

COMMISSIONSCO: Sales commissions * *



MIGRATION TO A1 FORMAT IN PROGRESS.

Overview

This extension calculates sales commissions over a date range based on sales amounts or quantities sold, according to commission rules defined by tiers.

Settings

Access: Tools→Application settings→Extension settings→Sales commissions

The screenshot shows a software window titled "Additional parameters" with a sub-header "Extension Commissions Commerciales" and version "3.A1.01.01". The settings are organized into several sections:

- Taking amounts into account:** Radio buttons for "Line by line" (selected) and "Totals by category".
- Taking rates into account:** Radio buttons for "per instalment" (selected) and "on the maximum slice".
- Assign commissions to:** A dropdown menu currently set to "Sales manager".
- Print the invoice statement in the packing slip:** A checked checkbox.
- Only take into account invoices that have been paid:** An unchecked checkbox.
- Mail dispatch consignment note:** Two search input fields for "Mail commission" and "Mail non commission", both containing "<unspecified>".
- Copy sender:** An unchecked checkbox.
- Types of families excluded:** A list of checkboxes: "Labour force", "Supply", "Subcontracting", "Costs" (checked), and "Other". A link labeled "Families" is next to "Other".

At the bottom right, there are buttons for "Set commission rates", "Validate" (with a checkmark), and "Close" (with an X).

The **Amounts taken into account** selector allows you to specify how commissions are calculated.

- Either the calculation is performed line by line, in which case, if a sales representative issues an invoice for 100 and an invoice for 200, they will receive the commission corresponding to 100 and the commission corresponding to 200.
- Or the calculation is performed on the totals per category. In this case, if a sales representative issues an invoice for £100 and an invoice for £200, they will receive the commission corresponding to an amount of £300.

The **Rate consideration** selector allows you to specify how commissions are calculated. * Either the commission will be calculated bracket by bracket according to the defined rates (for example, 1000 * 10%, and 1250 * 15% if the sales representative has achieved 2250).

- or the commission is calculated at the maximum bracket rate (e.g. 2,250 * 15% if the sales representative has achieved 2,250 and the next bracket is higher than 2,250).

The **Assign commissions to** combo box allows you to designate the user to whom commissions are assigned, as specified on the invoice. This can be either:

- the sales manager for the invoice
- the technical manager for the invoice
- the creator of the invoice
- the sales manager for the customer

The ad hoc box allows you to choose whether or not to **print the invoice statement in the commission statement**, so that the calculation basis (the list of invoices and credit notes for the period) is printed in the statement.

It is possible to **only take paid invoices into account** when calculating sales commissions.

It is possible to **exclude** certain types of product families. For example, the product family 'Shipping costs', family type 'costs', should not give rise to commission.

If you wish to send commission slips by email, select an accompanying message **Commission email**.

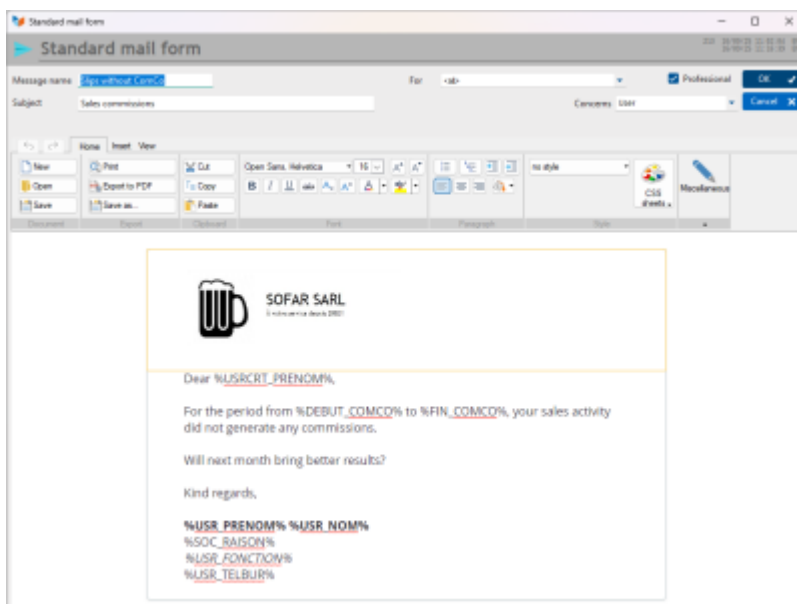
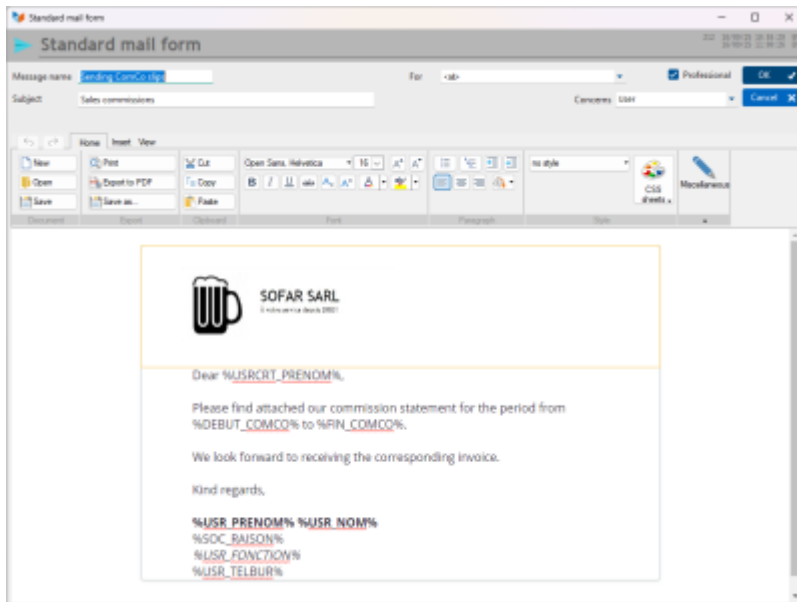
If a period does not generate any commission, you can:

- not send an email, in which case do not select any message type **No commission email**
- send an email indicating that the period did not generate any commission, in which case select a message type **No commission email**.

In these message templates, you can use the keywords available for all messages (%USR_FIRST_NAME% %USR_LAST_NAME%, %SOC_RAISON%, %USR_FONCTION%, %USR_TELBUR%), as well as the following keywords:

- %USRCRT_FIRST_NAME% sales representative's first name
- %USRCRT_LAST_NAME% sales representative's surname
- %START_COMCO% start of commission calculation period
- %END_COMCO% end of commission calculation period.

Below are two examples.



If the **Copy sender** box is checked, a copy of the email will be sent as a BCC to the sender (the logged-in user).

Commission rate settings

The **Set commission rates** button opens the screen below.

Code	Surname	First name	Function	Address	Town	Phone	Email
AA	AMPERE	Ariane	Technicien	88 avenue des ternes	PARIS		
BB	BONCHAMPS	Baptiste	Technicien	88 avenue des ternes	PARIS		
CC	CHAVAGNEUX	Célestin	Technicien	88 avenue des ternes	PARIS		
FF	FROMENTAL	Flavie	Technicien	88 avenue des ternes	PARIS		
EM	MAROLEX	Eléonore	Directeur Général	88 avenue des ternes	PARIS		

Client	Target type prd	Product target	Rule	Type of commission	Rate 1	Limit 1	Rate 2	Limit 2	Rate 3	Limit 3	Rate 4	Limit 4	Rate 5	Limit 5
PHARMACIE LA	<Entire catalogu	<all products>	Pharma Latérale	Turnover ex	10,00	1 000,00	8,00	2 000,00						
<all>	<Entire catalogu	<all products>	General	Turnover ex	5,00	1 000,00	4,00	2 000,00	3,00					

The upper part of this screen shows the users (not archived) declared in Gestan, and the lower part shows the conditions attached to them.

The **Print** button prints the commission sheet for the selected user.

CCO2 report - Commission sheet

The context menus for both tables allow you to duplicate a set of rules or a specific rule.

Commission Rate Sheet

Commission Ariane AMPERE

Client: <all customers> [Search]

Target prd type: <Entire catalogue> [Dropdown]

Product target: <all products> [Search]

Calculation type: % Turnover excluding VAT [Dropdown]

Wording: [Text Field]

Rate	Maximum limit	Rate	Maximum limit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons: Validate ✓, Cancel ✕

You can define commission conditions:

- on a contact
- on a product
- on a product sub-family (if managed)
- on a product family

Commissions are applied in the order of priority above: if the commission rules provide for a percentage for the contact, the product, the sub-family, and the family for the same sale, the contact's percentage will apply.

Si deux règles de commissionnement sont contradictoires, par exemple un taux X pour un client et un taux Y pour le même client, c'est la première lue qui va s'appliquer.

Pour chaque règle de commissionnement, il est possible de préciser par le **type de calcul** si le calcul doit être effectué selon le montant des ventes réalisées, ou selon les quantités vendues.

Le **Libellé** de la règle est facultatif, il permet d'identifier la règle appliquée pour le calcul de la commission.

Il est possible de définir jusqu'à 12 couples de **Taux** de commissionnement et de **borne maximales**.

Exemples

En mode de calcul par tranches

Commission Rate Sheet

Commission Ariane AMPERE

3 12/09/25 14:21:16 EM
19/09/25 11:36:06 EM

Client: PHARMACIE LATERALE (Alan EPROCHEN)

Target prd type: <Entire catalogue>

Product target: <all products>

Calculation type: % Turnover excluding VAT

Wording: Pharma Latérale

Rate	Maximum limit	Rate	Maximum limit
10,00	1 000,00		
8,00	2 000,00		

Ici, le commercial va toucher une commission de vente pour tous les produits vendus à la pharmacie Latérale.

