

Disburse Payments to Agents' Assistants and Teammates Using In-House Deductions

SUMMARY

Use in-house deductions to make a payment from a transaction's agent (or from your brokerage) to any other agent, assistant, or transaction coordinator in your company.

 As of 4/2/17, the "Generate CDA" option has been renamed to Manage/Update Commissions

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Before you can start using in-house deductions, you'll need to set up deduction types for your office. [Learn how to set up deduction types here](#)



How to Disburse Payments Using In-house Deductions From an Agent

- 1 On the Manage Commissions page, go to the “Fees and Deductions” step.
- 2 Select the "Enter deductions for this agent" option from the drop-down list. Select the desired deduction type and a new field will appear for this deduction.
- 3 Click the “in-house” option.
- 4 Type in the dollar amount to be paid out.
- 5 Begin to type the user’s name in the “in-house agent” field. Once their full name appears in the search results, click that name.
- 6 Click [Calculate and Continue] to complete the rest of the CDA process.

Josh James – Fees & Deductions

Transaction fee

Transaction coordination

Errors & Omission

Closing fee

B&O

Tax

+ Collect Client Fee

Enter deduction for this agent

Calculate & Continue

Co-op Brokerage Commission & Special Instructions


Generate CDA

How to Disburse Payments Using In-house Deductions From Your Brokerage


- 1 On the Manage Commissions page, go to the “Fees and Deductions” step.
- 2 Select the "Enter deductions for this Brokerage" option from the drop-down list. Select the desired deduction type and a new field will appear for this deduction.
- 3 Click the “in-house” option.
- 4 Type in the dollar amount to be paid out.
- 5 Begin to type the user’s name in the “in-house agent” field. Once their full name appears in the search results, click that name.


- 6 Click [Calculate and Continue] to complete the rest of the CDA process.

Broker's Fees & Deductions

Earnest Money Deposit (withheld at closing) 

[+ Collect Client Fee](#)

Pay assistant 

In-house agent 

Kelsey Leonard – Fees & Deductions

Transaction fee

Transaction coordination