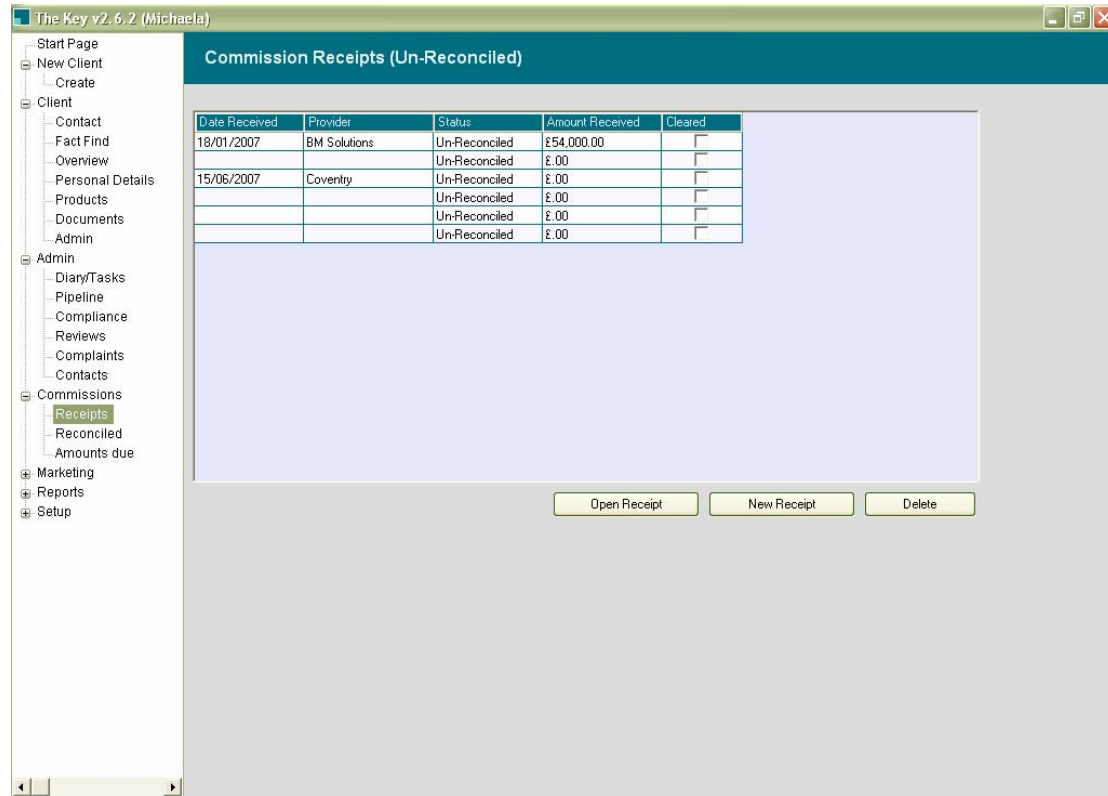


## Help Sheet – Commission Tracking

### Provider Receipts

Click on COMMISSIONS and then RECEIPTS from the menu on the left to enter Provider and Lender commission statements or view part processed statements

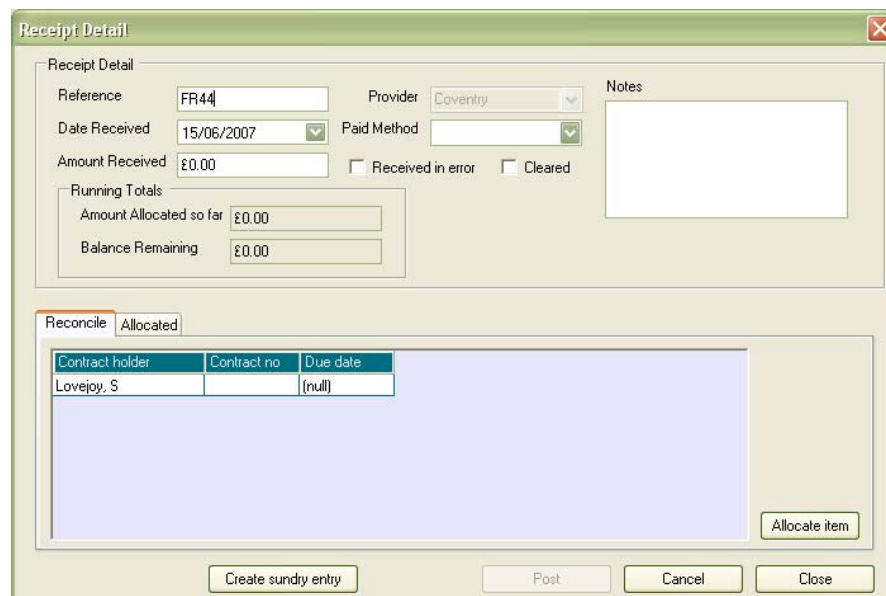


### Receipt Detail

If you want to enter details for a part processed statement, you highlight it from the list and click on OPEN RECEIPT.

If you wish to add a new entry, click on the NEW RECEIPTS BUTTON.

This will bring up a Receipt Detail screen pictured below.



