

# 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.

Is Residential	Manual Commission	Employee	Labor	Material	Recurring	Non-Recurring	Manual Amount	Total Amount	
YES	NO	WC: EE	\$0.40	\$3.00	\$0.00	\$0.00	\$0.00	\$3.40	Edit

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

**Edit Commission** [X]

Is Residential?  YES

Employee Toro, Bill

Manual Commission  NO

---

Labor	1%	\$0.00
Material	1%	\$0.20
Recurring	1%	\$0.00
Non-Recurring	1%	\$0.20
Total Amount		\$0.40

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

---

Labor	0%	\$0.00
Material	0%	\$0.00
Recurring	0%	\$0.00
Non-Recurring	0%	\$0.00
Total Amount		\$0.00

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**.

---