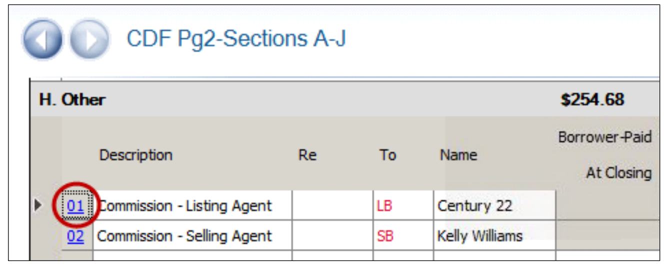
Entering Commissions on the CDF

Follow these steps to enter Commissions as a percent or flat amount, and if it is Seller or Buyer pay, to your order.

1. Navigate to the **CDF Pg2-Sections A-J** screen, section **H. Other**
2. On the Line you wish to enter, click the **Line** number link to open the **Charges for Line** window



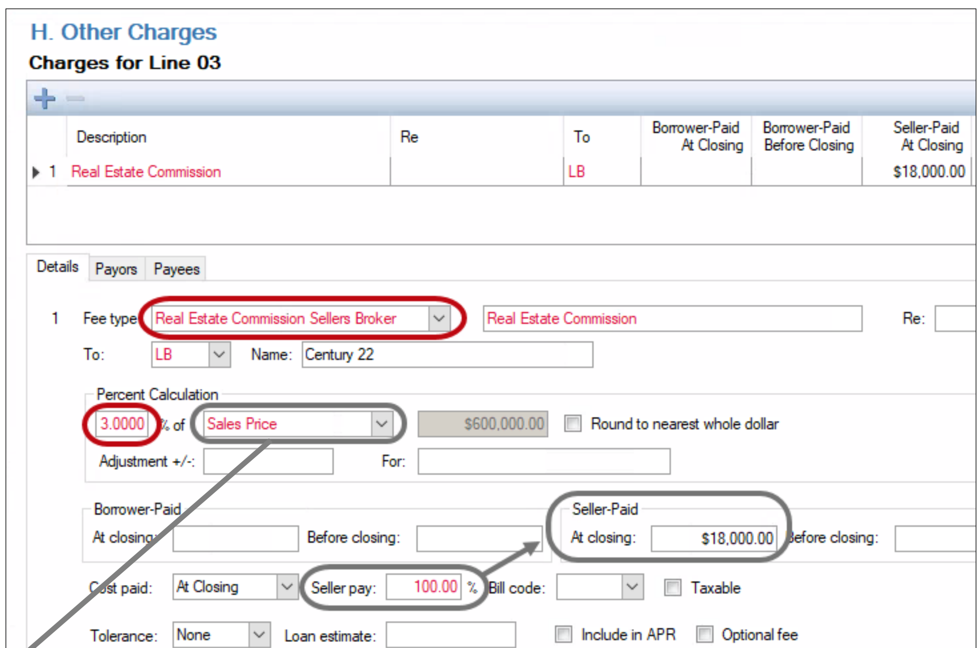
Proceed to the steps applicable to how you wish to enter the commission,

- Entering a Percentage
- Entering a Flat Amount

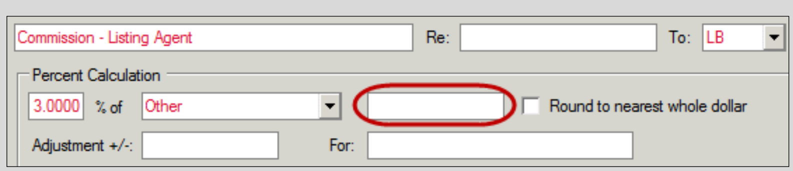
Entering Commission based on a Percent

1. Verify **Fee type** is populated; this is needed when Commission Forms are generated (may not be used in all operations)
2. On the **Details** tab, **%** field, enter the percentage

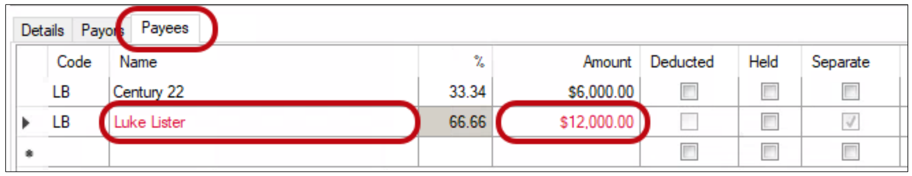
The **Seller pay = 100%** so the **Seller-Paid At closing** field is populated with the full calculated commission amount.



NOTE: If the commission is based on something other than **Sales Price**, change by selecting from the **% of** drop-down. All selections populate the amount based on information entered on other screens. If using **Other**, the amount must be manually entered.