Receipt Detail

Reference: FR44      Provider: Coventry

Date Received: 15/06/2007      Paid Method: [dropdown]

Amount Received: £0.00       Received in error       Cleared

Notes: [text area]

Running Totals

Amount Allocated so far: £0.00

Balance Remaining: £0.00

| Contract holder | Contract no | Due date |
|-----------------|-------------|----------|
| Lovejoy, S      |             | (null)   |

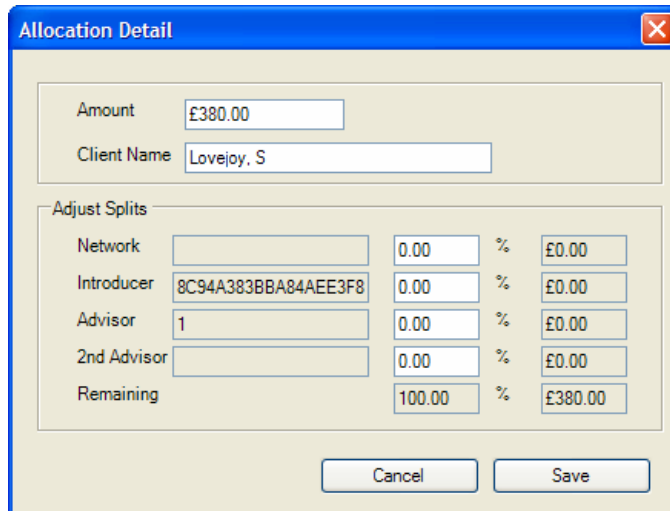
Allocate item

Create sundry entry      Post      Cancel      Close

In this screen you can enter the details from the provider commission statement.

The system will list all due items for the selected provider and these can then be allocated individually. If entering a new receipt you will need to type in the correct provider name to ensure the correct records are displayed.

In order to allocate an item click on the client name to highlight the row and then select ALLOCATE ITEM. This will bring up a box suggesting the full amount due should be matched and allocated, adjust this figure as necessary then click on SAVE.



The Allocation Detail dialog box contains the following fields and controls:

- Amount: £380.00
- Client Name: Lovejoy, S
- Adjust Splits section:
  - Network: 0.00 % £0.00
  - Introducer: 8C94A383BBA84AEE3F8 0.00 % £0.00
  - Advisor: 1 0.00 % £0.00
  - 2nd Advisor: 0.00 % £0.00
  - Remaining: 100.00 % £380.00
- Buttons: Cancel, Save

Once you have completed allocating all items use the post button to mark the items as paid.

### Commission Reconciled

Click on COMMISSIONS and then RECONCILED to view reconciled receipts for any given month and the items that were allocated

The Key v2.6.2 (Michaela)

Start Page  
New Client  
Create  
Client  
Contact  
Fact Find  
Overview  
Personal Details  
Products  
Documents  
Admin  
Admin  
Diary/Tasks  
Pipeline  
Compliance  
Reviews  
Complaints  
Contacts  
Commissions  
Receipts  
Reconciled  
Amounts due  
Marketing  
Reports  
Setup

### Commission Reconciled

Month: April  
Year: 2007

| Date Received | Provider        | Date Reconciled | Amount     |
|---------------|-----------------|-----------------|------------|
| 28/09/2006    | abbey           | 03/04/2007      | £200.00    |
| 03/04/2007    | Leeds B Soci    | 03/04/2007      | £350.00    |
| 30/03/2007    | Leeds B Soci    | 03/04/2007      | £.00       |
| 17/04/2007    | Alliance + Lei  | 17/04/2007      | £1,441.00  |
| 17/04/2007    | Scottish Wido   | 17/04/2007      | £200.00    |
| 17/04/2007    | Client Fee      | 17/04/2007      | £20.00     |
| 17/04/2007    | First Active (I | 17/04/2007      | £9,999.00  |
| 18/04/2007    | Market Harbo    | 18/04/2007      | £750.00    |
| 18/04/2007    | Client Fee      | 18/04/2007      | £20,000.00 |

Total: £144,260.00

### Allocated Items

| Client         | Amount Due |
|----------------|------------|
| Sophie Lovejoy | £200.00    |

## Amounts Due

The Amounts Due screen will show all commission entries for completed business where no payment date has been entered.

Click on COMMISSIONS and amounts due to view.

The list may be filtered by provider or completion date.

The Key v2.6.2 (Michaela)

Start Page  
New Client  
Create  
Client  
Contact  
Fact Find  
Overview  
Personal Details  
Products  
Documents  
Admin  
Admin  
Diary/Tasks  
Pipeline  
Compliance  
Reviews  
Complaints  
Contacts  
Commissions  
Receipts  
Reconciled  
Amounts due  
Marketing  
Reports  
Setup

### Commission Due

Provider: All Branch/Team: All

Filter by date due

Start Date: 27/05/2007 End Date: 27/06/2007 Refresh

| Provider      | Holder         | Basis    | Amount Due | Start Date | Due Date   | Type      | Advisor      |
|---------------|----------------|----------|------------|------------|------------|-----------|--------------|
| Accord        | one, o         | Purchase | £555.00    | 02/06/2006 | 15/06/2007 | Proc Fee  | Test         |
| Coventry      | Lovejoy, S     | Purchase | £50,000.00 | 15/05/2007 |            | Proc Fee  | Jane         |
| N&P           | Away, M & Away | Purchase | £50.00     | 21/03/2007 | 12/05/2007 | Proc Fee  | Jane         |
| Northern Rock | Taylor, D      | Purchase | £1,729.00  | 10/08/2007 | 24/08/2007 | Proc Fee  | Angela Gilde |
| Portman B Soc | Neasom, T & Ne | Purchase | £300.00    | 03/04/2007 | 16/02/2007 | Proc Fee  | Tom Cavana   |
| Portman B Soc | Neasom, T & Ne | Purchase | £600.00    | 03/04/2007 | 16/02/2007 | Indemnity | Tom Cavana   |

Total Due: £53,234.00 Open