



## Commission Locations

This document will go over how to use Commission Locations after you have created your commission structure. \*Note before setting up commission locations you must set up the commission structure. See FAQ “*Commission Structure*” for instructions.

With commission locations you can customize how your reps get paid based on location. For example, seasonal locations can have different splits than showrooms.

1. Under my Organization in the Commission/Locations Tab you will see the commission structure and commission location. To add a Sales Location just click on the blue plus sign.

My Organization - Sale Locations

Commissions Structure				Sale Locations +			
Type	Writer(%)	Rep(%)	House(%)	Location	Commissions	Active	Admin Only
Direct	0.00	70.00	30.00	Atlanta	Road	Yes	<input checked="" type="checkbox"/>
Internet	0.00	0.00	100.00	Denver	Show Room	Yes	<input checked="" type="checkbox"/>
Phone/Fax	0.00	33.33	66.67	Direct	Direct	Yes	<input checked="" type="checkbox"/>
Road	60.00	0.00	40.00	Direct Test	Undisclosed	Yes	<input checked="" type="checkbox"/>
Show Room	10.00	30.00	60.00	Mava	Direct	Yes	<input checked="" type="checkbox"/>
Undisclosed	0.00	0.00	100.00	Minneapolis	Show Room	Yes	<input checked="" type="checkbox"/>
No further Commissions				MinneapolisShow	Show Room	Yes	<input checked="" type="checkbox"/>
Expected Threshold				Mobba	Direct	Yes	<input checked="" type="checkbox"/>
Additional Sales Threshold				NEAC	Show Room	Yes	<input checked="" type="checkbox"/>
See details				NEAC 3-15	Direct	Yes	Yes <input checked="" type="checkbox"/>
				New Customer	Direct	Yes	<input checked="" type="checkbox"/>
				Office	Phone/Fax	Yes	<input checked="" type="checkbox"/>
				Philadelphia Showroom	Show Room	Yes	<input checked="" type="checkbox"/>
				Phone/Fax	Phone/Fax	Yes	<input checked="" type="checkbox"/>
				Road	Road	Yes	<input checked="" type="checkbox"/>
				Show Room	Show Room	Yes	<input checked="" type="checkbox"/>
				Trade Show	Road	Yes	<input checked="" type="checkbox"/>
				XYZ	Undisclosed	Yes	<input checked="" type="checkbox"/>
				Atlanta Showroom	Direct	No	<input checked="" type="checkbox"/>
				Internet	Internet	No	<input checked="" type="checkbox"/>

2. Once you clicked the blue plus sign you will be able to name the location and pick the commission structure.

Sale Location

Name  
Atlanta

Commissions Type  
Road

☐ Admin Only  
☒ Currently Active

For this example, Atlanta is the new location and Road defines its split when a sales order is written at that location.

Bases on this, when a rep writes an order from this location the split will be 60/40, defined by commission structure.



Then once you have named it, and chosen the split you can have it active for all reps or for admin use only.

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☐ Admin Only  
☒ Currently Active

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Pick what make sense for your company and press save.