

How to Manage Commissions

eGO allows you to define commissions according to each business deal using 3 different methods, as well as to select and parameterize the interveners in the deal.

1st Method – From the system’s Overall “Settings”

Define in the system’s overall “**Settings**”, the default commissions according to each business deal (on the left of the application).

- 1.** To define the commissions just click ‘**Settings**’ and then “**Manage Commissions**”;

 Reports: [Create report, 24/09/2012, Summary of opportunities](#)



2. Then.open "Manage Commissions";

e Configure the agency Company

COMPANY

TEAMS

USERS

MANAGE COMMISSIONS

COMPANY DATAMANAGEMENTDISTRIBUTION OF INTERNET LEADS

COMPANY NAME

Starting to move - eGO Real Estate

COMMERCIAL REGISTRATION NUMBER

1000

REGISTRY OFFICE

3. The following page is displayed;

Manage commissions

These commission values will appear, by default, in the subtab "More Details -> Commissions", when adding properties. There are 3 types of commissions: office commission, brokers commissions and salesmen commissions. For each type of commission, the values are applied to 2 types of business deals: Sale and Rent. Each commission contains a fixed amount and a percentage. Finally, note that the percentages of the broker and salesmen commissions focus on the office commission.

Office commission

	<small>Sale</small>	<input type="text" value="10"/>	<small>%</small>		<small>To rent</small>	<input type="text" value=".1"/>	<small>%</small>	
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[+ Add rule](#)

<input type="text" value="Apartment"/>	<input type="text" value="Add location"/>	<small>Choose business deal</small>	<input type="text" value="To rent"/>	<small>Price From</small>	<small>to</small>	<small>Price to</small>	<small>Commission</small>	<input type="text" value="15"/>	<small>%</small>	<input type="button" value="x"/>
<input type="text" value="Apart-Hotel, Apa..."/>	<input type="text" value="Add location"/>	<small>Choose business deal</small>	<input type="text" value="To rent"/>	<small>Price From</small>	<small>to</small>	<small>Price to</small>	<small>Commission</small>	<input type="text" value="20"/>	<small>%</small>	<input type="button" value="x"/>
<input type="text" value="Choose property..."/>	<input type="text" value="Add location"/>	<small>Choose business deal</small>	<input type="text" value="For sale"/>	<small>Price From</small>	<small>to</small>	<small>Price to</small>	<small>Commission</small>	<input type="text" value="5"/>	<small>%</small>	<input type="button" value="x"/>
<input type="text" value="Choose property..."/>	<input type="text" value="Add location"/>	<small>Choose business deal</small>	<input type="text" value="To rent"/>	<small>Price From</small>	<small>to</small>	<small>Price to</small>	<small>Commission</small>	<input type="text" value="5"/>	<small>%</small>	<input type="button" value="x"/>

4. Here you are presented with **3 types of commissions**:

The screenshot displays a configuration interface for commissions, organized into three main sections:

- Brokers commissions:** Header shows 'Sale' at 20% and 'To rent' at 20%. It contains four rules:
 - Rule 1: Apartment, Add location, For sale, Price From to Price to, Real Estate Agent, Commission 22%.
 - Rule 2: Apartment, Leiria, To rent, Price From 10 to Price to 30,000, Real Estate Agent, Commission 40€.
 - Rule 3: Choose property..., Add location, To rent, Price From to Price to, Real Estate Agent, Commission 50%.
 - Rule 4: Choose property..., Add location, For sale, Price From to Price to, Real Estate Agent, Commission 50%.
- Salesmen commissions:** Header shows 'Sale' at 30% and 'To rent' at 30%. It contains three rules:
 - Rule 1: Bungalow, Chale..., Add location, Choose business de..., Price From to Price to, Salesman, Commission 23%.
 - Rule 2: Choose property..., Add location, For sale, Price From to Price to, Salesman, Commission 5€.
 - Rule 3: Choose property..., Add location, To rent, Price From to Price to, Salesman, Commission 5€.
- Other commissions:** Header shows 'Sale' and 'To rent' rates. It contains one rule:
 - Rule 1: Choose a role, Choose property..., Add location, To rent, Price From to Price to, Contact, Commission 10€.

Office Commission - the commission that the agency has contracted with the owner of the property, and is calculated from the total transaction amount;

Brokers Commissions - the commission of the agent/broker who listed the property and is calculated from the office commission;

Salesmen Commissions - the commission of the person who closed the business deal and is calculated from the office commission;

Other Commissions - the commissions of third parties that are also involved in the business deal. (eg informant).

(Note: interveners must have a contact record created in the system).

If you want to set the overall rule, simply define an amount, fixed - \$ or percentage - % depending on the business deal: for sale and / or rent.

