Comission Inbox

Module Guide: Commission Inbox

Module Location

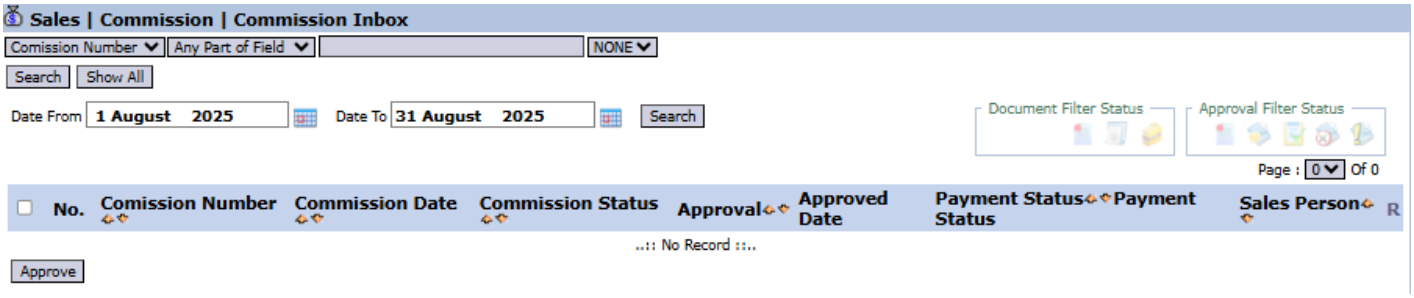
Sales > Commission > Commission Inbox

Module Objective

The **Commission Inbox** module serves as the approval center for all commission calculation documents that have been created and submitted. This module is used by a manager or an authorized leader to conduct a final review and provide approval before the commission can be processed further for payment.

1. Main View (Commission List)

The main page of this module is an "inbox" that displays all commission documents requiring your action.



View Explanation & Filters

This page provides a summary of all commission calculations that are awaiting approval.

- **Filters**: You can search for a specific commission document by **Commission Number** or a date range (**Date From / Date**

To).

- **Request List**: The table below will display all commission documents awaiting action. The table currently shows "...No Record...".

Column Explanation

- **Commission Number**: The unique number of the submitted commission calculation document.
- **Commission Date**: The date the commission document was created.
- **Commission Status / Approval**: Icons that indicate the document's status and the approval process status.
- **Payment Status**: Shows the payment status of the commission.
- **Sales Person**: The name of the salesperson whose commission is being processed.

Button Functions

- **Approve**: The main action button to approve one or more selected commission calculations.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Commission Inbox** module to see the list of commission calculations that require approval.

Step 2: Review the Commission Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the details of the invoices used as the basis for the calculation and the percentage that was used.

Step 3: Provide Approval

After you have reviewed and are certain about the submitted commission calculation:

1. Return to the main **Inbox** page.
2. Check the box in the leftmost column for one or more commission rows you wish to approve.
3. Click the **Approve** button located in the bottom-left section of the page to process the approval.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a sales admin) creates a calculation in the **Commission** module and clicks **Confirm**.
2. **Entering the Queue**: The confirmed commission calculation automatically enters the queue in this **Commission Inbox** module.
3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Payment Process**: After approval, the commission document becomes the valid basis for the **Finance team to process the commission payment** to the salesperson. The status in the **Payment Status** column will be updated after the payment is made.

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