

1. **Logged in User:** If this option is used then the Logged in User will be automatically considered as the commission agent for the sales added by him. Meaning the user adding the sales will get the commission for the sales.

2. **Select from User's List:** If this option is enabled then in POS & Sales Screen you will see the list of “**users**” present in your business. The user adding the sales will select the commission agent from the list of users displayed.
3. **Select from Commission Agent List:** If this option is enabled then in POS & Sales Screen you will see the list of “**Sales Commission Agents**” present in your business. The user adding the sales will select the commission agent from the list of “Sales Commission Agents” displayed.

Select the option as per your business requirements.

Adding Commission Percentage:

Commission Agent:

Sales Commission Agent:

	Disable	▼
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You can add commission % while adding/editing the **User** or **Sales Commission Agent**

Commission Calculation Type:

The commission for a user can be calculated based on two methods

1. Invoice value:

Commission Calculation Type:

	Invoice value	▼
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With this method, commissions are calculated based on the total invoice amount generated by the agent. For instance, if an agent's monthly invoice amount totals \$5000 and the commission percentage is set at 10%, the user will receive \$500 as commission.

2. Payment Received:

Commission Calculation Type:

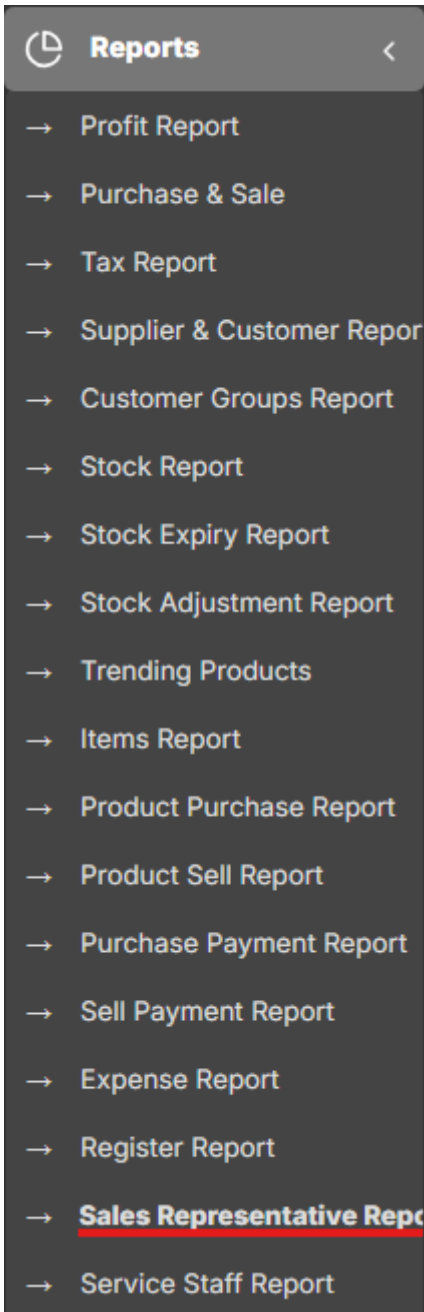
i	Payment Received ▼
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Alternatively, commissions can be calculated based on the actual payments received.

For instance: if the agent's monthly invoice amount is \$5000 with a 10% commission rate, but only \$2000 is received within the month, the user will receive \$200 as commission. If the remaining \$3000 is received in the following month, the user will receive an additional \$300 as commission.

Calculating Commission Amount:

To See the commission amount, Go to **Reports -> Sales Representative Report**.



Select the User for which you want to see the commission amount.

Sales Representative Report

 **Filters**

User:

All Users

Business Location:

All locations

Date Range:

02/01/2025 - 01/31/2026

On selecting it will show you the detailed summary of Total Sale, Total Sale Commission & Total Expense. Also, the table below lists all the transactions.

Summary

Total Sale - Total Sales Return: RM 2,475.00 - RM 0.00 = RM 2,475.00

Total Sale Commission: RM 0.00

Total Expense: RM 100.00

⚙ Sales Added ⚙ Sales With Commission ⚙ Expenses

Show 50 entries

📄 Export to CSV 📄 Export to Excel 🖨 Print 📄 Column visibility 📄 Export to PDF

Search ...

Invoice No.	Customer name	Payment status	Total amount	Total paid	Total remaining
0012	Walk-In Customer	Paid	RM 500.00	RM 500.00	RM 0.00
0010	Mr Joseph 920815-03-2380	Paid	RM 225.00	RM 225.00	RM 0.00
0008	Walk-In Customer	Paid	RM 250.00	RM 250.00	RM 0.00
0007	Walk-In Customer	Paid	RM 750.00	RM 750.00	RM 0.00
0002	Walk-In Customer	Paid	RM 250.00	RM 250.00	RM 0.00
0003	Walk-In Customer	Paid	RM 250.00	RM 250.00	RM 0.00
0001	Walk-In Customer	Paid	RM 250.00	RM 250.00	RM 0.00
		Paid - 7	RM 2,475.00	RM 2,475.00	
Total:		Paid - 7	RM 2,475.00	RM 2,475.00	Sell Due - RM 0.00 Sell Return Due - RM 0.00

Showing 1 to 7 of 7 entries

Previous 1 Next

Sales commission is calculated without shipping or tax. Sales commissions are from the sales of the items, not the overhead cost such as taxes, freight, shipping, handling, etc.

Commission payment:

After getting the commission amount, **SenangUrus ERP** have 2 ways to make payment for the commission.

Using expense

- Calculate the commission from the sales representative report and after paying the amount add it as an expense in Add Expense menu.
- In Add expense, select the Expense-For dropdown

Using HRM module

- Use the HRM module.
- In the HR module, when creating payroll for a user, it will automatically include the sales commission.
- Sales commission will be shown as Payroll-Components so that the business owner and the user both know details of the commission.

Revision #4

Created 30 September 2025 02:46:22 by Admin

Updated 13 October 2025 02:58:26 by Admin