# **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.

### IN THIS ARTICLE

To Set Up a Commission Basis

Examples of Commission Basis

Using Commission Basis When Generating a CDA

## () 1:15

## 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].

| search by address, mis, agent, seller, buyer 🔍 🤣 Transactions Tasks Unassigned Unreviewed Reports Reference |   |   |
|---|---|---|
|   | Admin / Company Settings  |   |
| + People  | Global Settings (PP Account ID: 2016-1019)  |   |
| + Customize   | Company Name  |   |
| + Templates   | Coffee is for Closers Realty  |   |
| — Financials  | ABC-123   |   |
| Agent Fees     Client Fees     Deduction Types     Commission Basis   | Only allow PDF documents Enable Entered Docs feature Prevent duplicate document uploads | k |

## **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

• 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".