Pay a Commission Agent

How to Pay a Commission Agent in Muhasib ERP

Overview

This guide will help you settle an approved amount owed to a commission agent.

Muhasib records the payout and updates the agent's outstanding commission balance.

Who can do this

You need access to Commission Agent Payment plus agent, account, and source-transaction.

Before you start

Confirm the agent, allowed sales, commission calculation, prior settlements, deductions, amount, payment method/account, and approval.

> 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 Agent Payment.

Pay a Commission Agent

Step 1: Start an agent payment

Step 2: Select the commission agent and settlement period

Step 3: Review eligible commission and previous payments

Review allowed commission and previous payments.

Step 4: Enter approved amount, date, method, paying account, and reference

Step 5: Link source commission entries where supported

Step 6: Save once and retain payment evidence

Check your work

Compare and Confirm the payment to allowed sales, commission report, agent ledger, and cash/bank account.

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

If something goes wrong

- Do not pay from gross sales without validating commission rules.
- Investigate duplicate or excluded sales before overriding totals.

Related guides

- Assign Service Staff or a Commission Agent
- Configure Item Pricing, Discount, Tax, and Commission
- Correct or Reverse a Customer or Agent Transaction

What to do next

> **Assign Service Staff or a Commission Agent**.

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