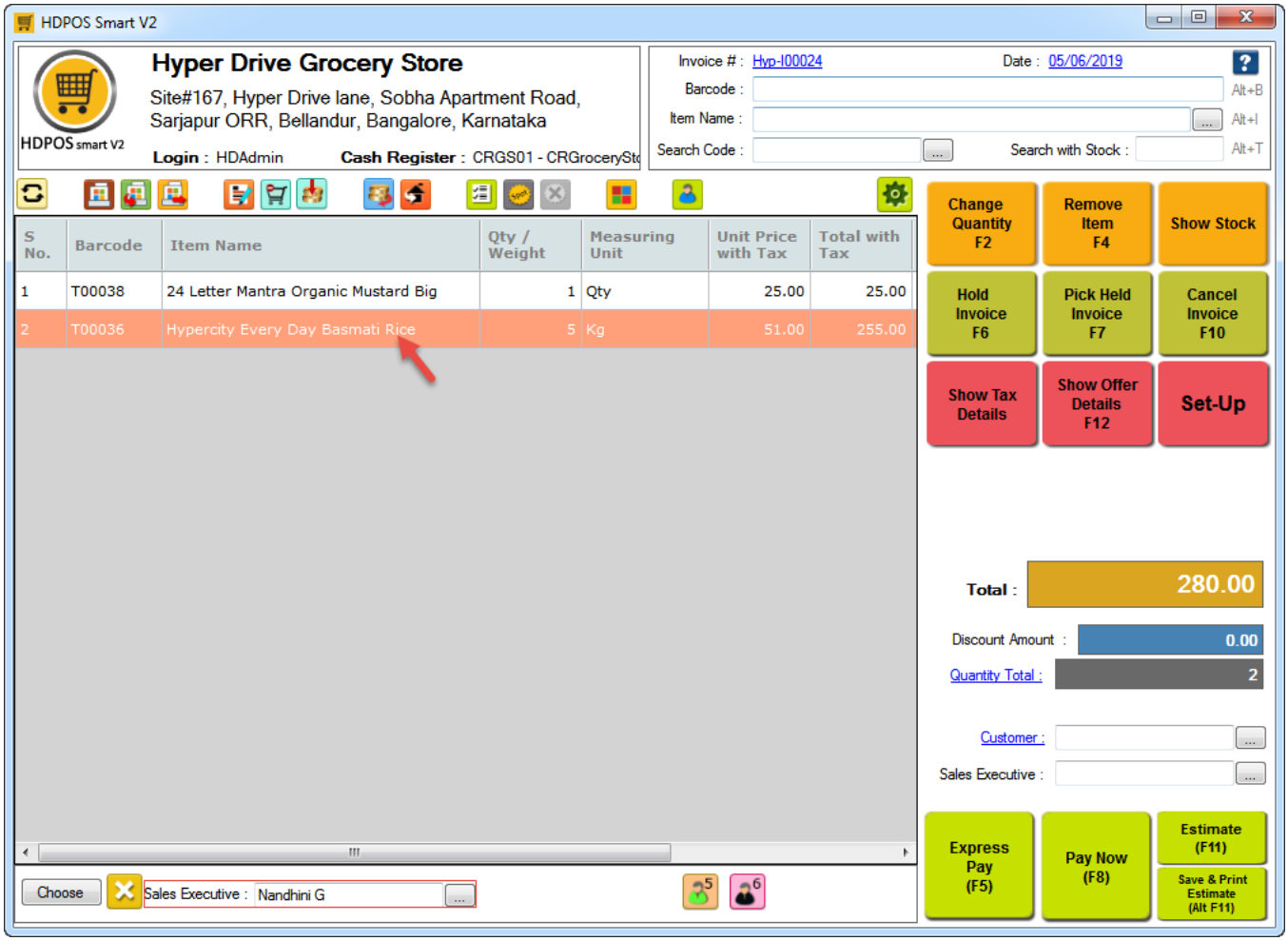
Step 3: Create an invoice and assign Sales Executive to the invoice