3. Click the **Payees** tab
4. Click in the **Name** field of the next available line
5. From the **Name** drop-down, select the Person to be paid

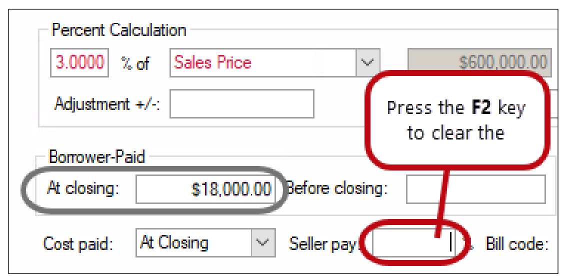


6. In the **Amount** field, enter the amount to be paid, click **Close**

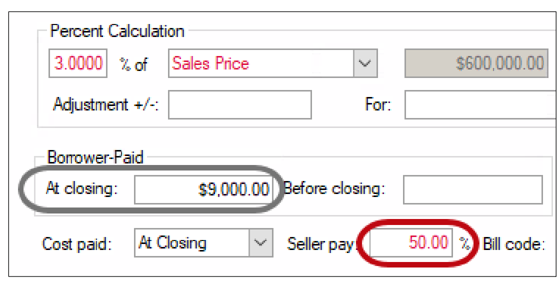
> **NOTE**: If only the Company name appears in the **Name** drop-down, you have not added People to your **LB**- or **SB**-Contacts. Navigate to the **Order Contacts** screen to add specific people to the **People** grid of the corresponding Contact.

If the Buyer is paying,

- the full commission - in the **Seller pay %** field, press the **F2** key to clear; the **Borrower-Paid At closing** field is then populated with the full commission amount

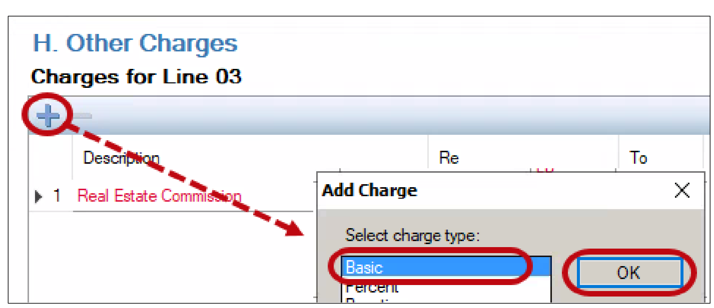


- a portion of the commission based on a percentage - in the **Seller pay %** field, enter the percentage the Seller is paying; the Buyer portion is automatically calculated and the **Borrower-Paid At closing** field is populated

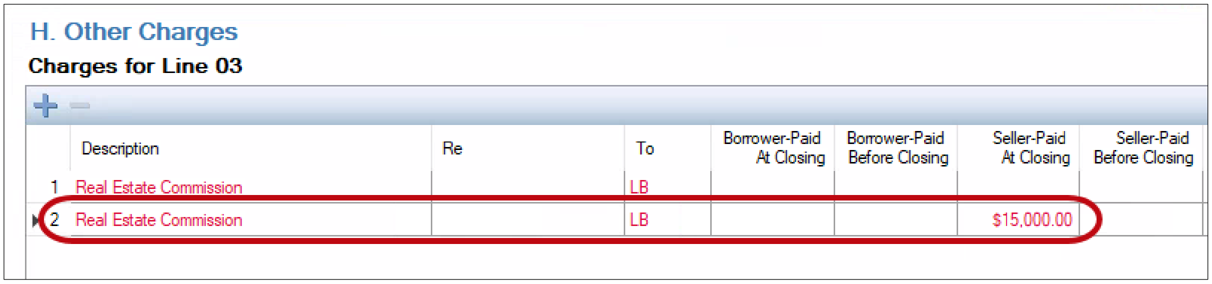


Entering Commission based on a Flat Amount

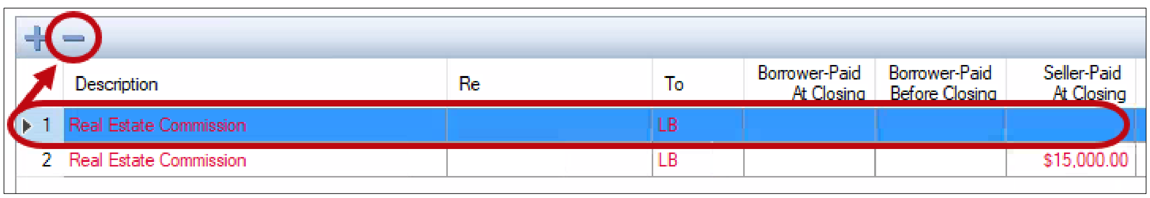
1. Click the **Add Charge**  icon
2. From the **Add Charge** window, select **Basic**; click **OK**



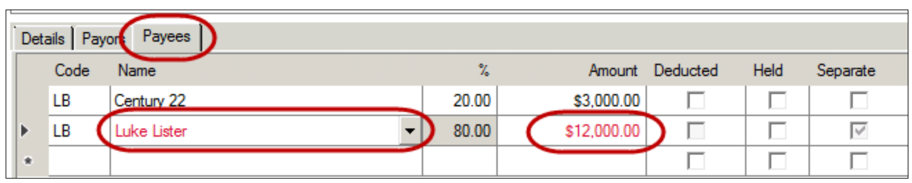
3. On the new line, enter the,
    a. **Description**
    b. **To**
    c. **Seller-Paid At Closing** = flat amount (or the **Borrower=Paid At Closing** if the Buyer is paying the commission)



4. Highlight the first entry in the grid
5. Click the **Delete Charge** icon to remove the line; this avoids having to re-enter a description on the statement line



6. When prompted, click **Yes** to confirm deletion
7. Click the **Payees** tab
8. Click in the **Name** field of the next available line
9. From the **Name** drop-down, select the Person to be paid



10. In the **Amount** field, enter the amount to be paid, click **Close**

NOTE: If only the Company name appears in the **Name** drop-down, you have not added People to your **LB**- or **SB**-Contacts. Navigate to the **Order Contacts** screen to add specific people to the **People** grid of the corresponding Contact.