

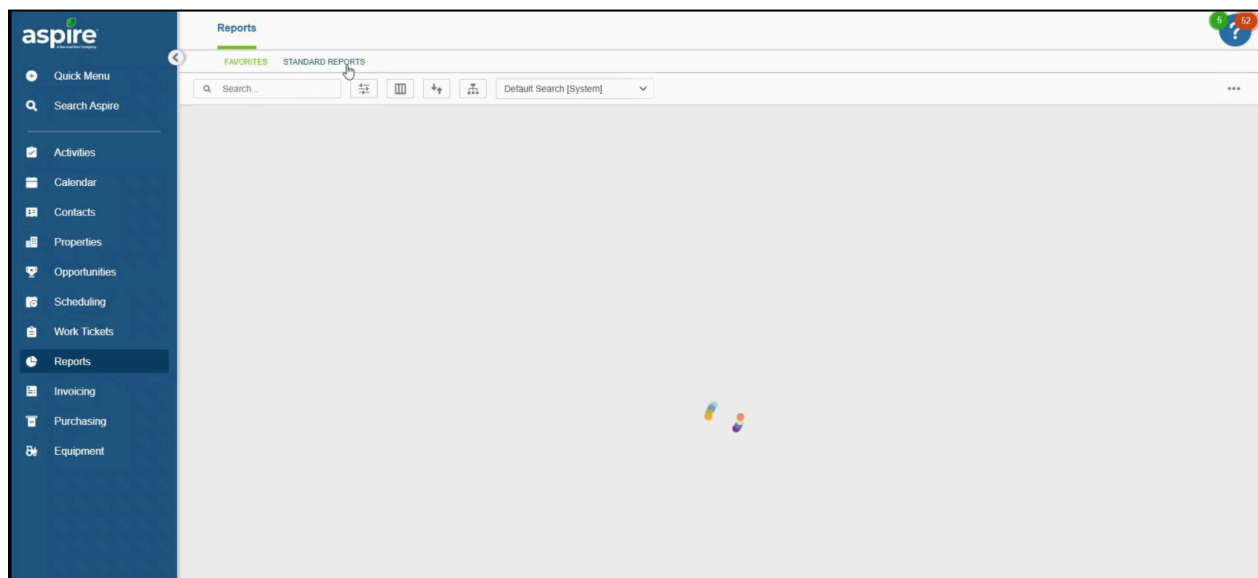
# Sales Commission Report in Aspire

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

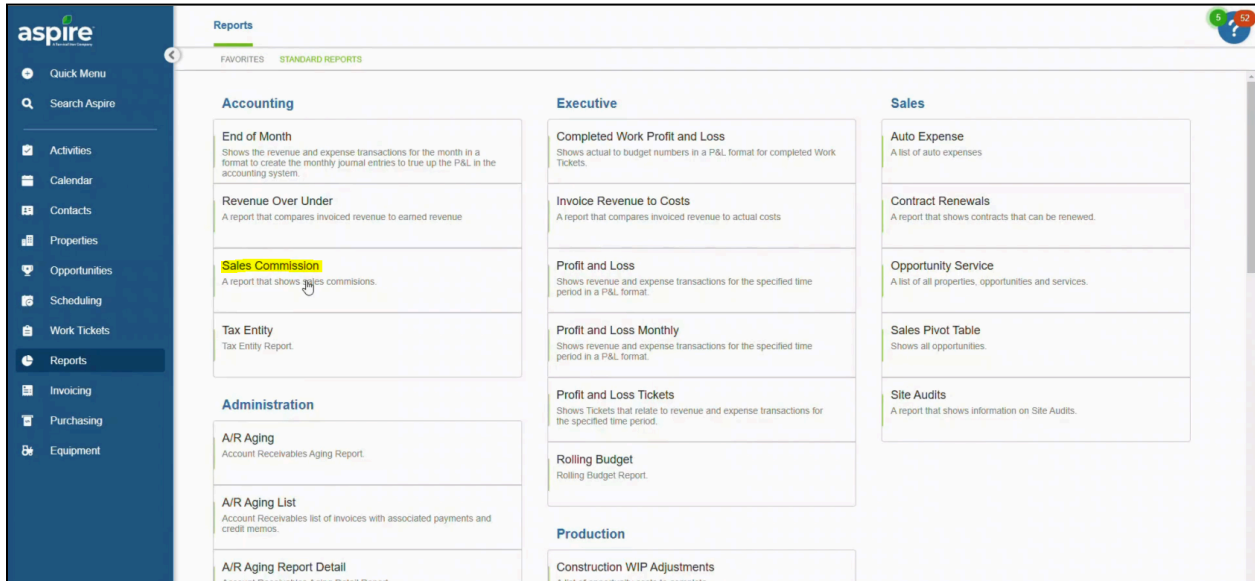
### 1. Login to Aspire Dashboard then Go to Reports and Select Standard Reports