1. In the **Main Invoice** Screen, select the items to sell.

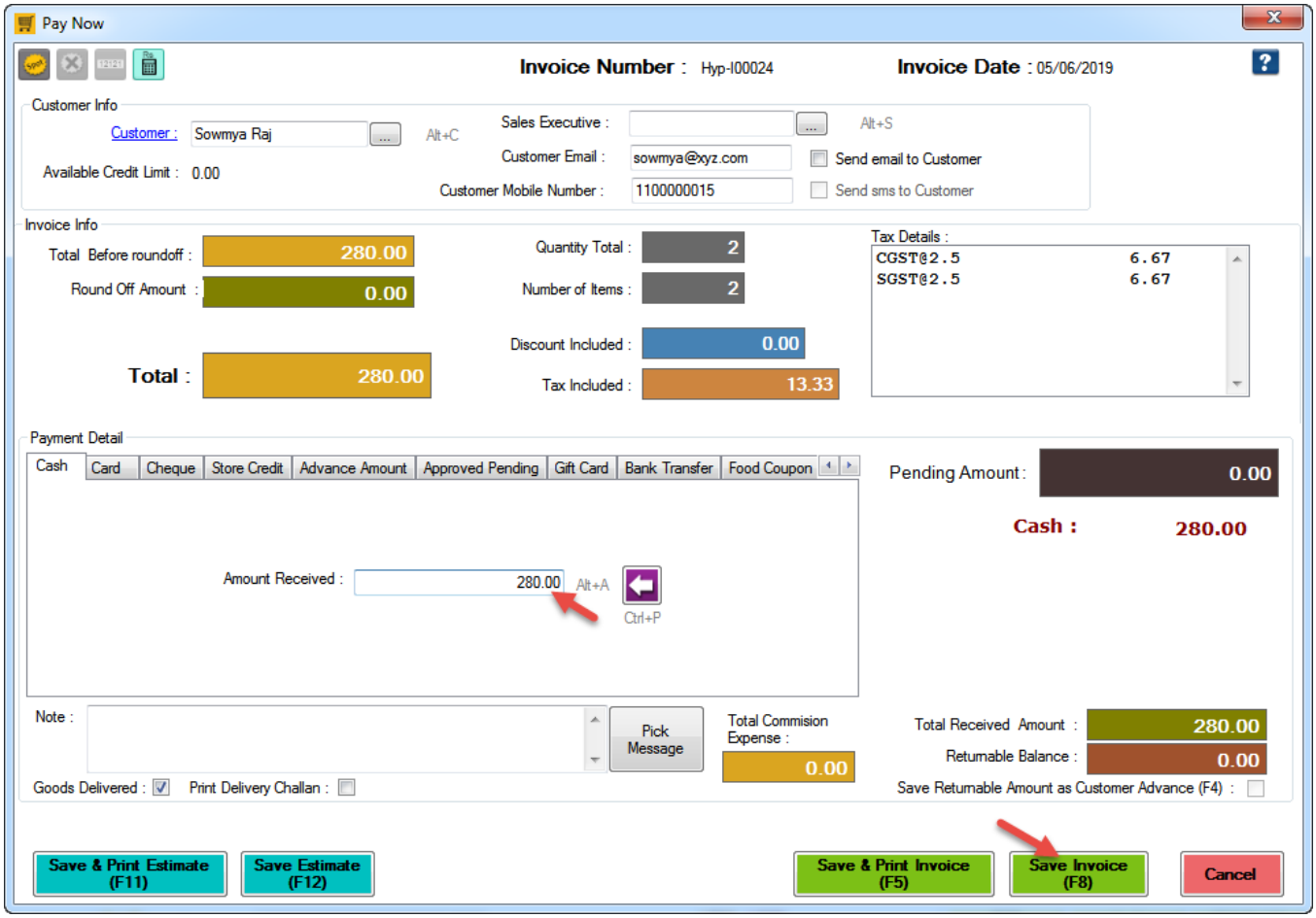
2. Select the first item and select the employee name for that item. Select the employee name from the sales commission panel below.



3. Select the second item and select the employee name for that item. Select the employee name from the sales commission panel below.



