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.
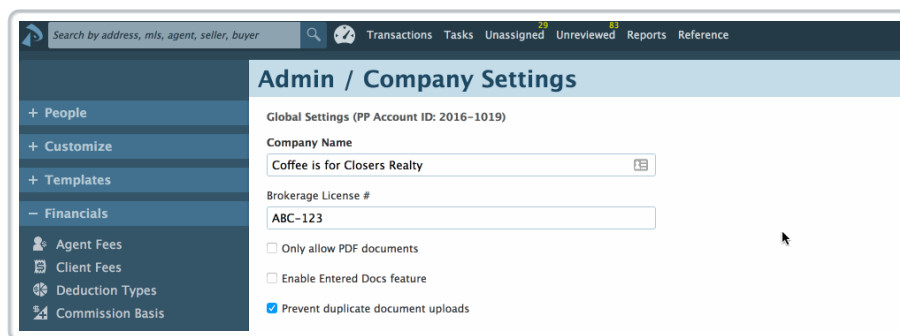
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How To Set Up a Commission Basis

1 **Click 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".