

Agent Commission

Add new agent

*HKB2B User experience system 11
Ivy Lee (beauty) in operations*

- Master
- Member
- Booking
- Point of sale
- Promotion
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Report
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Go to Commission > Agent to view the existing list of agents.

Print IP password
Today birthday member
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Change password
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Commission

Page Menu

Agent

Code and name keyword Input keyword and press [Enter] will filter following list

Agent count : 10

Press <New> to create a new agent.

Agent code	Agent name	Directly under	Map heard about company channel	Last updated	Action
CH	Cindy Ho	Sandy Lam (SL)	CH	13-Nov-2018 11:00 Ivy Lee (beauty)	Edit
DH	Danny Ho	Cindy Ho (CH)	DH	19-Nov-2018 11:56 Ivy Lee (beauty)	Edit
EW	Emily Wong	Danny Ho (DH)	EW	19-Nov-2018 10:04 Ivy Lee (beauty)	Edit
FC	Fiona Chan	Emily Wong (EW)	FC	19-Nov-2018 10:04 Ivy Lee (beauty)	Edit
GN	Grace Ng	Fiona Chan (FC)	GN	19-Nov-2018 10:05 Ivy Lee (beauty)	Edit
HC	Hazel Chan	Grace Ng (GN)	HC	19-Nov-2018 10:05 Ivy Lee (beauty)	Edit
IL	Iris Lam	Hazel Chan (HC)	IL	19-Nov-2018 17:22 Ivy Lee (beauty)	Edit
JL	Janice Lam	Iris Lam (IL)	JL	19-Nov-2018 10:08 Ivy Lee (beauty)	Edit Delete
MH	Mary Ho	Own	MH	19-Nov-2018 11:26 Ivy Lee (beauty)	Edit

Commission
Page Menu

Agent | List | New | Report

New agent

Agent information

Agent code: (Maximum 50 characters)

Agent name: (Maximum 250 characters)

Agent email:

Organization: **New**

Directly under: Own **New**

Map heard about company channel (Member select this heard about company channel represent member using this agent): **New**

Payment information

Payment by: Cheque Bank transfer

Cheque payee: (Maximum 250 characters)

Bank name:

Bank account no:

Bank account name: (Maximum 250 characters)

Commission rules

Lumpsum commission setup: **Setup**

Override subordinate commission setup: **Setup**

Submit **Reset** **Cancel**

Input the Agent code and Agent name.

Choose the organization the agent belongs to.

Choose which agent to be under of. If the new agent is not under any other agents, choose "Own".

This is the member field where a member maps her corresponding agent.

Press <Submit> to finish adding the new agent.

These are the settings for commissions rules. We will go over them later.

Payment information of the agent can be entered under the 'Payment Information' section. It will be shown in the footer of the agent commission report.

Add commission rules – Lumpsum commission

Master
Member
Booking
Point of sale
Promotion
Inventory
Staff
Commission

HKB2B User experience system 11
Ivy Lee (beauty) in operations

Agent
Report
Monthly payroll slip

Apply own leave
Approve leave

Today birthday member
中文
Change password
Sign In
[Logout]

Go to Commission > Agent

Agent | List | New | Report

Code and name keyword: Input keyword and press [Enter] will filter following list

Agent code	Agent name	Directly under	Map heard about company channel	Last updated	Action
MH	Mary Ho	Own	MH	19-Nov-2018 11:26 Ivy Lee (beauty)	Edit
SL	Sandy Lam	Mary Ho (MH)	SL	19-Nov-2018 11:22 Ivy Lee (beauty)	Edit

Click on the agent in the agent list.

Back | View | Edit | Sub agent list | Member list

Click <Edit>.

1. Lumpsum commission rule – any amount

This commission rule will be applied to every individual item.

Select the start day and period for the commission rule.

Start date: Oct 2018

Agent get commission period: All period Specified period (1st time within time Afterwards)

Use lumpsum calculate agent commission: All payment include selected items All payment not include selected items

Agent commission rate: Any amount get 10 %

Different items have different agent commission rate:

Lumpsum calculate amount: Below (<) \$ [] get [] % From (>=) \$ [] to (<) \$ [] get [] % Above (>=) \$ [] get [] %

Include items:

Select the agent commission rule. Here, 10% commission for all items is selected.

Click Submit to finish adding the commission rule.

