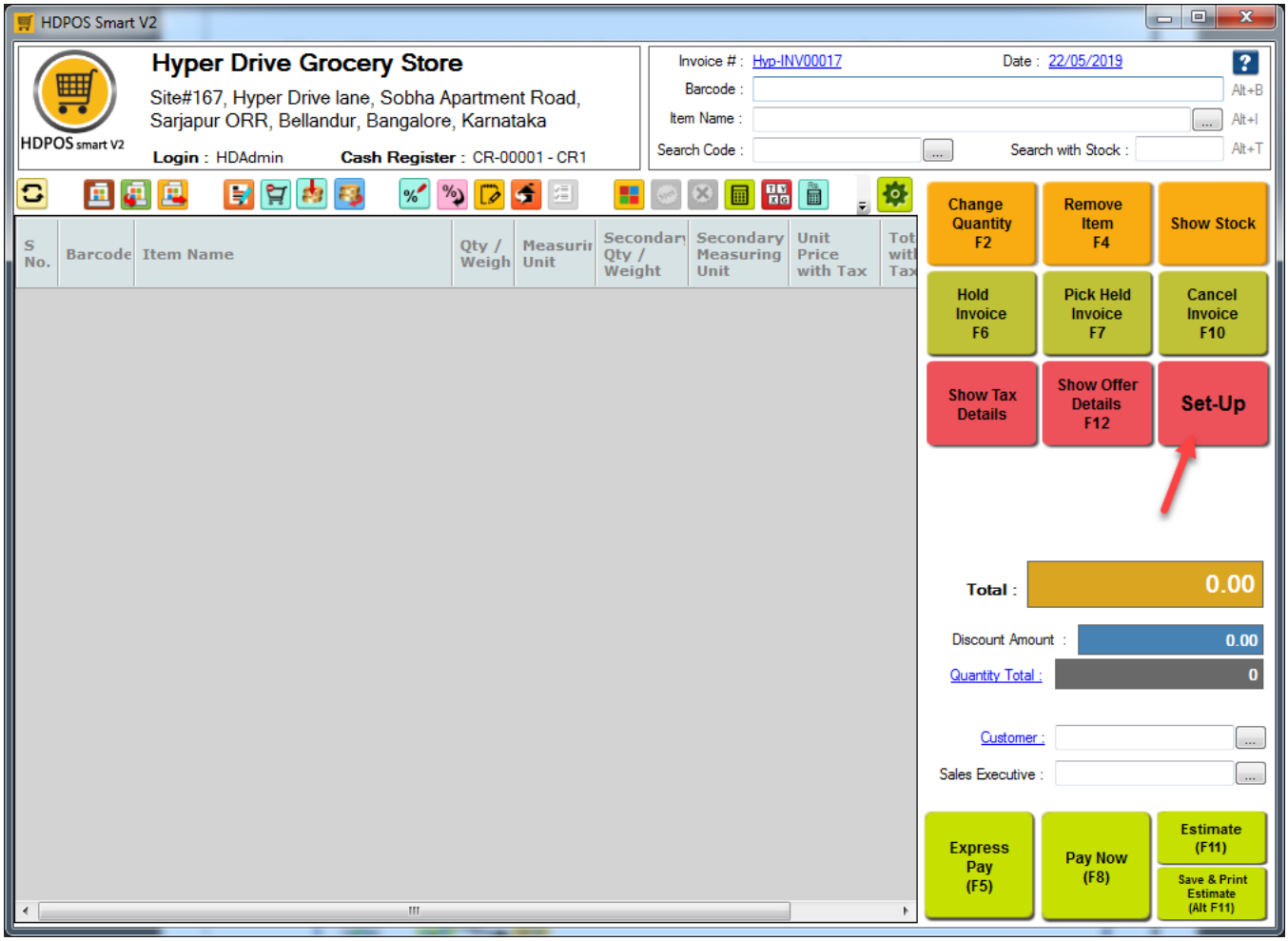
How to give sales commission to employee on total sales invoice amount that includes additional charges?

When additional charges are included in the sales invoice, sales commission for the employee can be calculated on the total invoice amount or not.

To give sales commission to employee on total sales invoice amount that includes additional charges, follow the steps below:

