

Working with Commission

If you are not yet aware of the price your contractor charges.

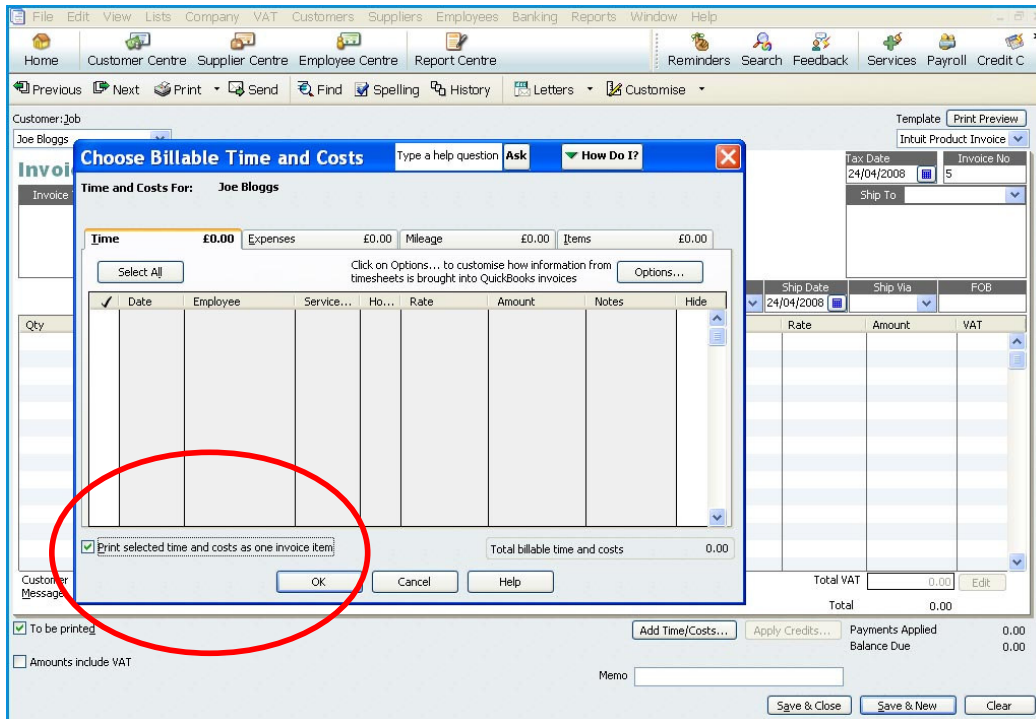
1. Add a 'Commission Income account' to your chart of accounts.
2. When entering bill of goods/services purchased from a supplier indicate on the bill that this is a billable service. To do this select the customer you will be billing in the 'Customer: Job' column.

The screenshot shows the 'Bill' entry form in a software application. The form includes fields for Supplier (China Teas), Address (101 Neal Street, London, N21 7UJ), Date (24/04/2008), Ref. No., Amount Due (4.11), and Bill Due (24/05/2008). Below the form, there is a table for Expenses with columns for Account, VAT, Amount, and Memo. The 'Customer: Job' column is highlighted in red, and a dropdown menu is open showing options like 'Joe Bloggs', 'mum', and 'Phil'.

3. The next time you call up that customer QB you will be reminded that the customer has billable time outstanding, and to click on the 'Select the outstanding billable time and costs to add to this invoice?' button to record this in the invoice.

The screenshot shows the 'Billable Time/Costs' dialog box in a software application. The dialog box contains the following text: 'The customer or job you've selected has outstanding billable time and/or costs. Do you want to:'. There are two radio buttons: 'Select the outstanding billable time and costs to add to this invoice?' (which is selected) and 'Exclude outstanding billable time and costs at this time? (You may add these later by clicking the Add Time/Costs button at the bottom of the invoice.)'. There is also a checkbox for 'Save this as a preference.' and 'OK' and 'Help' buttons. The background shows the invoice entry form with fields for Tax Date (24/04/2008), Invoice No (3), and Ship To.

4. Select the correct bill by highlighting it and ticking next to that bill line.



5. If you select to 'print the time and costs as one invoice item'. The commission won't show on the customer invoice.
6. The Description line will print on the invoice. You may wish to change this line to indicate the service sold rather than 'Total reimbursed Expenses'. If so edit it at this stage and then Print, Save and Close.
7. To see your commission earned select from the reports section 'Jobs time and mileage' and then Profit and loss by job

Select the appropriate date range and you will see 'commission on reimbursed expenses'

Note: This is an income account category and can be edited in name to be more recognisable to you.