HKB2B User experience system 11 Agent commission report

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Agent : Sandy Lam Invoice shop : All Invoice date / Payment date : 20-Nov-2018 to 20-Nov-2018
Invoice no : All to All Member code : All to All

Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st purchase amount	Non treatment purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark
Sandy Lam (SL) - SL																									
CWB	PSI-00172	20-Nov-2018	WeM-00036HK				5-Sep-2018	T01	透視實驗級效保潔護理 - 面部	1	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00				\$2,500.00	\$2,500.00			10%	\$250.00	---	---
Subtotal : \$2,500.00											\$0.00	\$2,500.00	\$0.00	\$2,500.00			\$2,500.00	\$0.00				\$250.00			
																						Total commission for Sandy Lam (SL) - SL : \$250.00			

Commission for Sandy Lam (SL) is now \$250, 10% of the \$2500 payment amount.

2. Lumpsum commission rule – less than

This commission rule will be applied to the lumpsum amount.

Start date: Oct 2018

Agent get commission period: All period Specified period (1st time within time Afterwards)

Use lumpsum calculate agent commission: All payment include selected items All payment not include selected items

Agent commission rate: Any amount get [] %

Different items have different agent commission rate:

Lumpsum calculate amount: Below (<) \$ 5000 get 8 % From (>=) \$ [] to (<) \$ [] get [] % Above (>=) \$ [] get [] %

Include items:

Select the agent commission rule. Here, 8% commission for any lumpsum amount below \$5000 is selected.

Click Submit to finish adding the commission rule.

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Agent : Sandy Lam Invoice shop : All Invoice date / Payment date : 20-Nov-2018 to 20-Nov-2018
Invoice no : All to All Member code : All to All

Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st purchase amount	Non treatment purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark
Sandy Lam (SL) - SL																									
CWB	PSI-00172	20-Nov-2018	WeM-00036HK				5-Sep-2018	T01	透視實驗級效保潔護理 - 面部	1	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00				\$2,500.00	\$2,500.00			8%	\$0.00	---	---
CWB	PSI-00173	20-Nov-2018	WeM-00036HK				5-Sep-2018	T02	抗衰老延齡再生護理 - 面部	1	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00				\$2,300.00	\$2,300.00			8%	\$0.00	---	---
Subtotal : \$4,800.00											\$0.00	\$4,800.00	\$0.00	\$4,800.00			\$4,800.00	\$4,800.00				\$0.00			
																						Lumpsum commission			
																						All period amount (\$4,800.00) below (<) \$5,000.00, get 8% \$384.00			
																						Total commission for Sandy Lam (SL) - SL : \$384.00			

Commission for Sandy Lam (SL) is now \$384, 8% of the \$4800 lumpsum, since according to the rule, \$4800 is less than the \$5000 level.

3. Lumpsum commission rule – from ... to ...

This commission rule will be applied to the lumpsum amount.

Start date: Oct - 2018

Agent get commission period: All period Specified period (1st time within time Afterwards)

Use lumpsum calculate agent commission: All payment include selected items All payment not include selected items

Agent commission rate: Any amount get %

Different items have different agent commission rate:

Lumpsum calculate amount: Below (<) \$ get % From (>=) \$ 5000 to (<) \$ 10000 get 12 % Above (>=) \$ get %

Include items:

Click Submit to finish adding the commission rule.

Select the agent commission rule. Here, 12% commission for any lumpsum between \$5000 and \$10000 is selected.

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Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item amount	1st purchase amount	Non 1st purchase amount	Non treatment purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark		
Sandy Lam (SL) - SL																											
CWB	PSI-00172	20-Nov-2018	WeM-00036HK				5-Sep-2018	T01	透視真眼強效保潔護理 - 面部	1	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	1		\$2,500.00	\$2,500.00			bar	\$0.00	---	---		
CWB	PSI-00173	20-Nov-2018	WeM-00036HK				5-Sep-2018	T02	抗衰全過程再生護理 - 面部	1	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00	\$2,300.00	1		\$2,300.00	\$2,300.00			bar	\$0.00	---	---		
CWB	PSI-00174	21-Nov-2018	WeM-00036HK				5-Sep-2018	ET01	Eye Treatment A	2	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	2		\$2,000.00	\$2,000.00			bar	\$0.00	---	---		
											Subtotal :	\$6,800.00	\$0.00	\$6,800.00	\$0.00	\$6,800.00			\$6,800.00	\$6,800.00				\$0.00			
																			Lumpsum commission								
																			All period amount (\$6,800.00) from (>=) \$5,000.00 to (<) \$10,000.00, get 12%		\$816.00						
																						Total commission for Sandy Lam (SL) - SL :				\$816.00	

Commission for Sandy Lam (SL) is now \$816, 12% of the \$6800 lumpsum, since according to the rule, \$6800 is between \$5000 and \$10000.

