

# Create and Use Commission Basis

## SUMMARY

Each commission basis added to this page will be shown as an alternative to the sale price when managing commissions on transactions.

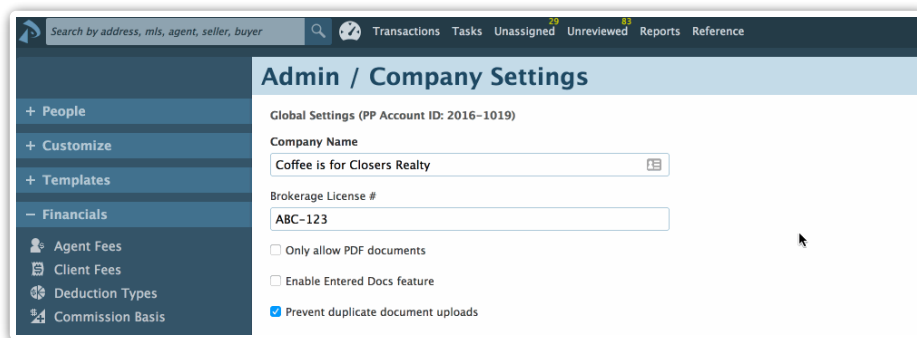
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## How To Set Up a Commission Basis

- 1 Go to [Admin / Settings](#) by clicking your name in the upper right corner, then [Admin / Settings].
- 2 Click "Commission Basis" from the Financials section of the left menu.
- 3 Type the name of the commission basis you would like to set up.
- 4 Click [Add Commission Basis].



## Examples of Commission Basis

A few examples where the commission may be based upon a value other than the sale price might be:

- New construction transactions

OR

- Transactions where you have a seller or buyer concession

## Using Commission Basis When Generating a CDA

Once you've set up your commission bases, they will be available to use when managing commissions. Here's how it works:

- 1 From the **Manage Commissions** page, click the "Commission Basis" dropdown list.
- 2 Select the commission basis you'd like to use.
- 3 Input the amount the commission should be based upon.
- 4 Click "Calculate & Continue".