Sales Commission Report in Aspire

The Sales Commission Report in Aspire helps track commission payments based on sales performance. This report is essential for accounts receivable to determine unpaid amounts, payment dates, and commission eligibility. Follow the steps below to generate and export the report.

Steps to Generate the Sales Commission Report

1. Login to Aspire Dashboard then Go to Reports and Select Standard Reports

- Log in to Aspire.
- Navigate to the dashboard.
- Click on the "Reports" section.
- Select "Standard Reports" from the list.



2. Click on Sales Commission

• Find and select "Sales Commission" from the available reports.

aspire	Reports		•		
Ouick Monu	FAVORITES STANDARD REPORTS				
Q Search Aspire	Accounting	Executive	Sales		
 Activities Calondar 	End of Month Shows the revenue and expense transactions for the month in a format to create the monthly journal entities to true up the P&L in the accounting system.	Completed Work Profit and Loss Shows actual to budget numbers in a P&L format for completed Work Tickets.	Auto Expense A tist of auto expenses		
Contacts	Revenue Over Under A report that compares invoiced revenue to earned revenue	Invoice Revenue to Costs A report that compares invoiced revenue to actual costs	Contract Renewals A report that shows contracts that can be renewed.		
Properties Opportunities Scheduling	Sales Commission A report that shows gales commissions.	Profit and Loss Shows revenue and expense transactions for the specified time period in a P8J, format.	Opportunity Service A list of all properties, opportunities and services.		
Work Tickets Reports	Tax Entity Tax Entity Report.	Profit and Loss Monthly Shows revenue and expense transactions for the specified time period in a P&L format.	Sales Plvot Table Shows all opportunities.		
Invoicing	Administration	Profit and Loss Tickets Shows Tickets that relate to revenue and expense transactions for the specified time period.	Site Audits A report that shows information on Site Audits.		
8 8 Equipment	A/R Aging Account Receivables Aging Report.	Rolling Budget Rolling Budget Report.			
	A/R Aging List Account Receivables list of invoices with associated payments and credit memos.	Production			
	A/R Aging Report Detail	Construction WIP Adjustments	*******		

3. Sort and Select Default Search System Then Click on Filter

- Choose the "Default Search System."
- Click on the "Filter" option.

aspire	Reports		5752
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Reports	26	4101 Golf Recurring 11 08	3/01/2020
Purchasing	25	4101 Golf Recurring 12 08 4101 Golf Recurring 13 08	3/01/2020
8 8 Equipment	28	4101 Golf Recurring 14 08 4101 Golf Recurring 15 08	3/01/2020
	10	4101 Golf Recurring 17 08	3/01/2020
	15	4101 Golf Recurring 19 00	3/01/2020
	29	4101 Golf Recurring 20 08	V/01/2020 *

4. Enter Desired Field Name Such as Unpaid Amount And Date Paid Then Select the Duration and Click Apply

- Type in the specific field name, such as "Unpaid Amount."
- Enter the "Date Paid."
- Choose the required time period for the report.
- Apply the selected filters to generate the report.

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6. Click on the Icon Left to Three Dots, Now Click on Three Dots

- Find the small icon located to the left of the three-dot menu and click it.
- Click on the three-dot menu for additional options.

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7. Select Export to Excel All Fields

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• Choose "Export to Excel - All Fields" to download the complete report.

By following these steps, you can efficiently generate and export the Sales Commission Report in Aspire. This report helps in tracking commissions, verifying unpaid amounts, and ensuring accurate payouts based on company policies. Once exported, the data can be reviewed, formatted, and sent for approval before processing payroll.