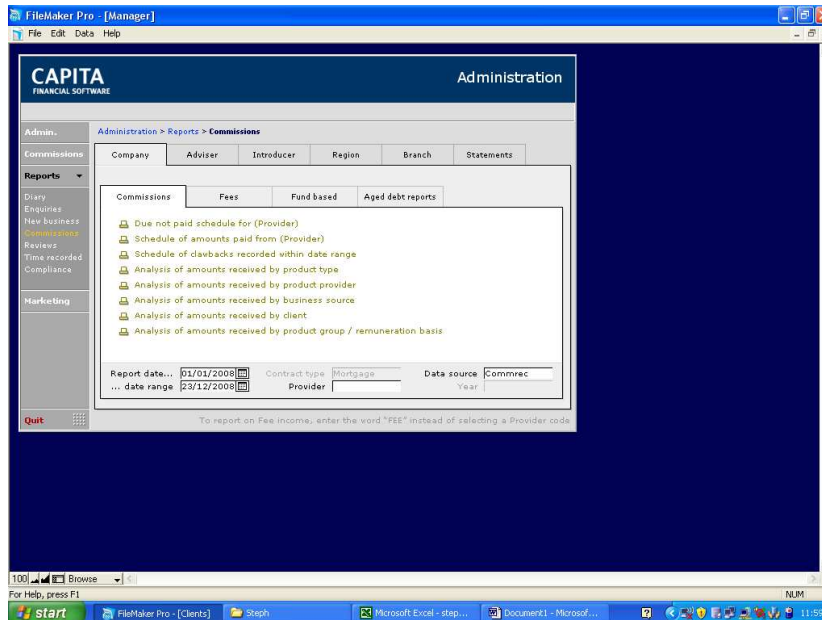


How to Create a List of Commissions Due but not Paid by Client within a Date Range.

From the Front Screen select Admin then Reports>Commissions. Then at the bottom of the screen input the Report date range required and select the first report in the list 'Due not paid schedule for (Provider)'



Select the Preview button to the top right of the report. Then press Ctrl + F to clear the fields and create a blank canvas. Now enter the Contract holders name in the relevant blank field and hit the enter/return button.

This will now provide you with a list of that Clients commissions due but not paid within your date range.