Commissions Accounting and Auditing

Procedure/Function	Where Accomplished	How Accomplished
Gaining Information on Commission Status	Reports	Access Reports. Select COMMISSIONS. Select the Commission Status report you desire (there are many that you may want to experiment with to find the one best suited for your needs). Define a query based on an agent or agency, date range, carrier or administrator, etc. and run your report.
Paying Commissions	Commission Manager and Reports	Access Commission Manager. Single click on POST. Enter the Create payables criteria (date range and minimum posting amounts, etc.). Create the Payable and make sure it looks accurate. When you are ready to POST, single click POST/PRINT CHECKS and the payables file will be posted. Access the Labels and Reports module to print the commission statements. When printing statements, run the query based on the POSTED DATE (the date you actually clicked on the POST/PRINT CHECKS button). This action will print statements for the correct posting to match up with the correct checks.
Entering Received Commissions	Commission Manager	Access Commission Manager and enter the first few letters of the Administrator or Carrier who sent you the commission check. Select the correct Admin. or Carrier and ADD a new transaction. Enter the correct check information then access the PAYMENTS tab to enter the individual allocations. Once all allocations have been entered, double check to make sure that the transaction is balanced then SAVE and either EXIT or enter a new transaction.
Printing Commission Statements	Reports	Access Reports. Select COMMISSIONS. Select the “Paid Comm. By Agent” report (you will normally want to run both Paid Commission reports - less than and greater than 12 transactions - to make sure that all statements are printed). Create a query (or edit your query) and run it based on the POSTED DATE equal to the date you posted the transactions (i.e. the date you actually single clicked on the POST/PRINT CHECKS button found on the commission manager payables screen).
Generating 1099s	Commission Manager	Single click on the 1099 button, enter the correct information and generate the 1099s. Access Labels and Reports to PRINT the 1099s. Choose REPORT and COMMISSIONS. Select the 1099 report and run based on the year for which you wish to print the 1099s.
Locating Owed Commissions	Reports	Access Reports. Choose COMMISSIONS. Setup a query and run it based on the Bill Date/Premium Due Date. You will normally want to run this report with a range of a few months worth of transactions. The policy bill dates that print on the “Commission Not Received Detail” or “Summary” report (the one or two reports you should choose to run) are the payments you have NOT received and are owed.