

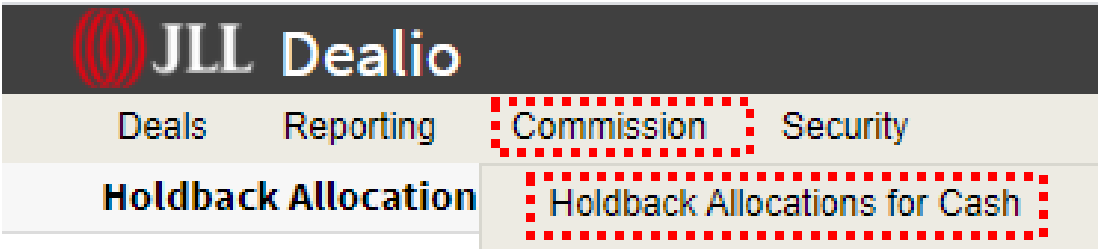
Holdback Allocations for Cash



The **Holdback Allocations for Cash** page is used to allocate cash or process commission-supported bonus payments to professionals. Currently, holdback accounts and professionals must be allocated to the same market and business line for cash to be allocated out of the holdback account.

Users with access to the Holdback Allocations for Cash page can notify commission approvers that allocations are ready for review/approval for the next commission cycle.

The following are detailed steps of the approval process. Navigate to **Commission > Holdback Allocation for Cash**

