## **Commission Module**

## Training

**Commission & Reporting Module: Getting Started** 

Set Up Commission Module

**Use Commission Module** 

## Customize

**Configure Commission & CDA Settings** 

Pay Third Parties Directly from the Agent's or Brokerage's Commission

**Deduct Earnest Money Deposit at Closing** 

**Format CDA Special Instructions** 

**Client Fees** 

**Agent Fees** 

**Set Up Deduction Types** 

**Create and Use Commission Basis** 

Give Staff the Ability to Enter Commission Details and Access Reports (Commission Module Permissions)

Next Commission Split Thresholds

Add Agent Commission Splits

Add Commission Notes for an Agent

Add Agent Start Dates

Commissions

Manage Commissions

View Year-To-Date Production Numbers for Agents When Generating a CDA

**Distribute Commission to In-house Referring Agents** 

## Reporting

**Commission Summary Aggregate Performance Report Commissions & Closings Report Pending Commissions Report Agent Income Report Agent Commissions Report Agent Units Report Agent Production Report Agent Contribution Report** Lead Sources Report **Agent Commission Statement Your Commissions Report Receive Monthly Production Summary by Email**