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



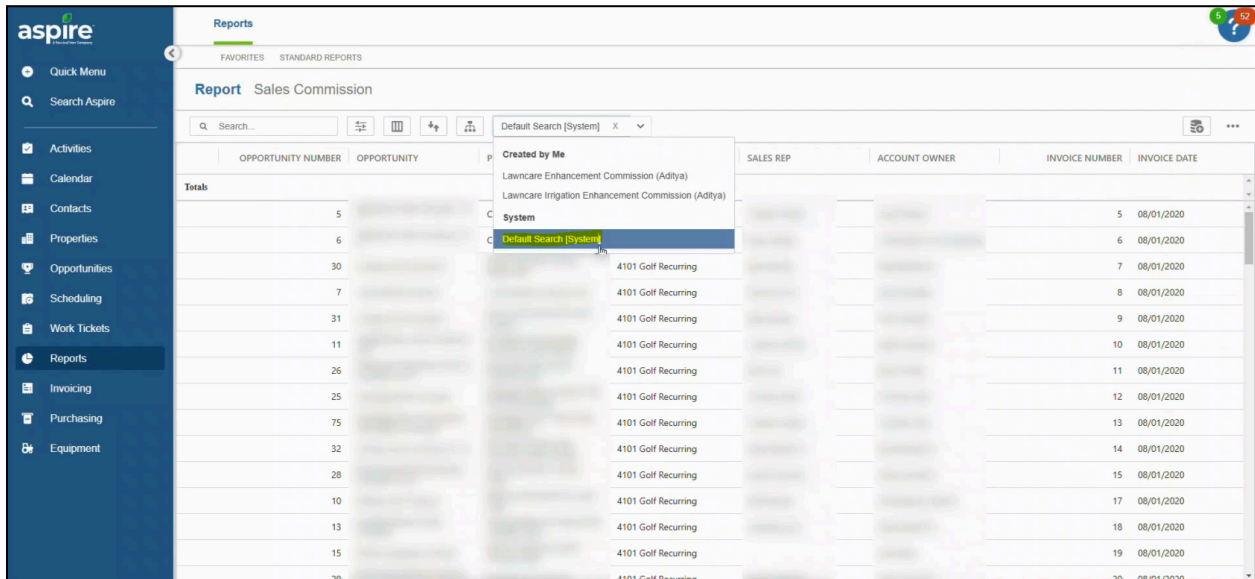
## 2. Click on Sales Commission

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



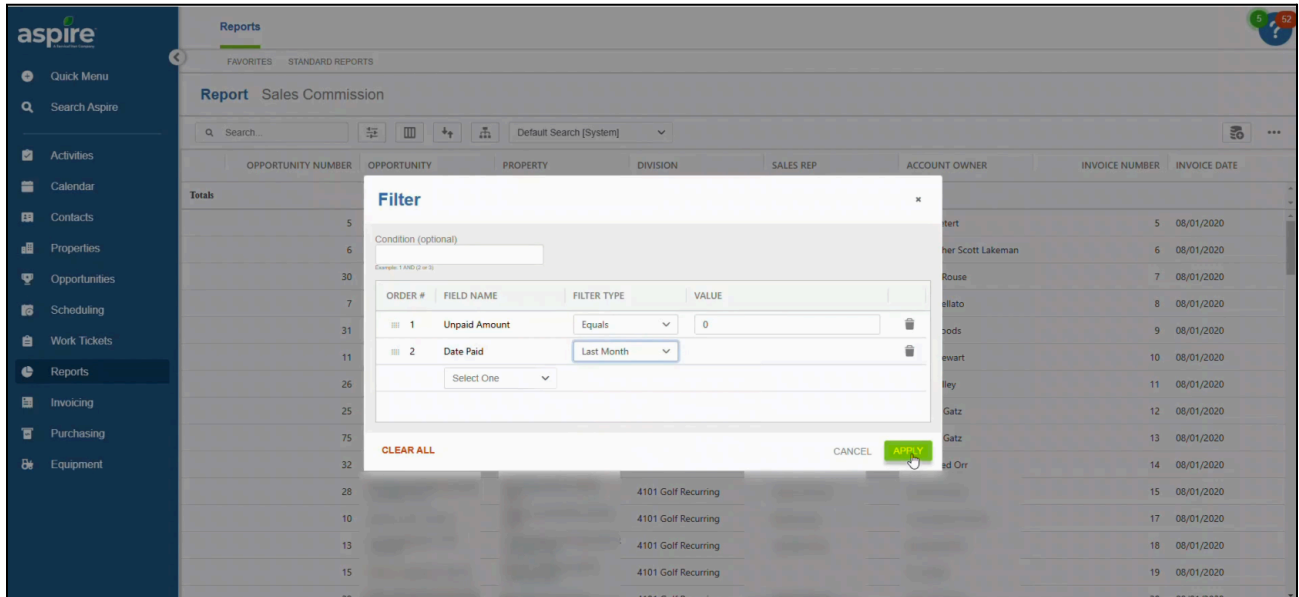
## 3. Sort and Select Default Search System Then Click