

CAPS – AGENTS VIEWING INFORMATION

DASHBOARD...

Monthly Commission

Shows your payable commission for each month (before Deductions & Allowances)

Current Commissions

Shows your commission payable for the current month. If you click on the properties it will bring up all the information entered for that property... (ie; off top expenses, agents listed, etc)

Pending Commissions

Shows your commission payable in future months. If you click on the properties it will bring up all the information entered for that property... (ie; off top expenses, agents listed, etc)

Campaign Actions Required

Shows advertising expenses for your current/unsettled properties. If you look at the over/under column you can see which properties don't have enough authority and follow this up so you don't get charged personally or if under, that you have more funds for extra advertising. Please also look at the action column to see if there are any notes for you requiring a response. If you click on the property you can reply to the email.

Campaign Prepayment

Shows your %'s of prepaid advertising.

REPORTS...

Commission statement

You can review your monthly commission statement showing payable commission, allowances, deductions and pending commission. Commission calculations are based on the following formulas

Lead	5%
List	20%
Manager	10%
Seller	10%
Farm	5%
Mentoring	10% (currently processed under Farm)

Monthly Sales

You can review your monthly sales which is what makes up your figures for the top performer graphs based on the following formula's dependant on the different commission splits...

	1	2	3	4
	No Farm No Mentor	Farm No Mentor	No Farm Mentor	Farm Mentor
Farm	-	10.00%	-	8.33%
Lead	11.11%	10.00%	9.09%	8.33%
List	44.45%	40.00%	36.37%	33.33%
Manage	22.22%	20.00%	18.18%	16.67%
Sell	22.22%	20.00%	18.18%	16.67%
Mentor	-	-	18.18%	16.67%
TOTAL	100.00%	100.00%	100.00%	100.00%

Sales Payroll Reconciliation

This will group all your pay information into one total figure for the period you choose. (For example, this is good if you wanted to see how much you paid your PA for the year or the total allowances you have received from the company etc)