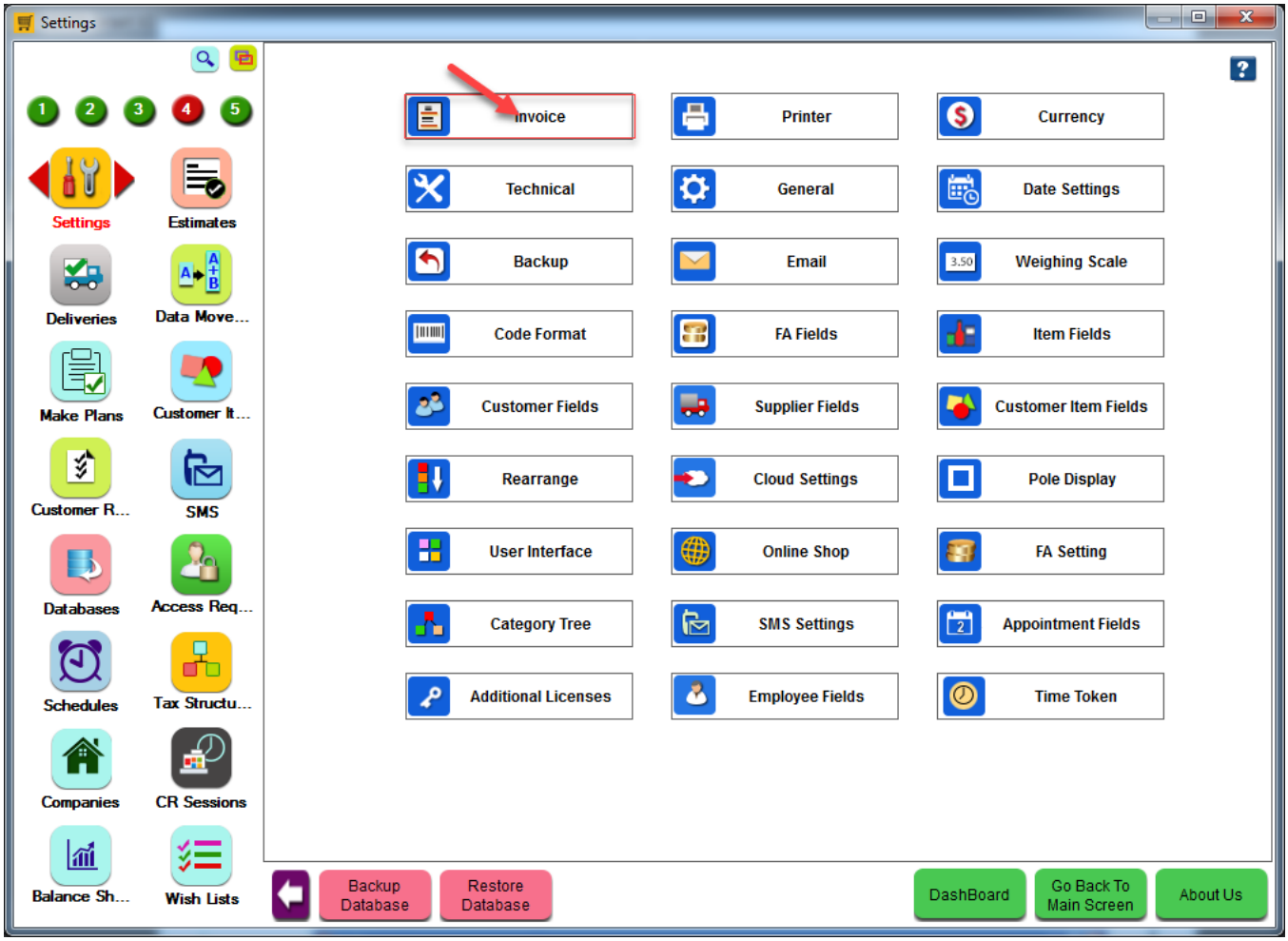
1. Run **HDPOS smart**. Click on **Set-Up** in the main screen.



