

ACCULYNX COMMISSIONS

(Requires the Elite Version of AccuLynx)

Enabling the Commissions Feature:

- Sign into AccuLynx
 - Select Your Name in the Top Right Hand Corner next to the gear icon
 - Navigate to Account Settings
 - Choose Add-On Features and Integrations, then select Add-Ons
 - Scroll down and click on Learn More underneath AccuLynx Commissions
 - Select Enable
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Setting Up Your Commissions:

1. Do you pay Pre-Commissions?
 - Pre-Commissions: Do you pay a certain percentage to your Sales Rep before the Full Commission?
 - Yes: (move to Step 2)
 - No: (move to Step 4)
2. Pre-Commissions settings
 - *Pay Fixed Amount per Job*: The salesperson can only take out a certain amount of commission (dollar amounts).
 - *Pay a Percentage of Contract Amount*: The salesperson can only take a certain percentage out of a job.
 - *Pay a Percentage of Down Payment*: The salesperson can take out a certain percentage of Commission based off of what was collected for a Down Payment.
3. Who can Request Pre-Commissions?
 - This is where you can choose what Roles inside AccuLynx have the ability to go into the Commissions Tab and Request Pre-Commissions.
4. When is a Commission Ready to Request?
 - Job Status
 - *Approved* - When a job is moved to Approved (the job has been scheduled and is being worked on, you may have collected a few payments).
 - *Completed* - When a job is moved to Completed (work is done, but the customer may still owe).
 - *Invoiced* - When a job is moved to Invoiced (usually the point where you are sending out the final Invoice to move the job to a zero balance due).
 - \$0 Balance Due
 - Yes - the job has been paid off in full.

- No - the job does not need to be paid off in full.
5. Commission Basis
- Specify how your company pays commissions:
 - *Gross Profit* - indicating you pay commissions based off of the Profit of the job (amount made after all expenses are paid [material and labor]).
 - *Total Sale Amount* - indicating you pay commissions on the Net Total of the job (contract total that was agreed upon and signed by the customer).
6. Commission Rate Format
- Specify how you calculate commissions:
 - *Job Profit* - indicating you pay different rates based off of the job, specifying your thresholds (%) and the rate of commission (%).
 - *Salesperson* - indicating you pay different percentage rates by salesperson.
 - Either option will then create a Tab that will allow you to fill out your Thresholds and Rate of Commissions for Job Profit or Add the Percentages you pay your Salesperson(s) at.
7. Who can see Commissions Calculated Based on Net Profit?
- Choose what Roles inside AccuLynx can see the Commission that is Calculated based on Net Profit.
8. Who can see Job Commissions?
- Choose what Roles inside AccuLynx can see the Commissions amount.
9. Is there a Company Minimum Profit?
- Yes - you can choose either a Percentage or Amount
 - No - (continue to the *Right Column*)
 - *Right Column*:
10. Are Additional Commissions Paid? (Yes or No)
- Additional Commissions can be for Office Representatives, Estimator, or Canvasser.
 - Anyone who gets paid Commissions outside of the Salesperson.
11. How are Additional Commissions Paid?
- *Gross Profit* - How much profit will be made after all Expenses have been paid.
 - *Net Profit* - How much profit there is before all Expenses have been paid.
 - *Total Sales* - Total amount of the Contract.
12. Additional Commissions Percentages

- Enter in those Percentages that an Office Representative, Estimator, Canvasser, or any other additional person that gets paid Commission outside of the Salesperson.
13. Who can see Additional Commissions?
- Choose what Role inside AccuLynx can see this Additional Commission.
14. Are Management Commissions Paid? (Yes or No)
- Management Commissions can be Production Managers or Sales Managers.
 - Anyone in Management who gets paid Commissions outside of the Salesperson.
15. How are Management Commissions Paid?
- *Gross Profit* - How much profit will be made after all Expenses have been paid.
 - *Net Profit* - How much profit there is before all Expenses have been paid.
 - *Total Sales* - Total amount of the Contract.
16. Management Commission Percentages
- Enter in those Percentages that the Production Manager, Sales Manager, or any other additional person that gets paid Commission outside of the Salesperson.
17. Who can see Management Commissions?
- Choose what Role inside AccuLynx can see this Management Commission.
18. Commission Disclaimer: Fill out any Terms and Conditions or other legal verbiage that may apply to anyone that collects Commissions from your Company.

