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INDITION COMMERCE

Sales Commissions

Setup Guide

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Set up Sales Commissions around your people, compensation policy and payroll calendar. This guide takes an administrator from initial configuration to the first payroll batch, with a weekly-pay example that retains a monthly target.

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Prepare your people and compensation plan

1. Open Commissions Settings and turn on the module when you are ready to use it. Choose your website attribution policy, register cashier policy and Service and Repair participation. Save the settings.
2. Assign Commission access to the relevant administrators, managers, payroll users and participants. Link a participant to their login for personal statement access.
3. Add participants or use the staff import/bootstrap option for existing sales and service staff. Set employee codes, roles, active dates and locations.
4. Create a compensation plan and its draft version. Choose currency, effective dates, earning and quota settings, default rates and any technician parts option.
5. Add category, serialized-product or product rules, location and channel choices, and accelerator tiers. Use the simulator, rate summary and version comparison to review the intended amounts.
6. Publish the version. On Salespeople & Technicians, tick the people, or use the filters to show them, and choose Actions, Pay people on a kind of work. Pick the work and the plan, and start each person on their own start date or a date you choose. The Paid on column then shows any work still unpaid.

Choose meaningful target measures

Use net revenue for sales goals, billed labor hours for service productivity, or completed jobs for job-based targets. Set a default target and add assignment or individual quotas where your policy calls for them. Location-specific targets support separate goals at each store.

Connect your modules

Enable the Shop, POS, Inventory and Service and Repair workflows you use. POS supplies declared sellers and shared credit; the product editor supplies SKU-level draft overrides; Service and Repair supplies sold-by, performed-by and inspection roles. Your Commission policy determines how these contributions earn.

Prepare incentives

Create time-limited spiffs for selected products, categories or vendors. Set the amount, recipients, funding source and any unit or monetary cap. Choose whether each incentive adds to regular commission or supplies the line incentive.

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Align earning windows and payroll dates

Create earning coverage

Open Periods and generate the required earning windows for the published plan version. Cover the dates you intend to include in payroll. For a new rate version beginning inside an open period, use the guided split to align the earning windows with the effective date.

Load and approve quotas

Open Quotas to enter or bulk-set targets. For a spreadsheet, select Import, upload CSV or XLSX, map the identifiers and target fields, then apply. Review and approve the quotas you want to use. Import Logs links the source file to the resulting records.

Create your payment schedule

1. Open Payroll Payments and give the schedule a recognizable name, such as Weekly Sales Payroll.
2. Choose the published compensation plan and pay frequency.
3. Set First pay-window start. Weekly uses its weekday; every two weeks also uses the starting week. Twice monthly uses the 1st and 16th; quarterly and annual use its month.
4. Set Days from cutoff to payday, from 0 to 60 calendar days, and create the schedule.

Example setting	Value
Schedule	Weekly Sales Payroll
Pay frequency	Weekly
First pay-window start	Monday, October 5, 2026
Days from cutoff to payday	5
First completed cutoff	Sunday, October 11, 2026
Planned payday	Friday, October 16, 2026
Target window	Monthly, retained on the compensation plan

The monthly target continues to accumulate while each weekly batch allocates the newly payable earnings.

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Prepare the first payroll and establish your routine

1. Choose the schedule and review Earnings through. The screen suggests the last completed pay window; select the completed cutoff that fits your first run.
2. Select Prepare payroll for review. Review the batch detail, participant totals, prior payments and outstanding balances.
3. Use statements and source references to review the figures. If you update earning inputs during review, prepare the draft again to refresh the amounts.
4. Approve the batch and export its Excel workbook for your payroll process.
5. Complete payment through your payroll provider or established payment process.
6. Record each actual payment with the participant, positive amount, payment date and payroll reference. Record partial payments individually when appropriate.

Keep the next cycle ready

At the next cutoff, prepare the schedule again. Commission brings forward the continuing balance and allocates eligible changes. This keeps weekly administration connected to the full target window and the payment history.

Set up automatic reconciliation

Use the Settings reconciliation controls and the scheduled-jobs workflow to maintain regular processing. The standard recent lookback is 45 days and can be configured to suit your operation. Saved progress and follow-up processing extend continuity across scheduled runs.

Bring historical activity into the program

Use Settings Recovery to select a historical date range and preview its scope, then apply the range. Review the resulting activity before your next payroll approval. This provides a practical way to include an earlier business period during rollout.

Share the right guidance

Give payroll staff the User Manual, managers the Feature List and reporting guidance, and participants access to My Statements. The FAQ answers common questions about schedules, targets, shared sales and connected modules.

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