on Filter

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



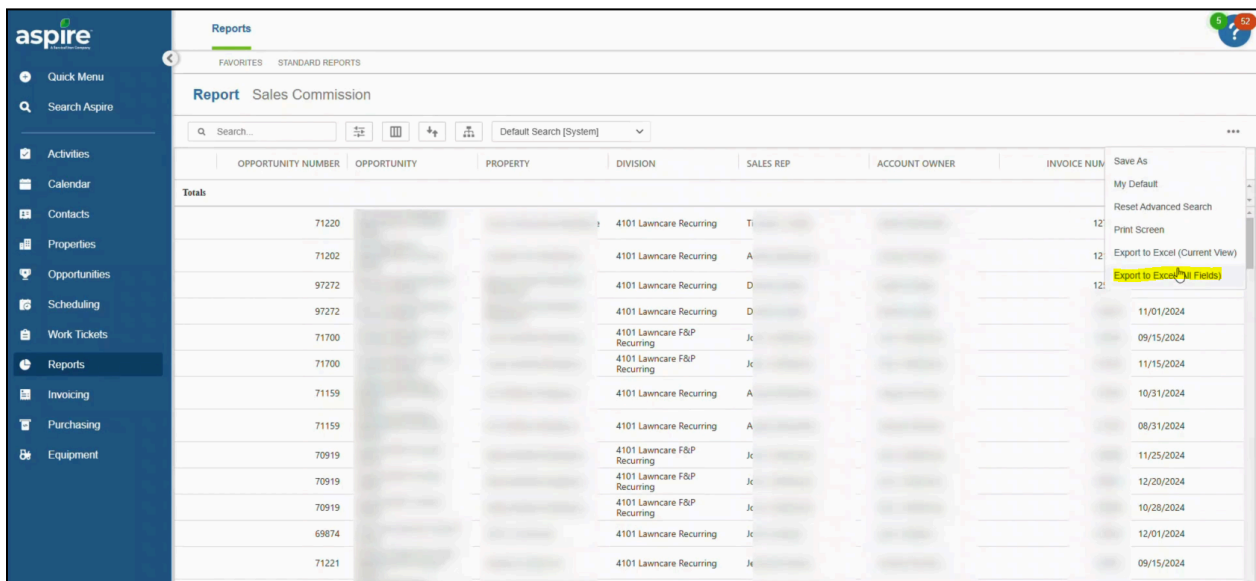
#### 4. Enter Desired Field Name Such as Unpaid Amount And Date Paid Then Select the Duration and Click Apply

- 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.