If you want to be more specific when defining the commissions, then click "**Add rule**":

- Location;
- Business Deal;
- Price Interval;
- Commission amount;
- Fixed amount (\$) or percentage (%).

5. After setting the commissions, click "**Save Changes**";

The screenshot shows a web form titled "Other commissions". At the top right, there is a link to "Add rule". The form contains several input fields: "Choose a role" (dropdown), "Choose property..." (dropdown), "Add location" (button with location pin icon), "Choose business deal" (dropdown menu currently showing "To rent"), "Price From" (input field), "to" (text), "Price to" (input field), "Contact" (input field), and "Commission" (input field with "10" entered). To the right of the "Commission" field is a currency selector set to "€" and a red "X" icon. At the bottom right of the form, there are two buttons: "Save changes" (highlighted with a green border) and "Cancel". The "eGO Real Estate" logo is located at the bottom left of the form area.

2nd Method – During the editing of a property record

If the commission amounts for a specific property differ from those configured in the system settings, you can define these specific commissions in the edition of a property record.

These specific commissions will override the default ones set in the system settings (1st method)

6. To do so, click the "Properties" tab, select a property and then 'Edit this property'. Scroll down to "More Details", click "Commissions" section and then select "Click Here";

Opportunities **Properties** Contacts Tasks 0 Leads 1527 Rentals Products/Campaigns Holiday homes More

Save property Cancel

Edit property

Reference: RS:CT_MOR_444

Property type: House

Availability: Available

Status: New

▼ Contacts

Person responsible: (All users)

Group: (Group)

▼ More details

- ▶ Areas
- ▶ Rooms 1
- ▶ Surroundings
- ▶ Equipment
- ▶ Extras
- ▶ Infrastructures
- ▶ Security
- ▶ Services
- ▶ Private Data
- ▼ Commissions

The default configuration for the commissions will be applied. In order to add specific commissions [Click here.](#)

7. The following information will be displayed. This rule will only be applied to this property;

▼ Commissions apply global configuration

Office commission:	Sale	<input type="text"/>	%	To rent	<input type="text"/>	%
Brokers commissions:	Sale	<input type="text"/>	%	To rent	<input type="text"/>	%
Salesmen commissions:	Sale	<input type="text"/>	%	To rent	<input type="text"/>	%

Specific commission + Add specific

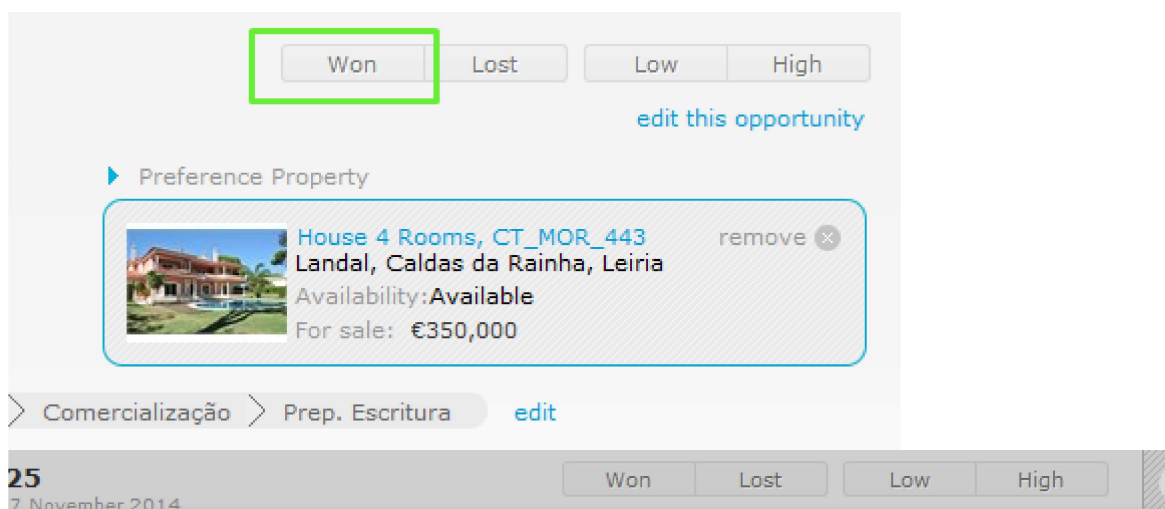
%

3rd Method – From the Opportunities

Whenever an opportunity is marked as **"Won"**, you will automatically be requested to define the commission.

