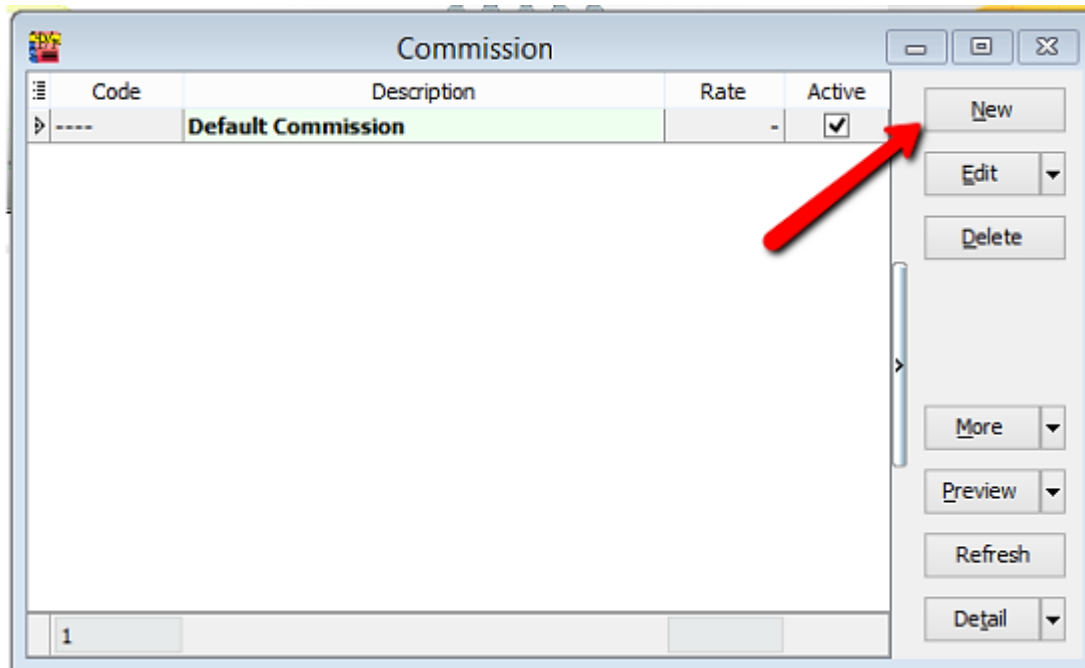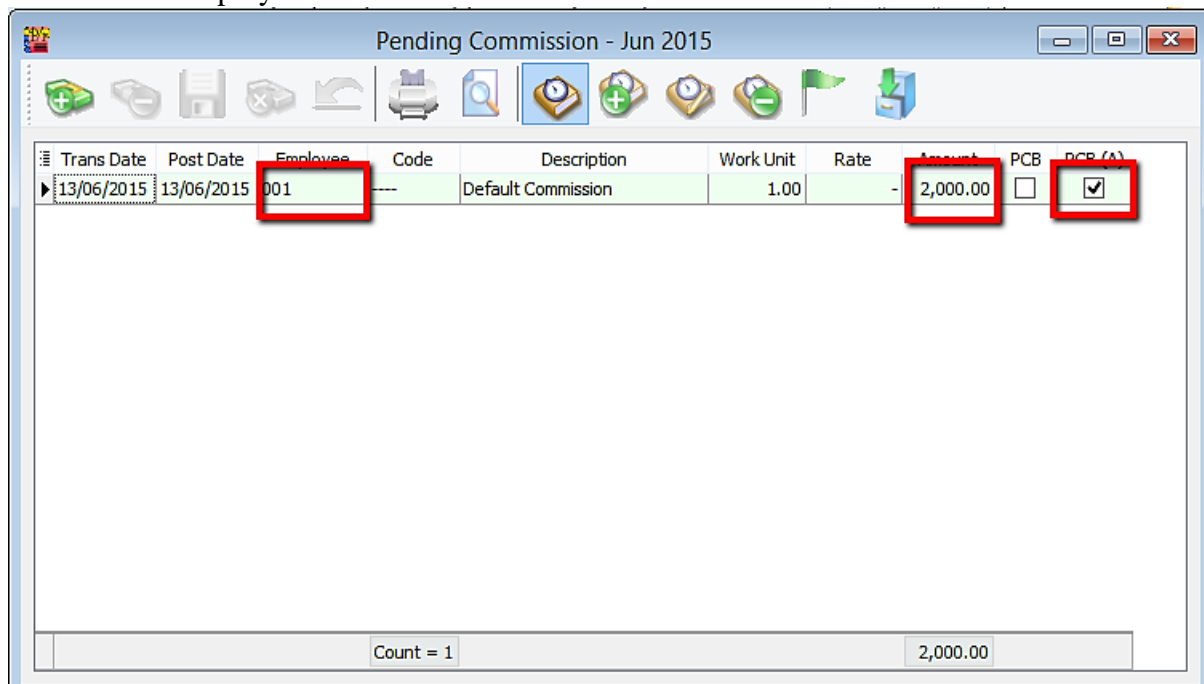## Steps to process Commission

1) Set the commission for employee

   -Payroll/Maintenance/Maintain Commission

   -Create new for a new commission rate

2) Open pending payroll for commission

   -Payroll/Open pending payroll/Commission

   -Insert the employee and amount

3)Process month end

  -Payroll/New payroll/Process

OR

Process Adhoc

 -Tick EPF & PCB & Monthly Fixed Allowance/Pending Payroll

-Tick Commission

4) Double click the employee that you gave commission

5) Refer to commission column

END