4. Lumpsum commission rule – more than

This commission rule will be applied to the lumpsum amount.

Start date: Nov - 2018

Agent get commission period: All period Specified period (1st time within time Afterwards)

Use lumpsum calculate agent commission: All payment include selected items All payment not include selected items

Agent commission rate: Any amount get %

Different items have different agent commission rate:

Lumpsum calculate amount: Below (<) \$ get % From (>=) \$ to (<) \$ get % Above (>=) \$ 10000 get 16 %

Include items:

Click Submit to finish adding the commission rule.

Select the agent commission rule. Here, 16% commission for any lumpsum more than \$10000 is selected.

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Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st purchase amount	Non treatment purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark		
Sandy Lam (SL) - SL																											
CWB	PSI-00172	20-Nov-2018	WeM-00036HK				5-Sep-2018	T01	透視真眼強效保潔護理 - 面部	1	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	1		\$2,500.00	\$2,500.00			bar	\$0.00	---	---		
CWB	PSI-00173	20-Nov-2018	WeM-00036HK				5-Sep-2018	T02	抗衰全過程再生護理 - 面部	1	\$2,300.00	\$0.00	\$2,300.00	\$2,300.00	\$2,300.00	1		\$2,300.00	\$2,300.00			bar	\$0.00	---	---		
CWB	PSI-00174	21-Nov-2018	WeM-00036HK				5-Sep-2018	ET01	Eye Treatment A	2	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	2		\$2,000.00	\$2,000.00			bar	\$0.00	---	---		
CWB	PSI-00175	21-Nov-2018	WeM-00036HK				5-Sep-2018	ET02	Eye Treatment B	5	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	5		\$5,000.00	\$5,000.00			bar	\$0.00	---	---		
											Subtotal :	\$11,800.00	\$0.00	\$11,800.00	\$0.00	\$11,800.00			\$11,800.00	\$11,800.00				\$0.00			
																			Lumpsum commission								
																			All period amount (\$11,800.00) above (>=) \$10,000.00, get 16%		\$1,888.00						
																						Total commission for Sandy Lam (SL) - SL :				\$1,888.00	

Commission for Sandy Lam (SL) is now \$1888, 16% of the \$10000 lumpsum, since according to the rule, \$11800 is greater than \$10000.

Include / Exclude item from commission rules

Users have the option to:

- 1) exclude specific items that are within the commission rules, and
- 2) include specific items that are not within the commission rules

1. Exclude items

In this example, we are trying to exclude the treatment T01 from the commission rule 'above >= \$20000 get 15%'.

Lumpsum commission setup list					
Start date	Agent get commission period	Use lumpsum calculate agent commission	Agent commission rate	Different items have different agent commission rate	Action
Nov-2018	All period	All payment not include selected items	from (>=) \$10000 to (<) \$20000 get 10%	No selected item	Edit Delete
Nov-2018	All period	All payment not include selected items	above (>=) \$20000 get 15%	Selected item View	Edit Delete
Oct-2018	All period	All payment not include selected items	below (<) \$10000 get 5%	No selected item	Edit Delete

Edit lumpsum commission setup

Start date: Nov - 2018

Agent get commission period: All period Specified period (1st time within time Afterwards)

Use lumpsum calculate agent commission: All payment include selected items All payment not include selected items

Agent commission rate: Any amount get %

Different items have different agent commission rate: [Setup](#)

Lumpsum calculate amount: Below (<) \$ get % From (>=) \$ to (<) \$ get % Above (>=) \$20000 get 15%

Include items: [Setup](#)

[Submit](#) [Reset](#) [Cancel](#) [Close](#)

Click <Edit>.

Make sure 'All payment not include selected items' is selected.

Click <Setup> under 'Include items'.

Search for the item 'T01'.

Code, name and category keyword: T01 Input keyword and press [Enter] will filter following list [Press here to display selected item](#) Item count: 3

Item list					
Item nature	Item code	Item name	Item category	Selected item	
Treatment	T01	透明質酸強效保濕療程 - 面部	General Treatment	<input checked="" type="checkbox"/>	Press here to select all item Press here to remove all item
Flexi Treatment	EFT01	Eye Flexi Treatment A		<input type="checkbox"/>	
Treatment	ET01	Eye Treatment A	Eye Treatment	<input type="checkbox"/>	

Select the treatment item T01.

