

Commission 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.

The screenshot shows the 'Sales | Commission | Commission Inbox' interface. It includes a search bar for 'Commission Number' with a dropdown menu set to 'Any Part of Field' and a 'NONE' filter. There are 'Search' and 'Show All' buttons. Below the search bar, there are date range filters: 'Date From' set to '1 August 2025' and 'Date To' set to '31 August 2025', both with calendar icons and a 'Search' button. On the right, there are 'Document Filter Status' and 'Approval Filter Status' sections with icons. At the bottom right, it says 'Page: 0 Of 0'. The main table has the following columns: 'No.', 'Commission Number', 'Commission Date', 'Commission Status', 'Approval', 'Approved Date', 'Payment Status', 'Payment', and 'Sales Person'. The table currently displays '...: No Record :...'. There is an 'Approve' button at the bottom left of the table area.

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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