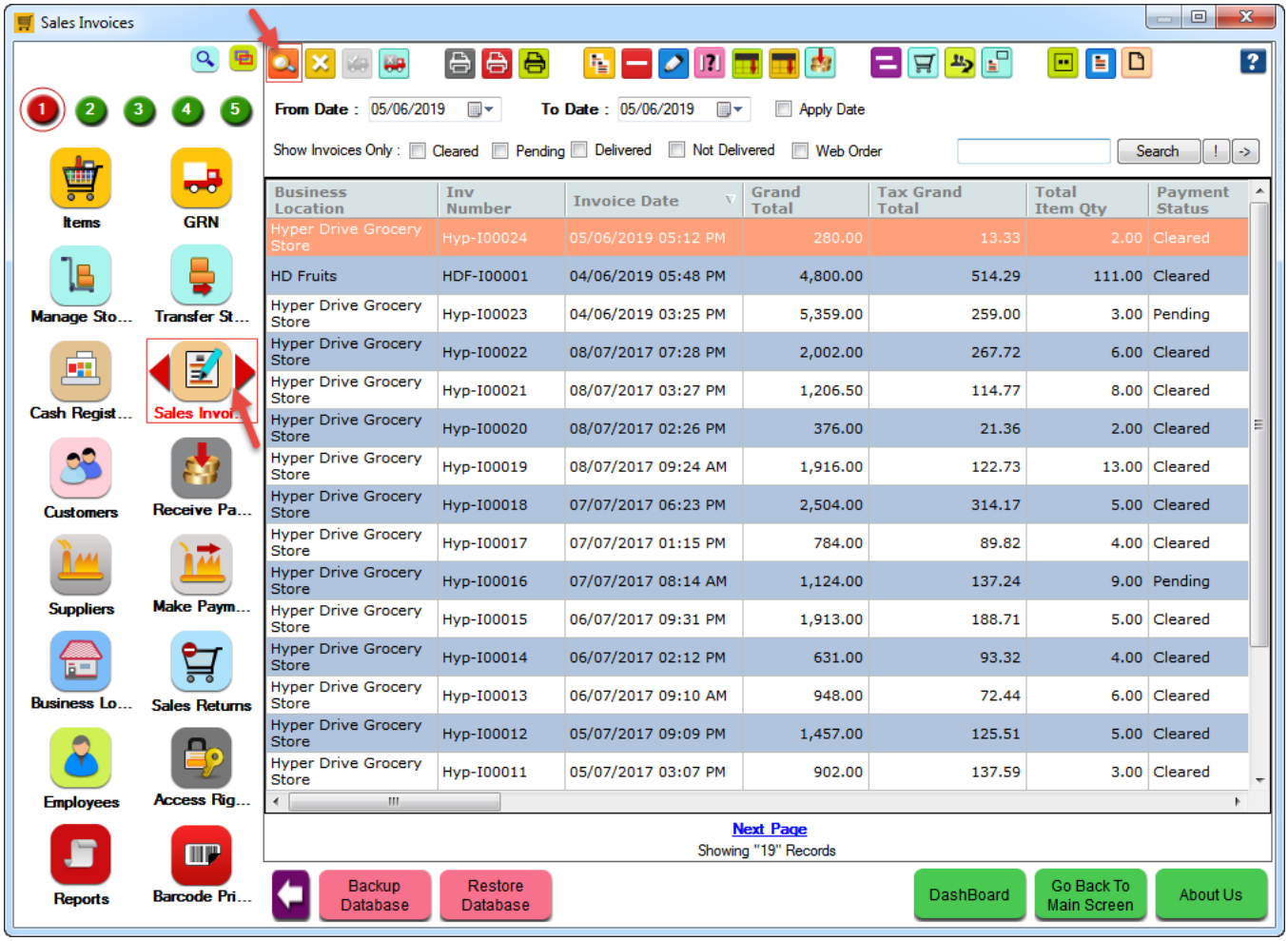
4. Select the customer and click on **Pay Now** and complete the payment for invoice.