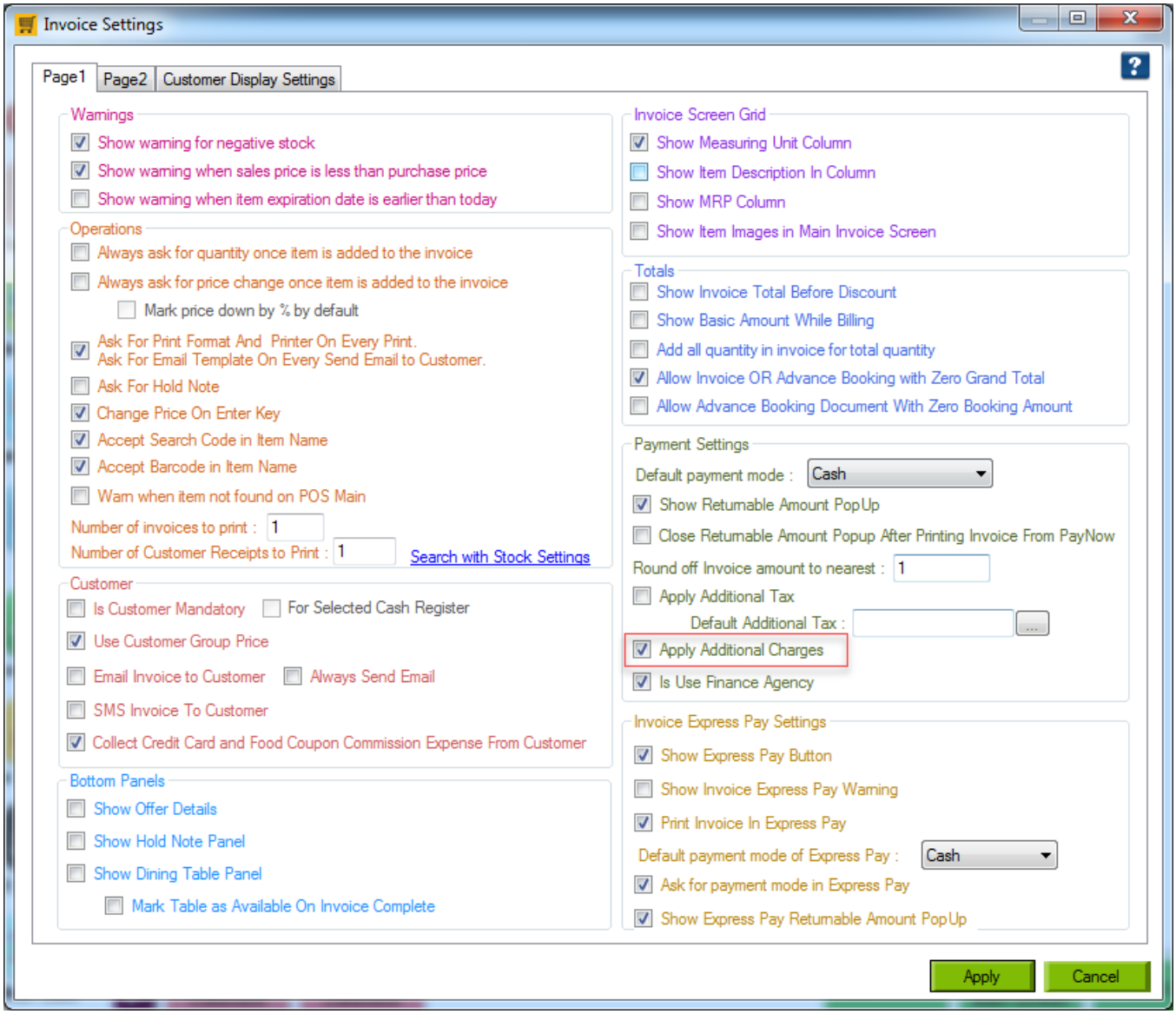
2. Go to 4th page, click on **Settings**.