Click <Close> and then <Submit>.

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Invoice shop no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st treatment purchase amount	Non purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark
CWB	12-Nov-2018	PSI-00167	WeM-00007 Mei			7-Sep-2013	T01	透明質酸強效保濕療程 - 面部	10	\$25,000.00	\$0.00	\$25,000.00		\$25,000.00			\$25,000.00	\$25,000.00				\$0.00		
										Subtotal :	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00			\$25,000.00	\$25,000.00				\$0.00	
																						Total commission for Cindy Ho (CH) - CH :	\$0.00	

Even when the lumpsum amount meets the commission criteria (above \$20000 get 15%), T01 is not included in commission calculation.

2. Include items

In this example, we are trying to include only the treatment ET01 into the commission rule 'above (>=) \$2000 get 10%'.

Lumpsum commission setup list						
Start date	Agent get commission period	Use lumpsum calculate agent commission	Agent commission rate	Different items have different agent commission rate	Action	
Oct-2018	All period	All payment include selected items	above (>=) \$2000 get 10%	No selected item	Edit	Delete

Edit lumpsum commission setup	
Start date	Oct 2018
Agent get commission period	<input checked="" type="radio"/> All period <input type="radio"/> Specified period (<input checked="" type="radio"/> 1st time <input type="radio"/> within time <input type="radio"/> Afterwards)
Use lumpsum calculate agent commission	<input checked="" type="radio"/> All payment include selected items <input type="radio"/> All payment not include selected items
Agent commission rate	<input type="radio"/> Any amount get %
Different items have different agent commission rate	Setup
Lumpsum calculate amount	<input type="radio"/> Below (<) \$ get % <input type="radio"/> From (>=) \$ to (<) \$ get % <input checked="" type="radio"/> Above (>=) \$ 2000 get 10 %
Include items	Setup

Submit Reset Cancel Close

Click <Edit>.

Make sure 'All payment include selected items' is selected.

Click <Setup> under 'Include items'.

Search for the item 'T01'.

Code, name and category keyword ET01 Input keyword and press [Enter] will filter following list [Press here to display selected item >](#) Item count : 1

Item list				
Item nature	Item code	Item name	Item category	Selected item
Treatment	ET01	Eye Treatment A	Eye Treatment	<input checked="" type="checkbox"/>

Click <Close> and then <Submit>.

Select the treatment item T01.

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Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st treatment purchase amount	Non purchase amount	Treatment purchase amount	Remaining treatment balance done date	First payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission	Status	Remark
Janice Lam (JL) - JL																								
CWB	PSI-00178	28-Nov-2018	WeM-00015	Mac Lam			26-Sep-2013	ET01	Eye Treatment A	3	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00		3	\$3,000.00	\$3,000.00			.bar	\$0.00	---	---
CWB	PSI-00179	28-Nov-2018	WeM-00015	Mac Lam			26-Sep-2013	ET02	Eye Treatment B	2	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00		2	\$2,000.00	\$2,000.00			.bar	\$0.00	---	---
Subtotal :											\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00			\$5,000.00	\$5,000.00					
Lumpsum commission																								
All period, include selected items amount (\$5,000.00) above (>=) \$2,000.00, get 10%																								
\$300.00																								
Total commission for Janice Lam (JL) - JL : \$300.00																								

Here, the lumpsum amount totaled \$5000, which consists of ET01 (\$3000) and ET02 (\$2000).

Since we have only included ET01 in the commission rule, only ET01 is used for commission calculation (\$3000 x 10%), instead of the whole lumpsum (\$5000).