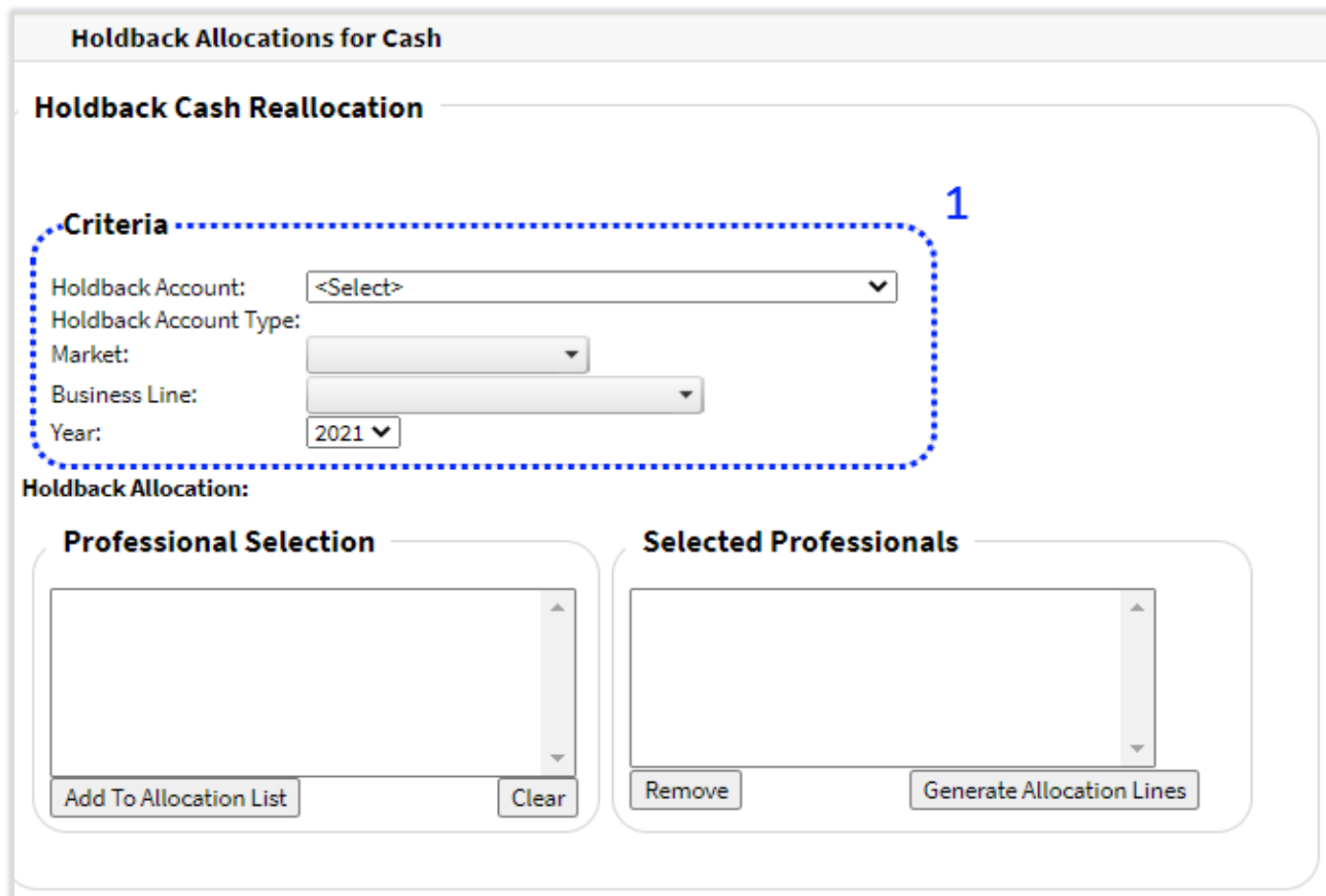


1. **Criteria Pane:** This section is used to select the holdback account, market, business line and year. The holdback account type will auto-populate after the holdback account is selected.

Make the selections from the following dropdown menus.

- Holdback Account
- Market
- Business Line
- Year (defaults to current year)

Note: Change the year in the dropdown menu to view holdback back account balances for previous years.



Holdback Allocations for Cash

Holdback Cash Reallocation

Criteria

Holdback Account: <Select> ▼

Holdback Account Type: ▼

Market: ▼

Business Line: ▼

Year: 2021 ▼

Holdback Allocation:

Professional Selection

Add To Allocation List Clear

Selected Professionals

Remove Generate Allocation Lines

2. **Balances:** After the holdback account criteria has been selected, the **Balances** section will display the current year cash collected, rate %, current year bonus pool value, prior year carry over, bonus pool value, less year to date allocations, and cash available for distribution.

CAPITAL MARKETS: Posted deals with unapproved fees will not be included in the *Available For Distribution* balance.

Holdback Allocations for Cash

Holdback Cash Reallocation

Criteria

Holdback Account: Support Bonus Pool

Holdback Account Type: Commission Support Bonus Pool

Market: AMXXXX - Market

Business Line: 000000 - Business Line

Year: 2021

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Balances

CY Cash Collected:	25,000.00
	View Cash History
Rate %:	100.00
CY Bonus Pool Value:	25,000.00
Prior Year Carry Over:	0.00
Bonus Pool Value:	25,000.00
Less YTD Allocated:	0.00
	View Allocation History
Available For Distribution:	25,000.00

Holdback Allocation:

Professional Selection

Selected Professionals

3. **Holdback Allocation:** The **Professional Selection** field will display all professionals available for distribution for the selected holdback account. To select the professional(s) click on their name and click the **Add to Allocation List**. To select multiple professionals hold down the CTRL button and click on each professional.

4. The selected professional(s) should now appear in the **Selected Professionals** field. A professional can be removed by selecting the professionals name and click the Remove button.

5. Once the selected list is populated click on the **Generate Allocation Lines** button.

Holdback Allocations for Cash

Holdback Cash Reallocation

Criteria

Holdback Account: Support Bonus Pool

Holdback Account Type: Commission Support Bonus Pool

Market: AMXXXX - Market

Business Line: 000000 - Business Line

Year: 2021

Balances

CY Cash Collected:	25,000.00
	View Cash History
Rate %:	100.00
CY Bonus Pool Value:	25,000.00
Prior Year Carry Over:	0.00
Bonus Pool Value:	25,000.00
Less YTD Allocated:	0.00
	View Allocation History
Available For Distribution:	25,000.00

Holdback Allocation:

Professional Selection

Adam, Kyle
Crowder, Seth
Dodge, Sally
Fowler, Chris
Grantt, Charles
Hightower, Barry

Add To Allocation List

Selected Professionals

Adam, Klye
Fowler, Chris

Remove

Generate Allocation Lines

6. Once the allocations lines have been generated select the ☐ Amount or ☐ Percent radio button to select how the cash will be allocated. Allocation by amount allows for an amount to be allocated to each of the selected professionals. Allocation by percent allows for a percentage of the total available for distribution balance to be allocated to a professional, **this option is rarely, if ever used.**

7. Enter the amount or percentage, depending on the selection made in the previous step, in the corresponding field for each professional listed in the **Collector** column.

Holdback Allocation:

Professional Selection
 Adam, Kyle
 Crowder, Seth
 Dodge, Sally
 Fowler, Chris
 Grantt, Charles
 Hightower, Barry
 Add To Allocation List Clear

Selected Professionals
 Adam, Klye
 Fowler, Chris
 Remove Generate Allocation Lines

6

☐ Percent
 ☒ Amount

Collector	Percentage	Amount	
Adam, Kyle	0		Delete
Crowder, Seth	0		Delete

Total:

Save Submit for Approval Calculate Grid

8. After the amounts have been entered click on the **Calculate Grid** button to calculate the holdback allocations total.