3. From **System Settings** screen, click on **Invoice Settings**.

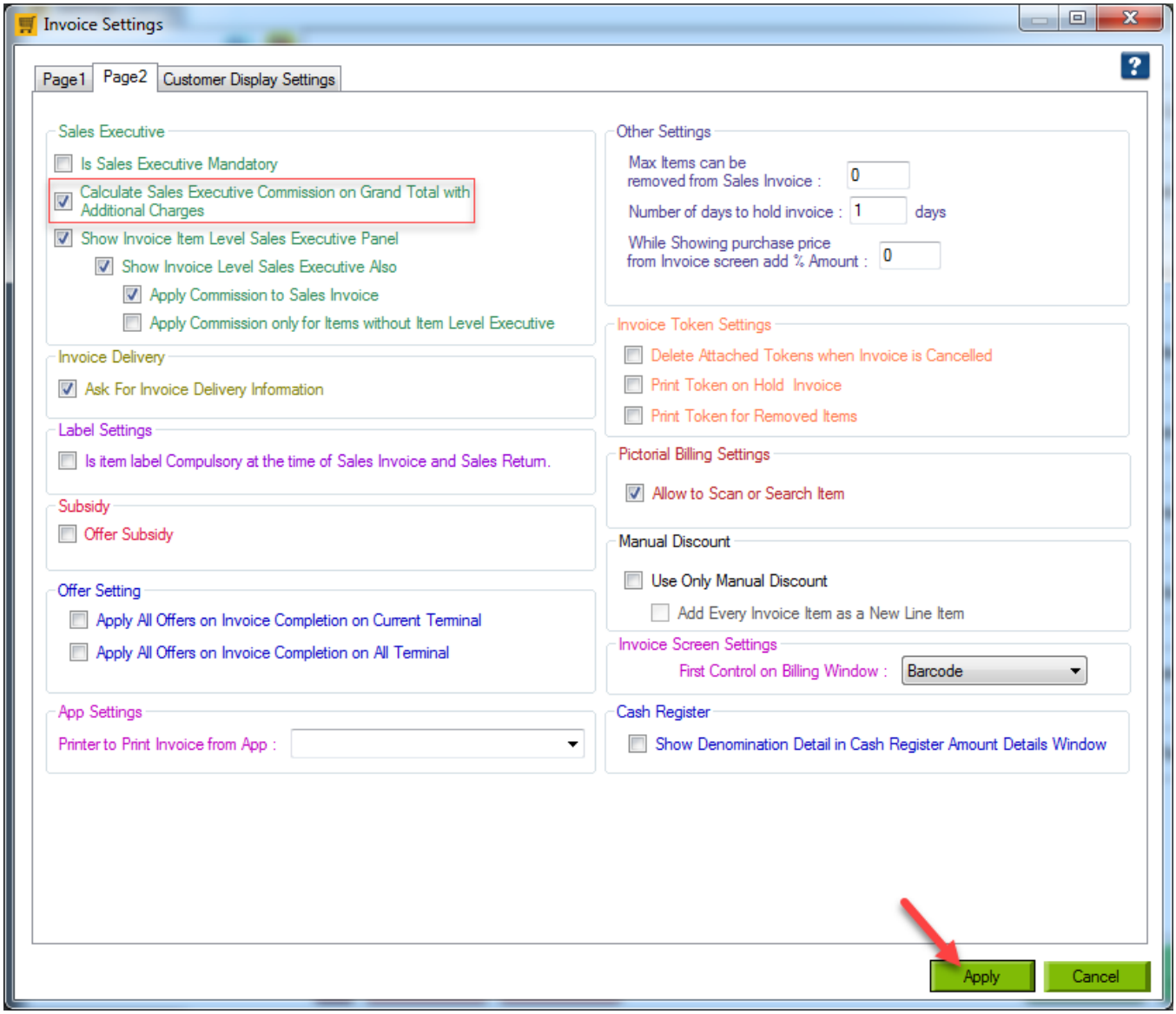


4. From Invoice Settings screen, click on **Page 1** tab, under **Payment Settings** section, check the checkbox "**Apply Additional Charges**".

