## How to Edit Commissions on a Work Order

Last Modified on 02/07/2025 4:00 pm EST

Open a work order that has a commission. Accounts Receivable > Work Orders)

Click the Work Order Commissions tab.

	t Kits O	RMR Ö	Billing	Change Orders 0	Notes O	Sito Parts 4	Site Notes 0	Zones 0	Purchase Orders 0	Site Work Order History 22	Documents 0	: General I 1	Ledger F	art Ledger C 1	ustom Fields	Work Order Commission	Tasks O
	Export t	o Excel															
Isl	esidential	: Ma	nual Commissi	on : Employee						:	Labor :	Material :	Recurring	Non-Recurring	Manual Amou	Int : Total Amount :	
	715		04	WC, EE							\$0.40	\$3.00	\$0.00	\$0.0		\$0.00 \$3.40	🖉 Edit
н	× 1															1-1 of 1 items	C Refresh

In the grid, click the **Edit** button. The Edit Commission form opens.

Edit Commission		×
Is Residential?	YES	
Employee		
Manual Commission	NO	
Labor	1%	\$0.00
Material	1%	\$0.20
Recurring	1%	\$0.00
Non-Recurring	1%	\$0.20
Total Amount		\$0.40
Save	× Cancel	

The form shows the calculated commission.

To manually change the commission for the work order, click the Manual Commission switch to YES.

Edit Commission		×
Is Residential?	YES	
Employee	Toro, Bill	
Manual Commission	YES	
Manual Amount •		\$0.00
Labor	0%	\$0.00
Material	0%	\$0.00
Recurring	0%	\$0.00
Non-Recurring	0%	\$0.00
Total Amount		\$0.00
Save	× Cance	

Enter a Manual Amount for the commission. This is a dollar amount, not a percent.

Click Save. The form closes. The manual commission amount is shown.

**Note:** To change the commission back to an automatically calculated amount, edit the commission. On the Edit Commission form, click the **Manual Amount** switch to NO. The form shows the calculated amounts. Click **Save**.