

## Commissions

Smartbilling allow operators to calculate their sales representative commissions automatically while the clients generate revenue for the company.

Commission Runs should be manually initiated on a periodic basis (monthly, quarterly, etc.) When launching a new commission run, the user is asked to specify the period (month, quarter, etc.) the Commission cycle date (day-of-the-month, etc.) and the Commission Effective Run Date. SmartBilling will then calculate commissions due for all invoice line items and all Sales Agents with the same Commission Cycle, based on the criteria defined in the Commission Plan for each Sales Agent.

Once a Commission Run is created, the SmartBilling operator can examine the results; if changes are necessary, the Commission Run is deleted, the changes applied and a new Commission Run is generated. This process repeats until the Commission Run is deemed to be correct. At this point, the Commission Run is posted, and the appropriate G/L accounts are affected with commission expense and commission payable amounts. Once posted, the Commission Reports for each Sales Agent become available in the Agent Portal.

Payment of commissions occurs outside of SmartBilling (in the Accounts Payable/Cash Disbursements system). SmartBilling does not keep track of commissions paid or due.

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