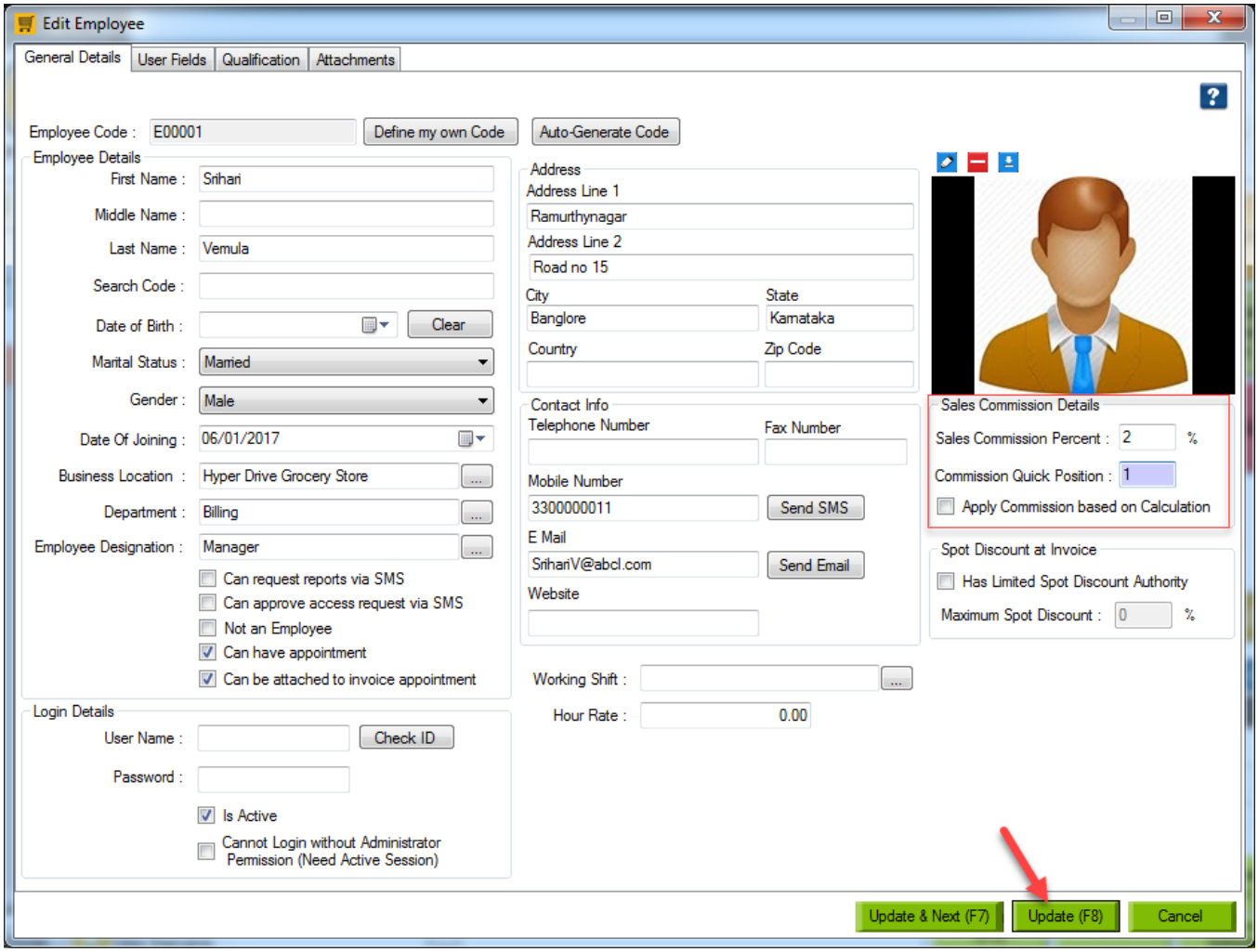


5. From Invoice Settings screen, click on **Page 2** tab, under **Sales Executive** section, check the checkbox "**Calculate Sales Executive Commission on Grand Total with Additional Charges**".

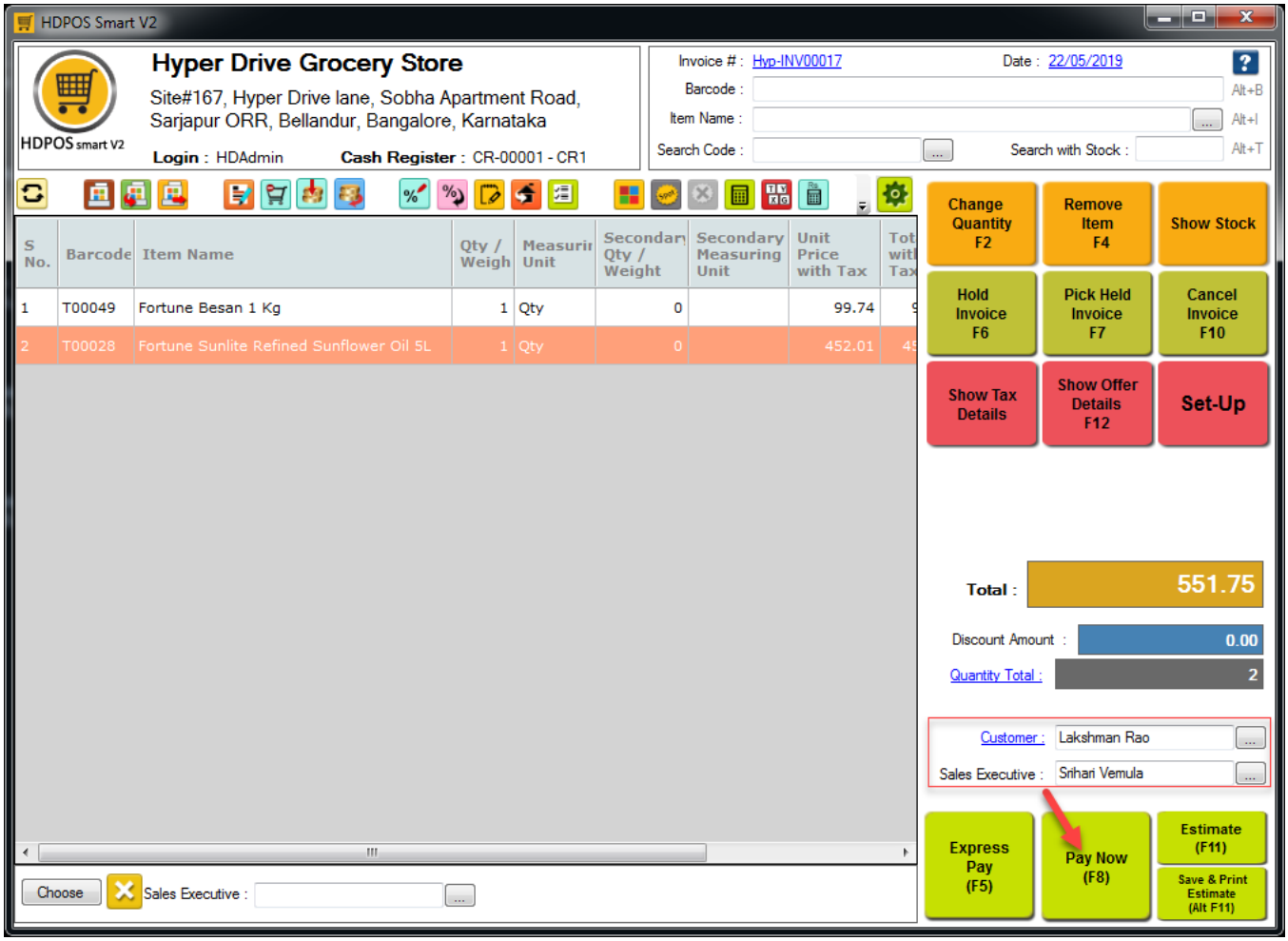
6. Click on **Apply**.