Percentage	Amount	
0	2,500.00	Delete
0	2,500.00	Delete
Total: 0.00		

Calculate Grid 8

Holdback Allocation:

Professional Selection

- Adam, Kyle
- Crowder, Seth
- Dodge, Sally
- Fowler, Chris
- Grantt, Charles
- Hightower, Barry

[Add To Allocation List](#) [Clear](#)

Selected Professionals

- Adam, Kyle
- Crowder, Seth

[Remove](#) [Generate Allocation Lines](#)

☐ Percent ☒ Amount

Collector	Percentage	Amount	
Adam, Kyle	0	2,500.00	Delete
Crowder, Seth	0	2,500.00	Delete
Total:		5,000.00	

Save 9 **Submit for Approval** 10 [Calculate Grid](#)

9. Review the allocations and the total and **Save**.
10. Once all the all the allocations have been entered and they are ready to be reviewed and posted by finance, click the **Submit for Approval** button. This button will send an email to the commission approvers for the holdback accounts market.

NOTE: Every time the Submit for Approval button is clicked a notification email will be sent to the commission approvers.

Modifying, Deleting or Adding Allocations



Professionals can be added to previously saved allocations.

Return to the Holdback Allocations for Cash page and select the holdback account, market, business line and year where the previously allocations were saved.

1. Select the professional name from the Professional Selection
2. Click the Add To Allocation List button
3. Click Generate Allocation Lines
4. Enter the amount of the allocation
5. Click Calculate Grid to revised the total
6. Click Save to save the new allocation

Holdback Allocations for Cash

Holdback Cash Reallocation

Criteria
Holdback Account:
Holdback Account Type: Commission Support Bonus Pool
Market:
Business Line:
Year:

Balances
CY Cash Collected:
[View Cash History](#)
Rate %:
CY Bonus Pool Value:
Prior Year Carry Over:
Bonus Pool Value:
Less YTD Allocated:
[View Allocation History](#)
Available For Distribution:

Holdback Allocation:

Professional Selection

Adam, Kyle
Crowder, Seth
Dodge, Sally
Fowler, Chris
Grantt, Charles 1
Hightower, Barry

Add To Allocation List 2Clear

Selected Professionals

Adam, Kyle
Crowder, Seth
Grantt, Charles

RemoveGenerate Allocation Lines 3

☐ Percent☒ Amount

Collector	Percentage	Amount	
Adam, Kyle	<input type="text" value="0"/>	<input type="text" value="2,500.00"/>	Delete
Crowder, Seth	<input type="text" value="0"/>	<input type="text" value="2,500.00"/>	Delete
Grantt, Charles	<input type="text" value="0"/>	<input type="text" value=""/> 4	Delete
Total:		5,000.00	

Save 6

Submit for Approval

5 Calculate Grid

Professionals can be removed from previously saved allocations that have not been approved by finance.

Return to the Holdback Allocations for Cash page and select the holdback account, market, business line and year where the previously allocations were saved.

1. Locate the professional's name and click Delete, the professional will be removed from the table
2. Click Save

The amount allocated to a professional can be changed by changing the amount in the allocation table and click save.

Holdback Cash Reallocation

Criteria

Holdback Account: Support Bonus Pool

Holdback Account Type: Commission Support Bonus Pool

Market: AMXXXX - Market

Business Line: 000000 - Business Line

Year: 2021

Balances

CY Cash Collected: 25,000.00

Rate %: 100.00

CY Bonus Pool Value: 25,000.00

Prior Year Carry Over: 0.00

Bonus Pool Value: 25,000.00

Less YTD Allocated: 0.00

Available For Distribution: 25,000.00

Holdback Allocation:

Professional Selection

Adam, Kyle
Crowder, Seth
Dodge, Sally
Fowler, Chris
Grantt, Charles
Hightower, Barry

Add To Allocation List
Clear

Selected Professionals

Adam, Kyle
Crowder, Seth
Grantt, Charles

Remove
Generate Allocation Lines

☐ Percent
☒ Amount

Collector	Percentage	Amount	
Adam, Kyle	0	2,500.00	Delete
Crowder, Seth	0	2,500.00	Delete
Grantt, Charels	0	100.00	Delete 1
Total:		5,100.00	

Save 2
Submit for Approval

Calculate Grid