Creating Commission Breakdowns

Creating Commission Breakdown forms using the Sales Receipt function in QuickBooks is the next step in processing talent payroll.

To create a Sales Receipt:

1. Enter **Customer Job** (client name, lastname, firstname).
   The "Bill To" section is automatically populated.
2. Enter the **payment date**. This is the cheque issue date.

TIP:
Use the TAB ↹ key to move between fields.

Next, enter payment details:

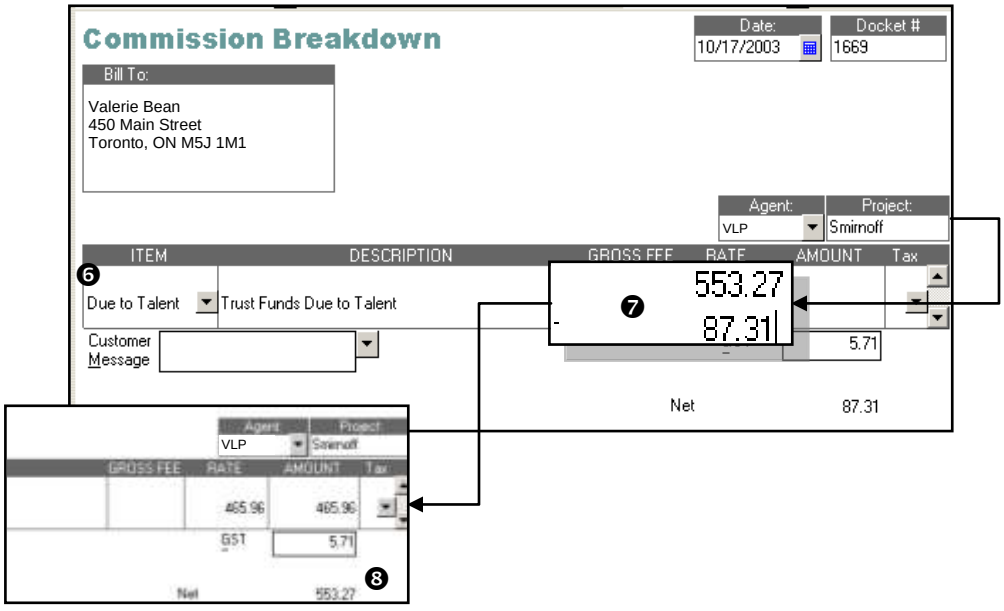
3. Item field: Select **Commission code** from pull-down box.
4. **Description of payment** in prescribed format.
5. **Gross Fee**, per supporting paperwork.

Tab to Item field using the arrow key ↓ to drop to the next line. This leaves a blank line between the payment information and the commission details.

Then, calculate the net amount:

6. In the Item column, type "**Due to Talent**".
7. Enter the **amount of cheque**, **minus** ("-") **Net** amount as displayed.
8. Press the **Tab key** to calculate. The resulting figure must match cheque amount.

9. Click **Save & Next**.



✖ Recoveries

Enter recoveries on the commission breakdown *when service charges apply*.
Recoverable items are deducted at the cheque writing stage.

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