7. Go back to main screen and add items for the invoice. Select the **Sales Executive** Name. Open in Edit Mode.Make sure **sales commission percentage** is defined for the sales executive and click on Update.

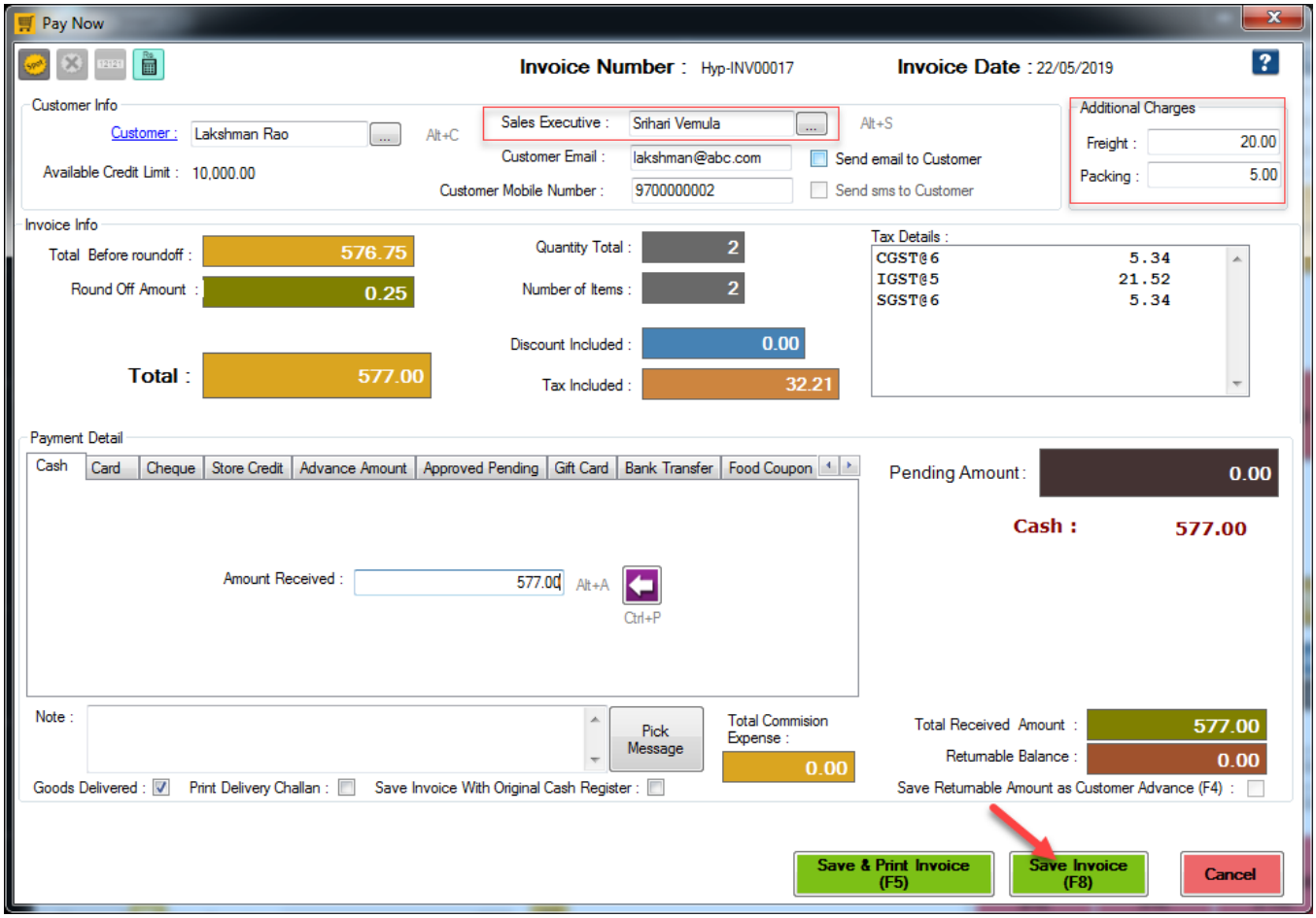


8. Click on **Pay Now** button.



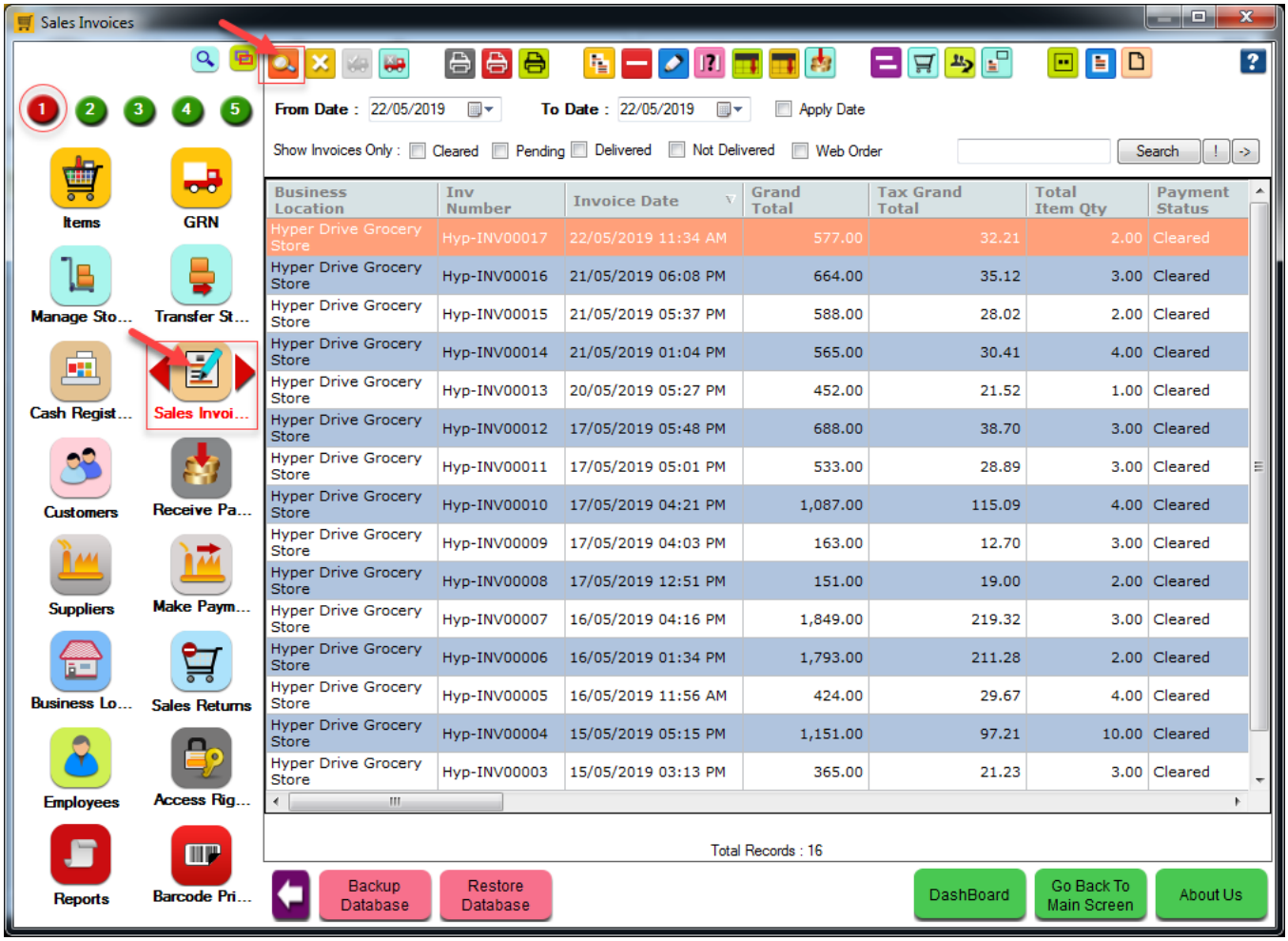
9. In the **Pay Now** screen, enter the **additional charges** that are applied for the invoice.

