Create a Commission Agent

How to Create a Commission Agent in Muhasib ERP

Overview

This guide will help you create a commission agent for authorized sales attribution and payment reporting.

Eligible sales can be attributed to the agent; company settings determine commission basis and return treatment.

Who can do this

You need access to Commission Agent Add and any Select Admin/user association permission.

Before you start

Define identity/contact, linked system user if used, status, commission basis/rate, allowed items/sales, returns, and payment account.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Commission Agents.

Create a Commission Agent

Step 1: Choose New Record

Step 2: Enter agent identity/contact details

Step 3: Select a system user only when the agent represents that user

Step 4: Select applicable status and commission configuration

Select needed status and commission settings.

Step 5: Save

Step 6: Assign the agent in a disposable sale through an authorized path

Check your work

Compare and Confirm sale attribution, Commission Agent Selling Report, ledger, return deduction, and payment.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not link an unrelated user.
- Check settings before adjusting calculated commission manually.

Related guides

- Maintain Commission Agent Statuses
- Pay a Commission Agent
- Review the Commission Agent Ledger Report

What to do next

> **Maintain Commission Agent Statuses**.

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