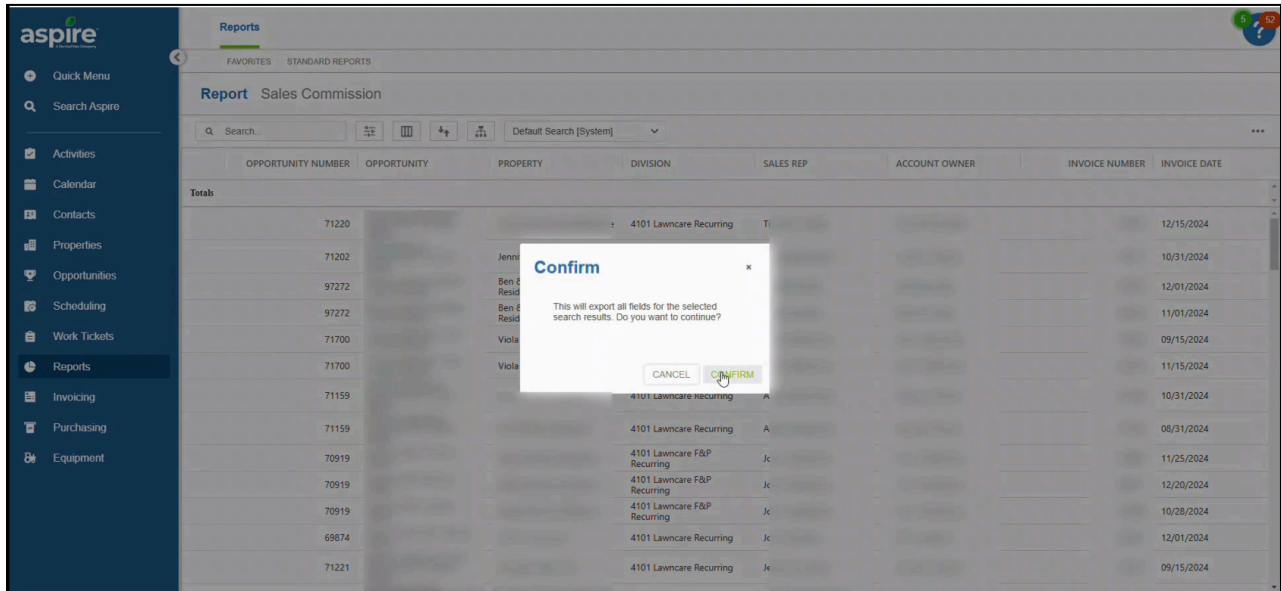
#### 6. Click on the Icon Left to Three Dots, Now Click on Three Dots

- 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.



## 7. Select Export to Excel All Fields

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



The screenshot displays the Aspire software interface. On the left is a dark blue sidebar with navigation options: Quick Menu, Search Aspire, Activities, Calendar, Contacts, Properties, Opportunities, Scheduling, Work Tickets, Reports (highlighted), Invoicing, Purchasing, and Equipment. The main area is titled 'Reports' and 'Sales Commission'. A table lists report entries with columns for Opportunity Number, Opportunity, Property, Division, Sales Rep, Account Owner, Invoice Number, and Invoice Date. A 'Totals' row is at the top. A 'Confirm' dialog box is centered over the table, asking 'This will export all fields for the selected search results. Do you want to continue?' with 'CANCEL' and 'CONFIRM' buttons.

OPPORTUNITY NUMBER	OPPORTUNITY	PROPERTY	DIVISION	SALES REP	ACCOUNT OWNER	INVOICE NUMBER	INVOICE DATE
<b>Totals</b>							
71220			4101 Lawncare Recurring	Ti			12/15/2024
71202	Jenn						10/31/2024
97272	Ben	Resid					12/01/2024
97272	Ben	Resid					11/01/2024
71700	Viola						09/15/2024
71700	Viola						11/15/2024
71159			4101 Lawncare Recurring	A			10/31/2024
71159			4101 Lawncare Recurring	A			08/31/2024
70919			4101 Lawncare F&P Recurring	Jc			11/25/2024
70919			4101 Lawncare F&P Recurring	Jc			12/20/2024
70919			4101 Lawncare F&P Recurring	Jc			10/28/2024
69674			4101 Lawncare Recurring	Jc			12/01/2024
71221			4101 Lawncare Recurring	Jc			09/15/2024

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.