10. Enter the amount to be paid and click on **Save Invoice**.



11. Click on Set-Up button and from 1st page, click on Sales Invoice.

12. Select the sales invoice made above and click on View Invoice button.

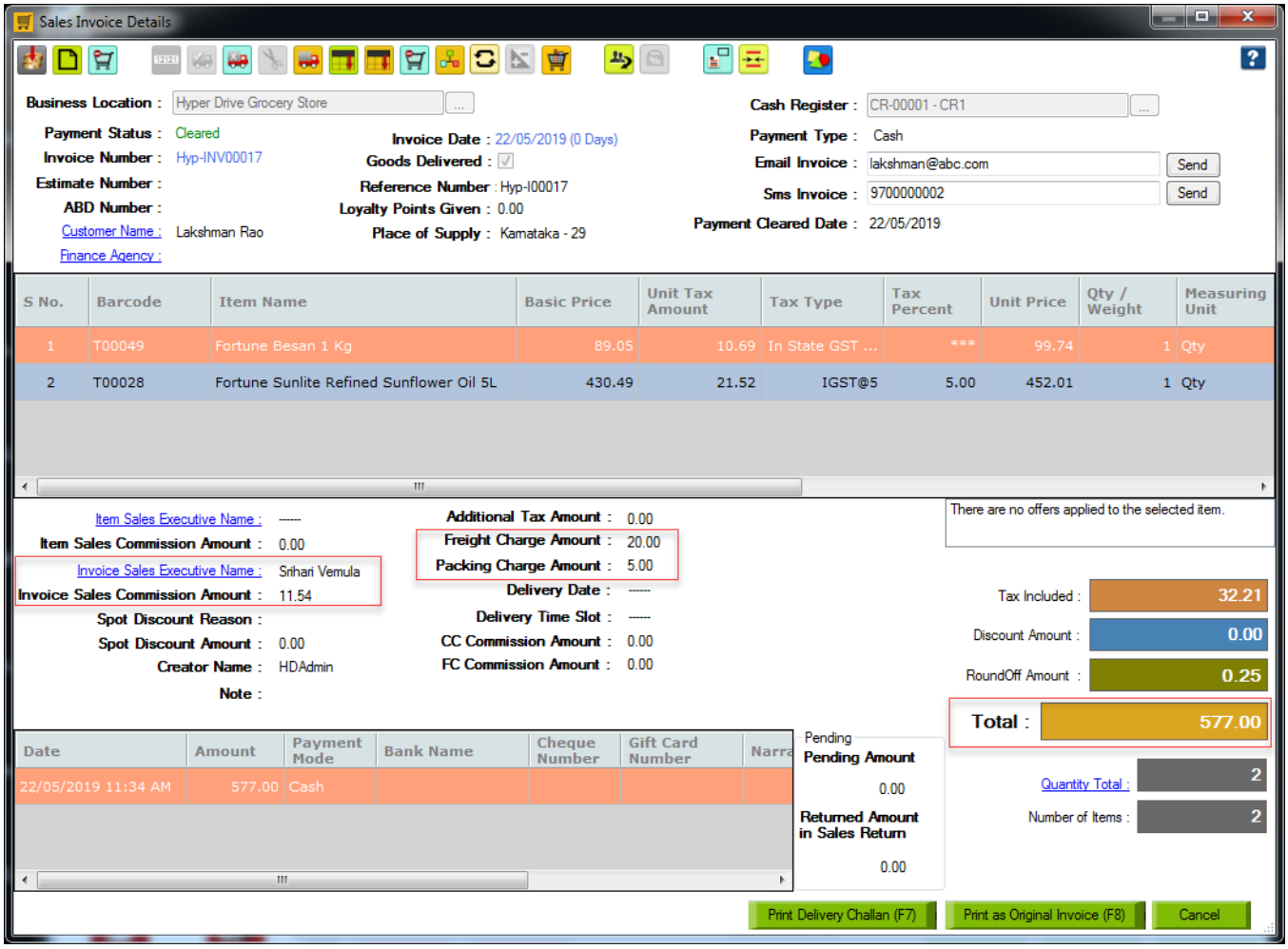


13. You can see the sales executive commission that is calculated on the total invoice amount.

a. You can see the sales executive commission percentage is 2%.

b. The total invoice amount is 3975(inclusive of additional charges).

c. Commission amount is 577*2% =11.54.


Sales Invoice Details
Business Location : Hyper Drive Grocery Store
Payment Status : Cleared
Invoice Number : Hyp-INV00017
Estimate Number :
ABD Number :
Customer Name : Lakshman Rao
Finance Agency :
Invoice Date : 22/05/2019 (0 Days)
Goods Delivered :
Reference Number : Hyp-I00017
Loyalty Points Given : 0.00
Place of Supply : Karnataka - 29
Cash Register : CR-00001 - CR1
Payment Type : Cash
Email Invoice : lakshman@abc.com
Send
Sms Invoice : 9700000002
Send
Payment Cleared Date : 22/05/2019
S No. | Barcode | Item Name | Basic Price | Unit Tax Amount | Tax Type | Tax Percent | Unit Price | Qty / Weight | Measuring Unit
1 | T00049 | Fortune Besan 1 Kg | 89.05 | 10.69 | In State GST ... | *** | 99.74 | 1 | Qty
2 | T00028 | Fortune Sunlite Refined Sunflower Oil 5L | 430.49 | 21.52 | IGST@5 | 5.00 | 452.01 | 1 | Qty
Item Sales Executive Name : -----
Item Sales Commission Amount : 0.00
Invoice Sales Executive Name : Srihari Vemula
Invoice Sales Commission Amount : 11.54
Spot Discount Reason :
Spot Discount Amount : 0.00
Creator Name : HDAdmin
Note :
Additional Tax Amount : 0.00
Freight Charge Amount : 20.00
Packing Charge Amount : 5.00
Delivery Date : -----
Delivery Time Slot : -----
CC Commission Amount : 0.00
FC Commission Amount : 0.00
There are no offers applied to the selected item.
Tax Included : 32.21
Discount Amount : 0.00
RoundOff Amount : 0.25
Total : 577.00
Date | Amount | Payment Mode | Bank Name | Cheque Number | Gift Card Number | Narra
22/05/2019 11:34 AM | 577.00 | Cash
Pending
Pending Amount
0.00
Returned Amount in Sales Return
0.00
Quantity Total : 2
Number of Items : 2
Print Delivery Challan (F7)
Print as Original Invoice (F8)
Cancel