Subordinate Commission Setup

1. Setup the agent ladder

Go to Agent > Commission > List

Agent List New Report

Code and name keyword Input keyword and press [Enter] will filter following list Agent count : 10

Agent list						
Agent code	Agent name	Organization	Directly under	Map heard about company channel	Last updated	Action
CH	Cindy Ho		Sandy Lam (SL)	CH	13-Nov-2018 11:00 Ivy Lee (beauty)	Edit
DH	Danny Ho		Cindy Ho (CH)	DH	26-Nov-2018 12:07 Ivy Lee (beauty)	Edit
EW	Emily Wong		Danny Ho (DH)	EW	26-Nov-2018 12:51 Ivy Lee (beauty)	Edit
FC	Fiona Chan		Emily Wong (EW)	FC	19-Nov-2018 10:04 Ivy Lee (beauty)	Edit
GN	Grace Ng		Fiona Chan (FC)	GN	19-Nov-2018 10:05 Ivy Lee (beauty)	Edit
HC	Hazel Chan		Grace Ng (GN)	HC	19-Nov-2018 10:05 Ivy Lee (beauty)	Edit
IL	Iris Lam		Hazel Chan (HC)	IL	19-Nov-2018 17:22 Ivy Lee (beauty)	Edit
JL	Janice Lam		Iris Lam (IL)	JL	28-Nov-2018 16:42 Ivy Lee (beauty)	Edit
MH	Mary Ho		Own	MH	27-Nov-2018 14:45 Ivy Lee (beauty)	Edit
SL	Sandy Lam		Mary Ho (MH)	SL	27-Nov-2018 16:35 Ivy Lee (beauty)	Edit

Click on the Agent name

Back | View | **Edit** | Sub agent list | Member list

Click <Edit>

Agent Report

Edit agent

Agent information

Agent code:

Agent name:

Agent email:

Organization: [New](#)

Directly under:

Map heard about company channel (Member select this heard about company channel represent member using this agent): [New](#)

Payment information

Payment by: Cheque Bank transfer

Cheque payee: (Maximum 250 characters)

Bank name: (Maximum 250 characters)

Bank account no: (Maximum 250 characters)

Bank account name: (Maximum 250 characters)

Commission rules

Lumpsum commission setup: [Setup](#)

Override subordinate commission setup: [Setup](#)

[Submit](#) [Reset](#)

Select the agent to be directly under of. In this example, Sandy Lam will be directly under Mary Ho.

Click <Submit>

Repeat on different agents to complete the setup.

Agent List New Report

Code and name keyword Input keyword and press [Enter] will filter following list

Agent list						
Agent code	Agent name	Organization	Directly under	Map heard about company channel	Last updated	Action
CH	Cindy Ho		Sandy Lam (SL)	CH	13-Nov-2018 11:00 Ivy Lee (beauty)	Edit
DH	Danny Ho		Cindy Ho (CH)	DH	26-Nov-2018 12:07 Ivy Lee (beauty)	Edit
MH	Mary Ho		Own	MH	27-Nov-2018 14:45 Ivy Lee (beauty)	Edit
SL	Sandy Lam		Mary Ho (MH)	SL	27-Nov-2018 16:35 Ivy Lee (beauty)	Edit

In this example, the agent ladder is: Mary Ho > Sandy Lam > Cindy Ho > Danny Ho

2. Setup Subordinate commission rules

Agent

List New Report

Code and name keyword Input keyword and press [Enter] will filter following list

Agent list						
Agent code	Agent name	Organization	Directly under	Map heard about company channel	Last updated	Action
CH	Cindy Ho		Sandy Lam (SL)	CH	13-Nov-2018 11:00 Ivy Lee (beauty)	Edit
DH	Danny Ho		Cindy Ho (CH)	DH	26-Nov-2018 12:07 Ivy Lee (beauty)	Edit
MH	Mary Ho		Own	MH	27-Nov-2018 14:45 Ivy Lee (beauty)	Edit
SL	Sandy Lam		Mary Ho (MH)	SL	27-Nov-2018 16:35 Ivy Lee (beauty)	Edit

Click the agent name, <Mary Ho> in this example.

Back | View | **Edit** | Sub agent list | Member list

Click <Edit>

In this example, we will let Mary Ho, leader of 3 subordinates, receive **1% commission** from all 3 of them, when she has made more than \$0 sales in the month.

Click <Setup> under Override subordinate commission setup

Agent

List New Report

Override subordinate commission setup list			
Start date	Get override subordinate commission conditions	Commission override	Action
Nil setup			

New override subordinate commission setup	
Start date	Nov - 2018
Get override subordinate commission conditions	Own sales > \$ 0
Commission override	Subordinate first Level/s : (Nil setup) Setup Subordinate second Level/s : (Nil setup) Setup Subordinate third Level/s : (Nil setup) Setup Subordinate fourth Level/s : (Nil setup) Setup Subordinate fifth Level/s : (Nil setup) Setup Subordinate sixth Level/s : (Nil setup) Setup Subordinate seventh Level/s : (Nil setup) Setup Subordinate eighth Level/s : (Nil setup) Setup Subordinate ninth Level/s : (Nil setup) Setup Subordinate tenth Level/s : (Nil setup) Setup

Click <Setup> under Subordinate first levels

Select the criteria for the commission. Here, Mary needs her sales above \$0 in the month to receive commissions from her subordinates.

