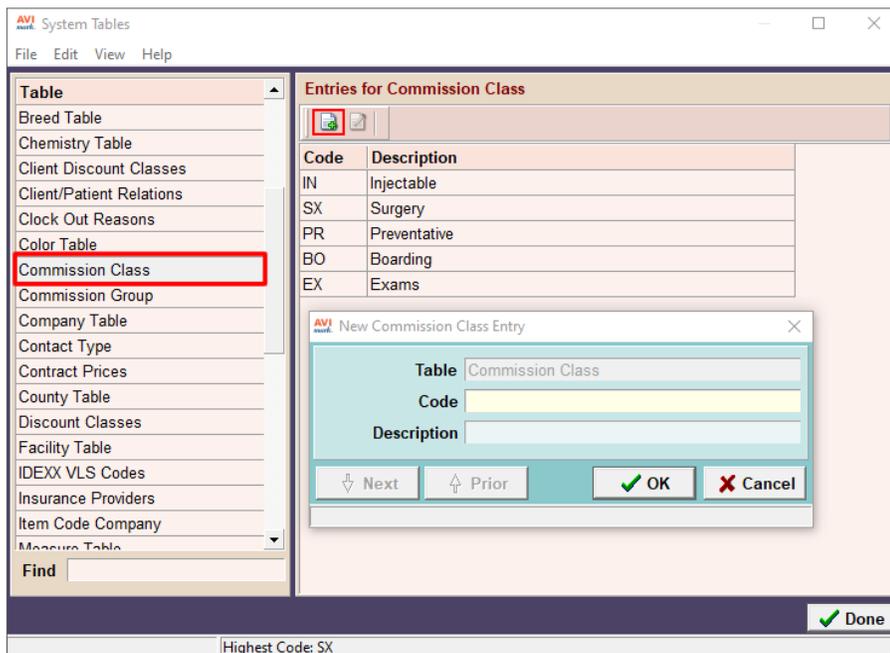# Commissions

AVIMARK®

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Overview

Many clinics pay doctors different levels of commission and Avimark now provides a Commission Rate feature that allows multiple commission rates to be configured. This information is also reported on the Commission Report.

Commission Rates are associated with Treatments or Inventory Items and are designed to allow a specific commission rate level to be defined for the selected items. The rates are defined by a Commission Class and a Commission Group.

Create a Commission Class

1. From the CID menu, go to **Work with > System Tables**.

2. Select the table labeled **Commission Class**.

3. Under Entries for Commission Class, **right-click > New** or click the New button.

4. Enter a **Code** and **Description** for the new entry.

5. Click **OK**.

6. Continue adding Commission Class entries, if appropriate. Click **Cancel** when finished.
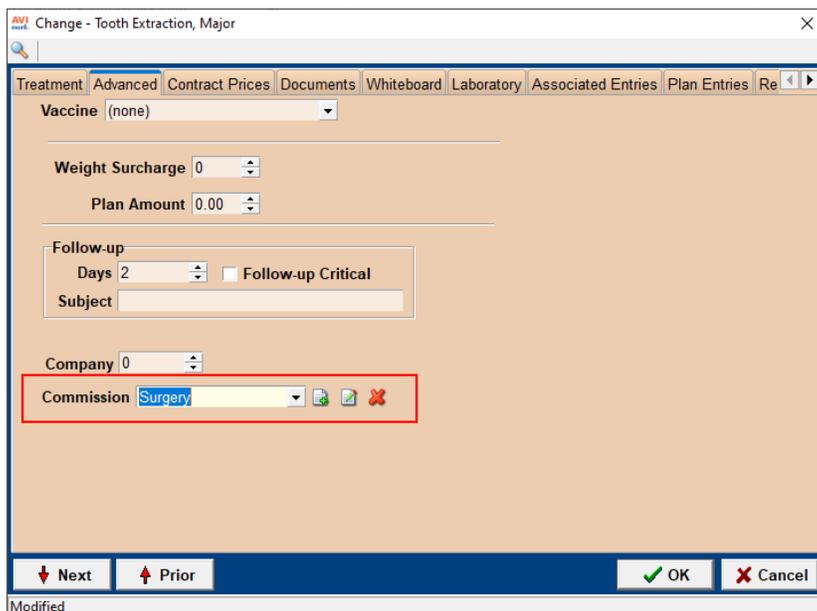
Create Commission Groups

Commission Groups get assigned to those employees who earn commission.

1. From the CID menu, go to **Work with > System Tables**.
2. Select **Commission Group**.
3. **Right-click > New** under **Entries**.
4. Enter a **Code** and **Description** for the Commission group.
5. Repeat as necessary.
6. Click Cancel when finished.

Associating Commission Classes

After the Commission Classes and Groups have been created, link (associate) them to treatments and inventory items.

1. From the CID menu, click on **Work With > Treatment List** or **Inventory List**.
2. From within the Treatment List or Inventory List select a desired entry.
3. **Right-click > Change**.
4. Choose the **Advanced** tab.
5. Click on the **Commission** drop-down list to choose the appropriate commission class for this entry.

> It is possible to apply the commission to all treatments or items by selecting the Category then doing a right-click > Change. In the Change Treatment (or Item) Category, the Commission field is an option available.

