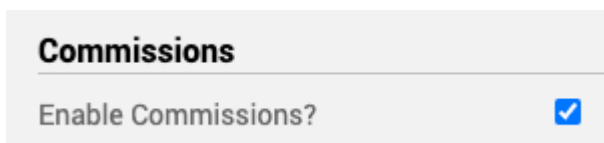


# Tip of the Week: Commissions

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Enabling commissions allows Timekeepers to earn specified percentages on Matters they work on. This week's Tip of the Week takes a look at how to enable commissions, set them up for Responsible and Originating Timekeepers on the Matter, and run a Revenue & Commissions report.

To enable commissions, click on **Account>Settings>General>Enable Commissions**.



Originator Timekeeper commissions can be set under **Clients>Clients & Matters>[Matter name]>Originators**. TimeSolv allows users to add as many Originating Attorneys as needed against a Matter so that commissions can be distributed accordingly, and Administrators can specify a commission for each of the Originating Attorney added against a Matter.

Users with access to reports will also be able to see the commissions for each Originating Attorney at the reporting level. The reports that currently run Originating Attorneys are:

- Invoices and WIP Aging report
- Payment History report
- Revenue and Commission report

Commissions for Responsibly Attorneys can be set under the Matter details: **Clients>Clients & Matters>[Matter name]** – under the 'General' tab there is a field to specify the 'Responsible Timekeeper'. Once you select the Responsible Timekeeper, you will see a new field appear allowing you to define the commission amount.

Responsible Timekeeper

TimeSolv, Maleeha

Commission Percent

33

## Revenue and Commissions Report

Commissions on reports are only visible to Administrator users. To run a Revenue and Commissions report head under Reports>Revenue and Commissions Report. This report will display revenue and commissions collected per Timekeeper and Responsible Timekeeper. Commissions will appear with a percentage column and the amount collected column against the Timekeeper and Matter.

### Revenue and Commissions TimeSolv Gigi & Co.

View By = Matter  
Matter = All (Active Only)  
Timekeeper = All (Active Only)  
Include Expense Values = False  
From Earliest To Latest (Include Completed Fixed Fee Invoices)  
By Invoice Date

No	Invoice		Total		Fees Collected	Timekeeper		Commission	
	Date	Total	Collected	Fees		Fees Amount	Fees Collected	Percent	Amount
AssocApprovals, Junior									
Dunder Mifflin									
					Matter Total	450.00	450.00		0.00
Dunder Mifflin									
Darryl Philbin (Trust)									
784	2018-04-12	31,017.00	31,017.00	29,983.00	29,983.00	10,240.00	10,240.00	4.00%	389.06
Darryl Philbin (Trust)									
1093	2018-06-21	224.64	224.64	200.00	224.64	200.00	224.64	4.00%	8.35
Darryl Philbin (Trust)									
1115	2018-06-25	23,559.71	23,059.71	25,742.00	22,574.26	2,620.00	2,297.59	4.00%	87.29
Darryl Philbin (Trust)									
1169	2018-07-12	1,075.00	1,075.00	1,060.00	1,060.00	400.00	400.00	4.00%	15.13
Darryl Philbin (Trust)									
1651	2019-01-10	10,747.16	10,747.16	10,051.00	10,060.25	862.50	863.29	4.00%	32.79
Darryl Philbin (Trust)									
3278	2020-10-09	3,408.88	3,408.88	2,875.00	2,893.88	150.00	150.99	4.00%	5.73
Darryl Philbin (Trust)									
3553	2021-01-21	1,210.32	0.00	1,200.00	0.00	1,200.00	0.00	4.00%	0.00
					Matter Total	15,672.50	14,176.51		538.34

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or contact support!

[Contact Support](#)