Submit Reset Close

New lumpsum commission setup (Subordinate first Level/s)	
Start date	Nov-2018
Agent get commission period	<input checked="" type="radio"/> All period <input type="radio"/> Specified period (<input checked="" type="radio"/> 1st time <input type="radio"/> within time <input type="radio"/> Afterwards)
Use lumpsum calculate agent commission	<input type="radio"/> All payment include selected items <input checked="" type="radio"/> All payment not include selected items
Agent commission rate	<input checked="" type="radio"/> Any amount get 1 %
Different items have different agent commission rate	Setup
Lumpsum calculate amount	<input type="radio"/> Below (<) \$ <input type="text"/> get <input type="text"/> % <input type="radio"/> From (>=) \$ <input type="text"/> to (<) \$ <input type="text"/> get <input type="text"/> % <input type="radio"/> Above (>=) \$ <input type="text"/> get <input type="text"/> %
Include items	Setup

Input 1%, since Mary is getting 1% commission of her subordinate sales.

Submit Reset Close

Click <Submit> and then <Close>

New override subordinate commission setup

Start date: Oct - 2018

Get override subordinate commission conditions: Own sales > \$ 0

Commission override:

- Subordinate first Level/s : (Have setup) [Setup](#)
- Subordinate second Level/s : (Have setup) [Setup](#)
- Subordinate third Level/s : (Have setup) [Setup](#)
- Subordinate forth Level/s : (Nil setup) [Setup](#)
- Subordinate fifth Level/s : (Nil setup) [Setup](#)
- Subordinate sixth Level/s : (Nil setup) [Setup](#)
- Subordinate seventh Level/s : (Nil setup) [Setup](#)
- Subordinate eighth Level/s : (Nil setup) [Setup](#)
- Subordinate ninth Level/s : (Nil setup) [Setup](#)
- Subordinate tenth Level/s : (Nil setup) [Setup](#)

Repeat the steps for the following levels. The levels with commission rules should show 'Have setup'.

[Submit](#) [Reset](#) [Close](#)

Click <Submit> to complete setting up subordinate commission rules.

Agent: [List](#) [New](#) [Report](#)

Override subordinate commission setup list

Start date	Get override subordinate commission conditions	Commission override	Action
Oct-2018	Own sales > \$0	Subordinate first Level/s View Subordinate second Level/s View Subordinate third Level/s View	Edit Copy Delete

The new subordinate commission rules can be viewed by clicking <View>.

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Print On : 30-Nov-2018
Prepared by : beauty
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Organization : All Agent : Mary Ho Invoice shop : All
 Invoice date / Payment date : 1-Nov-2018 to 30-Nov-2018 Invoice no : All to All Member code : All to All

Invoice shop	Invoice no	Invoice date	Member code	Member name	Referred by member code	Referred by member name	Join date	Item code	Item name	Quantity	Item purchase amount	1st purchase amount	Non 1st purchase amount	Non treatment purchase amount	Treatment purchase amount	Remaining balance	First treatment done date	Payment amount	Lumpsum calculate amount	Payment no	Payment date	Agent %	Agent commission
CWB	PSI-00168	19-Nov-2018	WeM-00012	Ray Man			17-Sep-2013	ET01	Eye Treatment A	1	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00				\$1,000.00	\$1,000.00			,bar	\$0.00
Subtotal :											\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00				\$1,000.00	\$1,000.00			\$0.00

Lumpsum commission

All period, all items amount (**\$1,000.00**) below (<) \$5,000.00, get 5% **\$50.00**

Get override subordinate commission, own sales (\$1,000.00) > \$0.00

Subordinate Sandy Lam sales (\$35,700.00), get \$357.00 **\$357.00**

Subordinate Sandy Lam > Cindy Ho sales (\$25,000.00), get \$250.00 **\$250.00**

Subordinate Sandy Lam > Cindy Ho > Danny Ho sales (\$5,000.00), get \$50.00 **\$50.00**

Total commission for Mary Ho (MH) - MH : \$707.00

Mary Ho is now able to get 1% commission for sales generated by her 3 subordinates.