COMMISSION PAYABLE LEDGER

Employee Commission Tracking & Reconciliation Log

Employee Name:

Pay Period:

Employee ID:

Commission Rate/Terms:

Department:

Ledger Status:

DATE	INVOICE / REF NO.	CUSTOMER / CLIENT	SALE AMOUNT ($)	RATE (%)	COMM. EARNED ($)	STATUS	PAYMENT DATE	REF NO.

Total Sales Volume	
Total Commission Earned	
Less: Adjustments/Draws	
Net Commission Payable	

EMPLOYEE SIGNATURE

PREPARED BY (HR/PAYROLL)

AUTHORIZED APPROVER