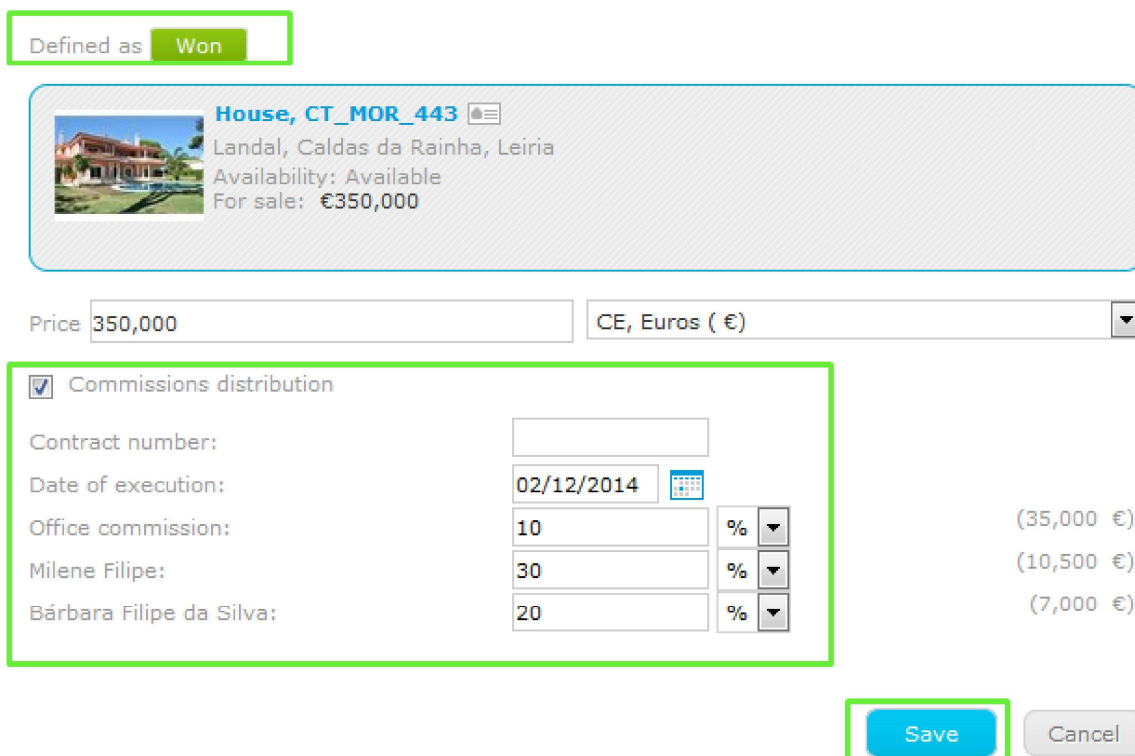
If you want to keep the commissions defined in the system settings or in the editing of the property, simply click on the **X**.

8. If you want to define an amount, mark the opportunity as **"Won"**, then fill in the fields with the correct information. Then click **"Save"**



The screenshot shows a user interface for managing property opportunities. At the top, there are four buttons: 'Won', 'Lost', 'Low', and 'High'. The 'Won' button is highlighted with a green rectangular box. Below these buttons is a link that says 'edit this opportunity'. Underneath, there is a section titled 'Preference Property' containing a card for a property: 'House 4 Rooms, CT_MOR_443' located in 'Landal, Caldas da Rainha, Leiria'. The property is 'Available' and 'For sale: €350,000'. At the bottom of the page, there is a navigation bar with 'Comercialização' and 'Prep. Escritura' tabs, and a date '25 7 November 2014'. Another set of 'Won', 'Lost', 'Low', and 'High' buttons is visible at the bottom right.

State of the opportunity



The 'State of the opportunity' dialog box shows the following information:

- Defined as: **Won**
- Property: **House, CT_MOR_443** (Landal, Caldas da Rainha, Leiria). Availability: Available. For sale: €350,000.
- Price: 350,000 CE, Euros (€)
- Commissions distribution
- Contract number: [empty field]
- Date of execution: 02/12/2014
- Office commission: 10% (35,000 €)
- Milene Filipe: 30% (10,500 €)
- Bárbara Filipe da Silva: 20% (7,000 €)

At the bottom right, there are two buttons: **Save** (highlighted with a green box) and **Cancel**.

