



TRIPS

# The Commission Manager

How to use the Commission Manager at /commissions to reconcile supplier commissions across every trip: filtering Unpaid vs Received lines, recording a multi-line host deposit, working around a paused Books connection, and unreconciling a line you posted by mistake.

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The Commission Manager (at /commissions) is where you reconcile every supplier commission your agency is owed — one row per invoice line, across all trips, with batch tools for the day the host statement lands.

## What the page shows

Every invoice line with a commission greater than zero shows up here, joined to its trip and primary traveler. Each row carries the supplier, the expected commission date, the gross you billed, and your net share. Two counters at the top right — total gross and your net — move with the filters, so the page doubles as a reporting surface.

### ADVISOR TIP

**Lines without commission do not appear here.** If you forgot to enter a commission rate on an invoice line, fix that on the invoice line first.

## Filtering the list

Two layers stack: the top toggle hard-switches between Unpaid and Received, and the filter bar narrows whichever side you are on.

### Unpaid view

The default — every commission you are still waiting on. Rows show the **Expected** date and a checkbox on the left for batch selection. Use this view to chase late commissions or to assemble a deposit.

### Received view

Every line already marked received. Rows show the **Received** date and a small undo arrow on the right. Use this view to audit past deposits or to unreconcile a mistake.

- **Search** — trip name, line description, supplier name, or invoice number.

- **Expected date — from / to** — filters on the line's expected commission date. Either end is optional.
- **Booking date — from / to** — same idea but for when the line was originally booked. Useful when a host pays on a 90-day lag.
- Hit **Apply** to filter, or **Clear** to drop every filter except the top toggle.

## Recording a received commission

Marking commission received happens in batches — built around the common reality of a host sending one deposit covering six or eight trips that you want landing in Books as one line, not eight.

1. On the **Unpaid** view, tick the checkbox next to every line covered by the deposit. A blue selection bar pins to the top showing your running gross + net totals.
2. Click **Record deposit**. A modal opens titled **Record commission deposit** with four inputs:
  3. ◦ **Deposit date** — required. The date the host actually paid you.
  - **Reference #** — optional. The host's statement number, carried through to Books.
  - **Memo** — optional. Shows as the description on the Books entry.
  - **Notes** — optional. Internal context kept with the deposit.
4. The modal lists every line in the deposit with its traveler, trip, net amount, and gross-times-share math, with a grand total at the bottom.
5. Click **Confirm deposit**. Each line is marked received, an audit record is logged, and the batch posts to Books as a single multi-line deposit.

### ADVISOR TIP

**You can record deposits without Books.** If Books is not connected, the modal still works — it records the receipt locally and shows *"Recording locally only — Books isn't connected"* under the line list. Your Trips totals stay accurate.

## When Books is paused

"Paused" is a different state from "not connected" — Books is configured, but you have temporarily paused it, usually while entering historical data by hand. When paused, the Commission Manager shows an amber banner across the top:

### IMPORTANT

**Books integration is paused.** Commissions you mark received will not post to Books.

Recording a deposit still works — the receipt is logged in Trips and the lines move from Unpaid to Received. The Books side stays untouched until you flip the pause off in **Settings** → **Books integration**. The banner links straight there.

## Undoing a received line

Mistakes happen — you ticked the wrong line, or the host clawed back a commission. The fix lives in the Received view.

1. Switch the top toggle to **Received** and find the row. A small undo arrow sits at the right, next to the green **Received** pill.
2. Click it. A confirmation dialog asks *"Unreconcile this commission?"* If the line was already posted to Books, the dialog warns that the matching Books deposit will be deleted automatically.
3. Confirm. The line clears its received status and reappears in the Unpaid view, ready to be reconciled again.

### ADVISOR TIP

**Unreconciling is per-line, not a deposit reversal.** If Books refuses the delete (because the entry has already been reconciled on the bank side), you get a warning and have to clean up Books by hand.

## Frequently asked

### **A line shows up here but I marked it received on the invoice itself — what gives?**

The Commission Manager and the per-invoice "Mark commission received" button write to the same place. If a line is still Unpaid here, the invoice line never got marked. Open the invoice from the trip page and check the commission section.

### **Can I undo a whole deposit at once?**

Not in one click. Unreconciling is per-line on purpose. Walk the Received view and undo the lines that need fixing.

### **Does the agent who recorded the deposit show up anywhere?**

Yes — the agent who clicked **Confirm deposit** is stamped on the audit record created with each received line, and stays even if you later unreconcile.

### **Why is my net different from the gross on a line?**

Net is gross times your agency share. A per-line override wins; otherwise the org-wide default split applies. The selection bar and the deposit modal both show the math: gross × share %.

## Related

- [Invoice line items and commissions](#)
- [Connecting Books](#)
- [Troubleshooting the Books integration](#)
- [Supplier Invoices](#)