Employee Commissions (Pro)

The Commissions feature provides tracking for commissions owed on projects and work orders. This includes commission percentages set up on each employee who can collect commissions, which Managely uses to calculate how much is owed to them.

Managely offers flexibility in how commissions are calculated. This flexibility includes work order types, associated with a work order, that will determine if labor, materials, recurring, and non-recurring items are included in the calculated commission. Items added to work orders can be flagged as commissionable or non-commissionable in the item setup.

When using a work order type that is set for commissions on a work order, the contract field on the work order becomes required. The total commissionable recurring will consider the contract length associated with the work order or project.

To use commissions, set up the following: employee commission percentages; items that are commissionable; and work order types that are commissionable.

Employee commissions

Add commission percentages on employees (Setup > Company > Employees). Enter commission percentages on the Commissions tab. There are four commission percentages for residential customers and four for commercial customers.

Commissionable Items

Create items marked as commissionable (**Is Commissionable?** is Yes) with a **Commission Type**, choosing labor, material, recurring, or non-recurring (Setup > Items & Parts > Items). The **Default Rate** is used to calculate the labor commission.

You can create multiple items that are commissionable, each with a different**Commission Type**, and add them to a work order when needed.

Commissionable Work Order Types

Create work order types with any combination of labor, material, recurring, or non-recurring as commissionable (Setup > Operations > Work Order Types).

After creating the work order type, expand it by clicking the + beside the name. Click the Commissions tab. Click the **Edit** button. Click the **Utilize Commissions** switch to Yes, and select GL accounts for **Commission Expense** and **Commission Deferred**. Save the changes.

Commissionable Parts

Parts can be commissionable on work orders. When adding a part to a work order, click the part to edit it, and click the **Is Commissionable?** switch to YES. This shows the commission amount on the part.

The part **Commission Amount** is calculated using the employee's **Material Percentage** for residential or commercial customers and the **Rate** amount shown on the part. The rate defaults from the **Default Rate** field on the part. You can change the rate when you add the part to the work order without changing the rate on the part setup.

When you save the work order, Managely applies the commission; the commission is visible on the Work Order Commission tab.

On the Work Order Commission tab, the labor commission shown is calculated from the employee's **Labor Percentage** for residential or commercial customers and the value in the item's **Default Rate** field.

The material commission is calculated using the employee's **Material Percentage** for residential or commercial customers; the commissionable parts on the work order with the **Rate**; and any item on the work order that has a material **Commission Type** with the **Default Rate** (also on the item).

Recurring and Non-Recurring commissions are calculated in similar ways if they are on the work order.