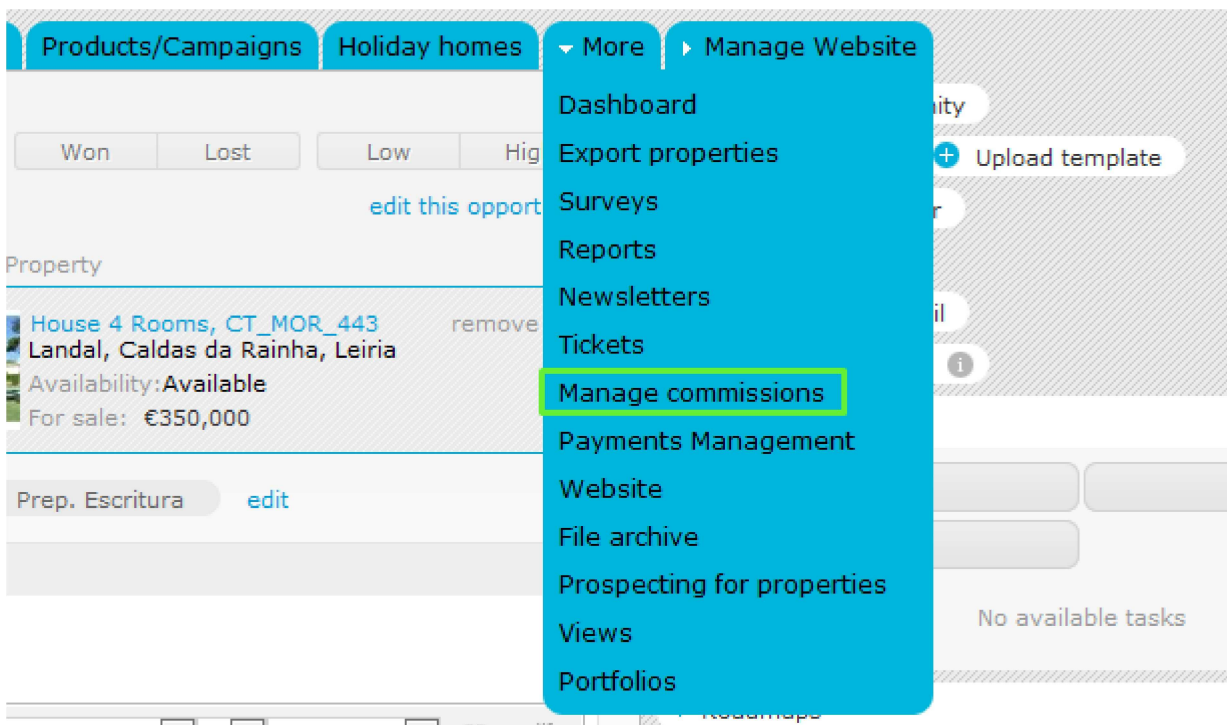
Note: These specific rules will override the default ones set in the system settings (1st method + 2nd method).
Whenever a specific rule is set, it has priority over the default rule.

Important: several rules may exist simultaneously

Eg: If we set the rule for Apartments in London with a 4% commission when the default rule indicates that Apartments have a 5% commission. This means that only a 4% commission will be awarded if it is an apartment in London. If we also specify that Apartments in London for more than 500 thousand pounds have a 3% commission, then this means that for this specific situation a 3% commission is awarded but for other Apartments in London a 4% commission is awarded and for the other Apartments not in London a 5 % commission awarded.

Manage Commissions – Monitoring

9. To monitor the commissions, select the “**Commissions Management**” tab on the top menu;



10. Here you are presented with an overview of all commissions: not validated, validated and paid. This allows the application manager to monitor closely all commissions awarded.

Opportunities Properties Contacts Tasks 0 Leads 1527 Rentals Products/Campaigns Holiday homes **Manage commissions** Manage Website

Commissions to validate Export to Excel

Sale date	Opportunity	Contact	Commission type	Business Value	Commission %	Commission €	Paid value		
05/12/2013	-	-	Office	100,000 €	4.3%	-	4,300 €	✓ 🗑️	
05/12/2013	-	Leila Lopes	-	100,000 €	-	1,000 €	1,000 €	✓ 🗑️	
06/09/2014	For sale,CT_VEN_415	-	Office	85,000 €	3%	-	2,700 €	✓ 🗑️	
06/09/2014	For sale,CT_VEN_415	João Vicente	Broker	85,000 €	-	18 €	405 €	✓ 🗑️	
06/09/2014	For sale,CT_VEN_415	João Vicente	Salesman	85,000 €	20%	-	540 €	✓ 🗑️	
							Total	8,945 €	

Validate commissions

Sale date	Opportunity	Contact	Commission type	Business Value	Commission %	Commission €	Paid value		
05/12/2013	-	Hugo Ribeiro	-	100,000 €	9.47%	-	407 €	✓ 🗑️	
							Total	407 €	

Paid commissions

From 02/11/2014 to 02/12/2014

No commissions

Commissions to validate – list of commissions that are awaiting validation from the person responsible. These commissions refer to all transactions completed and marked as won opportunities. Details included in this list are: sale date (when was the deal completed), opportunity (link to the opportunity), contact (person who was responsible for the transaction), commission type (who is awarded - office, broker/agent, salesman), business value (total transaction amount), commission % and/or \$ (amount of commission applied, in fixed amount or percentage), paid value (total amount awarded to the commission type). After validation, the application manager can mark as validated or delete.

Validated Commissions – commissions that have been validated from the person responsible and that are ready to be paid.

Paid commissions – list of commissions already paid. The application manager can search by date interval.

Learn more at: <http://academy.egorealestate.com>

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