Associating Commission Groups

1. From the menu, click on **Work With > Users and Security**.
2. From Users and Security select the appropriate staff member.
3. **Right-click > Change**. Notice the Commission Group drop-down list to select the commission group this staff member will belong.

Set Commission Rates

The Commission Rates are setup under Users and Security.

1. From the CID menu, click on **Work with > Users and Security**.
2. From the menu in **Security Maintenance**, click on **File > Commission Rates**.
3. **Right-click > New**.

4. Select the **Commission Group**.
5. Select the **Commission Class**.

> If All is chosen for clinics that do a flat percentage commission, the percentage will be applied to all Treatment and Item categories.

6. Enter the **Rate**. When **Profit Only** is checked, this will deduct the Expense from the total charge prior to calculating the percentage of commission.

   Example: You have an item with a price of $20.00. Your cost for the item was $10.00. You setup a rate of 50% and check Profit Only, then sell the item. The report will display the income of $20.00, Expense of $10.00, Commission of 50% and reporting the doctor got paid $5.00.

7. If appropriate, enter a maximum value an employee will be paid for the item in **Amount Max**.

   Example: A doctor receives 20% commission on a professional service which has an Amount Max of $500. If the service charged to the client exceeds the low estimate, the doctor is still paid commission but it is 20% of the total or $500 - whichever is the lowest.

8. Select the **Rate Type**. The commission rate can be based on a percentage of the total for the item or a fixed dollar value.

Commission Report

The Commission Report can be printed for one doctor or for all doctors. If the option (all) is selected, Avimark will print a separate sheet for each doctor. The report will show the commission classes, the total dollar amount paid for each category, the percentage the doctor's group receives for the class, and if Profit Only, the letter P will print after the %.

To print the Commission Report:

1. From the CID menu, click on **Work with > Reports**.

2. In the Reports dialog box:

   a. Select the **Commission Report** and move to the **Print These...** column.

   b. Select the date range (**Period**) for the report.

   c. Select the employee unless printing the report for (all) commission employees.

   d. (*optional*) Choose **Commission Options**.

   e. (*optional*) Check **Preview** to view the report before printing it.

   f. Click **Print**.

Below is a sample of a Commission Report with **Max Amounts** and **Print Legend** checked.

Date of Report: 04-01-22
For period: 01-01-22 - 03-31-22

Loving Care Animal Hospital
Commission Report

Page: 1
Consolidated

Commission Class	Income	Usage	Expense	Commission%	Max Amount	Paid
Exams	814.50	14.00	0.000	40.00%	0.00	325.80
INJECTABLE	31.00	1.00	0.000	60.00%	0.00	18.60
PREVENTATIVE	141.29	8.00	24.236	20.00%P	0.00	23.41
Totals	986.79	23.00	24.236			367.81

Legend

Commission Class	The class assigned to the treatments and items within Users and Security's Commission Table.
Income	Total amount of charges for each commission class.
Usage	Total quantity used for treatments and items.
Expense	Total cost for the services and items.
Commission %	Flate Rate or Percentage set up for the doctor(s) calculated with the Income field.
Commission %P	If a percentage is "profit only", the P will display after the % and will be calculated with the difference of the Income and Expense field.
Paid	Amount the doctor will be paid based off of commission calculations.

This report had the **Detailed Commission** option checked and **Print Legend** unchecked.

Date of Report: 04-01-22				Loving Care Animal Hospital			Page: 1
For period: 01-03-22 - 03-31-22				Commission Report			David N. Sharp, DVM
Commission Class	**Income**	**Usage**	**Expense**	**Commission%**	**Max Amount**		**Paid**
All - (Flat Percent)	1503.15	6.30	5.689	10.00%	100.00		150.31
Antech (4444) Pre-op Profile	461.68	1.00	0.000	10.00%	100.00		46.17
Glycopyrrolate 0.2 mg/mL	13.28	1.00	0.105	10.00%	100.00		1.33
Butorphanol 10 mg/mL	123.29	1.00	3.631	10.00%	100.00		12.33
Anesthesia, Isoflurane Induction	179.40	1.00	0.000	10.00%	100.00		17.94
Anesthesia, Isoflurane Maintenance	725.50	1.00	0.000	10.00%	100.00		72.55
IV Extension Set	0.00	1.00	1.420	10.00%	100.00		0.00
Lactated Ringers 1L	0.00	0.30	0.533	10.00%	100.00		0.00
Dental	496.85	1.00	0.000	10.00%	100.00		49.69
Dental Prophylaxis, Canine	496.85	1.00	0.000	10.00%	100.00		49.69
Food	125.00	2.00	70.000	5.00%P	0.00		2.75
Fromms Duck and Sweet Potato 30#	55.00	1.00	35.000	5.00%P	0.00		1.00
Fromms Whitefish and Potato 30#	70.00	1.00	35.000	5.00%P	0.00		1.75
Surgery	2000.00	1.00	0.000	10.00%	100.00		100.00
Cruciate Ligament Repair >31lbs	2000.00	1.00	0.000	10.00%	100.00		100.00
Totals	4125.00	10.30	75.689				302.75

Security

Access to the Commission Table will be restricted to ADM01 access.

Accounting

Commission information is stored in Accounting for accurate reports. If a doctor was paid a 10% commission then later received a 15% commission, posted and running reports will reflect the current commission rate. However, if you print past reports, Avimark will display the commission for that doctor during the time frame selected.