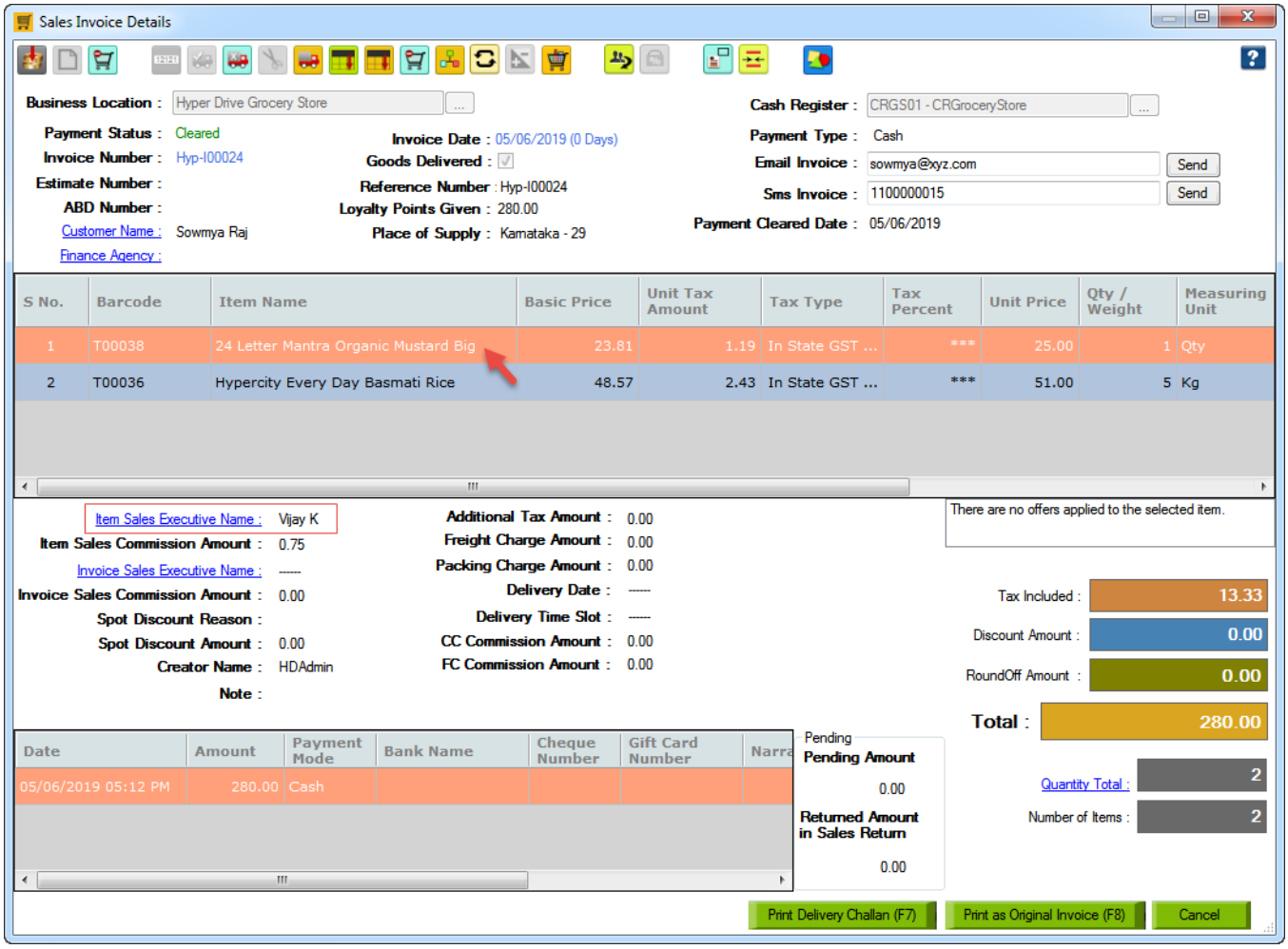
Step 4: View the Sales Invoice to know the commission earned by employee

1. From the first page of **Set-Up**, click on **Sales Invoice** button.

2. From the **Manage Sales Invoice** screen, select the sales invoice that is created above, and click on **View Sales Invoice** button.



3. You will see Sales Invoice Details screen as shown below. For the first item the sales commission is shown as below.



4. For the second item, the sales commission is shown as below.