- sur le chiffre d'affaire entre 0 et 1000 (euros), il touchera 10%
- sur le chiffre d'affaire entre 1000 et 2000 (euros), il touchera 8%
- au delà, il ne touchera rien du tout (dernier couple : 0% sur borne max 0)

Commission Rate Sheet

Commission Ariane AMPERE

4 17/09/25 13:38:24 EM
17/09/25 14:17:13 EM

Client:

Target prd type:

Product target:


Calculation type:

Wording:

Rate	Maximum limit	Rate	Maximum limit
5,00	1 000,00		
4,00	2 000,00		
3,00			

Here, the sales representative will receive a sales commission for all products in the catalogue. * On turnover between 0 and 1,000 (euros), they will receive 5%. * On turnover between 1,000 and 2,000 (euros), they will receive 4%.

- Above that, they will receive 3% (last pair: 3% on maximum threshold 0)

 In the example above, the rule applies to all sales.

Commission Rate Sheet

Commission Ariane AMPERE

Creation in progress

Client: <all customers>

Target prd type: <Entire catalogue>

Product target: <all products>

Calculation type: % Turnover excluding VAT

Wording:

Rate	Maximum limit	Rate	Maximum limit
12,00	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

In the example above, the sales representative will receive 12% on the entire catalogue, from the first (euro) or the first (kilo) sold.

Calculation mode based on the maximum bracket

Commission Rate Sheet
— □ ×

Commission Ariane AMPERE

Creation in progress

Client Q

Target prd type ▼

Product target Q

Calculation type ▼

Wording

Validate ✓

Cancel ✕

Rate	Maximum limit	Rate	Maximum limit
<input type="text" value="10,00"/>	<input type="text" value="1 000,00"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="12,00"/>	<input type="text" value="1 500,00"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="14,00"/>	<input type="text" value="2 000,00"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="18,00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Here:

- if the salesperson achieves 800, they will receive $800 * 10\%$
- if they achieve 1700, they will receive $1700 * 12\%$
- if they achieve 3000, they will receive $3000 * 18\%$

How it works

Access: Accounting→Receipts and Disbursement→Sales commissions

The screenshot shows a window titled "Sellers' commissions" with a sub-header "Commission calculation". It contains a table with the following columns: S, Code, Surname, First name, Function, Address, Town, Phone, Email, and Commissions. The table lists five users: AA AMPERE, BB BONCHAMPS, CC CHAVAGNEUX, FF FROMENTAL, and EM MAROLEX. All users have a commission value of 0,00. The "Commissions" column has a blue background. At the bottom, there is a "Period" selector set to "01/01/25 - 31/12/25" and a "Calculate" button.

S	Code	Surname	First name	Function	Address	Town	Phone	Email	Commissions
<input checked="" type="checkbox"/>	AA	AMPERE	Ariane	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	BB	BONCHAMPS	Baptiste	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	CC	CHAVAGNEUX	Célestin	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	FF	FROMENTAL	Flavie	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	EM	MAROLEX	Eléonore	Directeur Général	88 avenue des termes	PARIS			0,00

The screen displays the list of users (not archived) registered in Gestan. Initially, the **Commissions** column is set to zero, with a blue background.

The **period** selector allows you to specify the period for which commissions are to be calculated.

This screenshot shows the same window after the calculation. The "Calculate" button is now disabled and labeled "Calculation completed.". The "Commissions" column now shows a value of 5,00 for user AA AMPERE and 0,00 for the other four users. The "Commissions" column is highlighted in green for the first row.

S	Code	Surname	First name	Function	Address	Town	Phone	Email	Commissions
<input checked="" type="checkbox"/>	AA	AMPERE	Ariane	Technicien	88 avenue des termes	PARIS			5,00
<input checked="" type="checkbox"/>	BB	BONCHAMPS	Baptiste	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	CC	CHAVAGNEUX	Célestin	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	FF	FROMENTAL	Flavie	Technicien	88 avenue des termes	PARIS			0,00
<input checked="" type="checkbox"/>	EM	MAROLEX	Eléonore	Directeur Général	88 avenue des termes	PARIS			0,00

The **Calculate** button starts the calculation and fills in the **Commissions** column with the amount of commissions for the period.

Note: Commissions are calculated based on invoices with the status 'transmitted', 'pending' or 'paid' whose date falls within the selected date range, as well as based on credit notes with the status

calculating the commission.

Versions

Version	Date	Description
3.A1.01.01	25/09/25	Migration to A1 format
3.15.40.03	05/07/23	Addition of a condition for taking into account invoices with settled status
3.15.40.02	09/05/23	Licence availability
3.15.40.01	09/02/23	Gestan 15.40 compliance
3.15.40.00	07/02/23	Added check for presence of PDF file before sending email
3.15.39.14	30/11/22	Added transmission of slips by email
3.15.39.10	19/11/22	Added calculation method based on maximum bracket + consideration of discounts
3.15.39.05	18/11/22	Added commission sheet + commission slip + improved calculation
3.15.39.01	17/11/22	Option to exclude family types + general commission slip report + consideration of composite products + consideration of credit notes
3.15.39.00	12/11/22	First version



Other 'Extensions' articles

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