

**Harcourts Sales and Trust Accounting**  
**User Manual**  
**June 2008**

# Harcourts Sales and Trust Accounting Manual

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# Harcourts Sales and Trust Accounting Manual

## Overview

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### Introduction

The purpose of this manual is to describe how to install and use the Harcourts Sales and Trust Accounting Module.

Accurate entry of information into the Sales and Trust Account Module will flow through into other areas such as the HPS, Harcourts Online and Franchise reports, and the consultant's individual financial information.

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### Contents

This publication contains the following topics:

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# Glossary of Terms and Acronyms

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## Introduction

The following tables explain some of the terms and acronyms used throughout this manual.

Term	Meaning
Deal	The Contract
Deal Code	The Contract Number
Crash	To make a deal Fallen

Acronym	Meaning
HOL	Harcourts Online
HPS	Harcourts Property System
OSA	Outside Agent – Refers to a NON-Harcourts office or company like Ray White

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## Help Desk Information

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### Hours

The Harcourts Help Desk is available from 8:30 am until 5pm Monday to Friday. It is closed on all country wide public holidays.

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### Contact Details

Phone: 1800 355 529  
Fax: 1800 356 182  
Email: [helpdesk@harcourts.com.au](mailto:helpdesk@harcourts.com.au)

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# Trust Installation and Set up

## Overview

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### System Requirements

The Sales and Trust Accounting Module can be installed on most computers that are running a Windows Operating System.

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### Contents

This chapter contains the following topics:

Topic	See Page
Installing the Java Runtime Environment	4
Installing the Sales and Trust Accounting Module	5
Updating the Sales and Trust Accounting Module	6
Logging in	7

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# Installing the Java Runtime Environment

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**Before you begin** Only install the Java if the Sales and Trust Accounting Module has never been installed on the computer before.

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## Installing Java

Step	Action
1	Log into Harcourts Online (HOL)
2	On the menu bar go into Technology/Services/Software Downloads and save to your desktop the Java Runtime version offered. This may take several minutes.
3	Locate the Java icon you have just saved on your desktop and double click it to start the automatic installer.
4	Follow the prompts and DO NOT change the file paths that may be presented.
5	Once the install says it has completed you may delete the file from your desktop.

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## Installing the Sales and Trust Accounting Module

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### Security Warnings

Depending on the computer's security settings you may be prompted several times that the publisher cannot be verified.

Click [Yes] to all of these in order to continue with the installation.

---

### Installing the Module

These steps will guide you through how to download and install the Sales and Trust Accounting Module.

Step	Action
1	Log into the Harcourts Online (HOL)
2	On the menu bar go into Technology/Services/Software Downloads and save to your desktop the Trust Accounting Update.
3	Locate the JavaHPS.exe icon you have just saved on your desktop and double click it to open.
4	Click the [Unzip] button and DO NOT change the file path that is in the window.
5	Click [Close] once the files have been unzipped successfully.
6	Go into My Computer and navigate to C:\Program Files\JavaHPS and create a shortcut to the desktop on the TrustAccountingSystem.bat file.
7	On your desktop, right click the new shortcut and go to Properties and change the "Run:" dropdown box to say "Minimised" and click [Apply].

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# Updating the Sales and Trust Accounting Module

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**Overview**

Updates to the Sales and Trust Accounting Module will be released throughout the year, and notifications will be emailed and faxed to offices a few days prior to the new version being released.

If no notification is received and you try to login after the new version has been released an error message will be displayed when logging in saying the client and server versions do not match.

---

**Security Warnings**

Depending on the computer's security settings you may be prompted several times that the publisher cannot be verified.

Click [Yes] to these in order to continue with the installation.

---

**Updating the Module**

These steps will guide you through how to download and install the Sales and Trust Accounting Module update.

Step	Action
1	Log into Harcourts Online (HOL)
2	On the menu bar go into Technology/Software Downloads and save to your desktop the Trust Accounting Update.
3	Locate the JavaHPS.exe icon you have just saved on your desktop and double click it to open.
4	Click the [Unzip] button and DO NOT change the file path that is in the window.
5	Click [Close] once the files have been unzipped successfully.
6	You should now be able to click on your existing desktop shortcut and login as normal.

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**Trouble Shooting**

If an error message still says the client and server versions don't match then refer to Step 6 on the previous page to recreate the desktop shortcut.

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# Logging In

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## Overview

The easiest way to access the Sales and Trust Accounting Module is from a desktop shortcut icon.

The Sales and Trust Accounting Icon should have been placed on the desktop during the Installing Sales and Trust Accounting or Updating Sales and Trust Accounting process. (See page 5)

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## The Login Screen

Double clicking the desktop icon should bring up this login screen:



## Username and Password

The username and password issued to you for access to the other Harcourts systems is also the one to use to access the Trust Accounting Module.

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# Processing a Contract

## Overview

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**Introduction** This chapter will guide the user through how to enter all types of contracts, and the steps unique to these different types.

---

**Contents** This chapter contains the following topics:

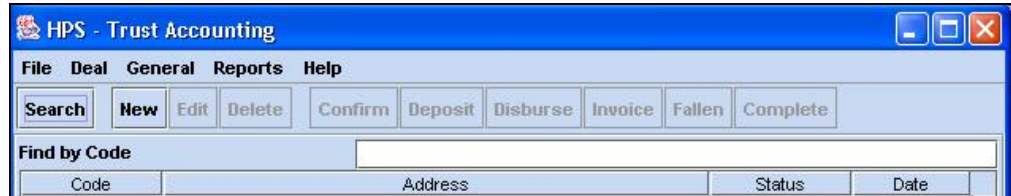
Topic	See Page
The Contract Lifecycle	9
Entering a New Contract	10
The Harcourts Foundation – Transactional Donations	20
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# The Contract Lifecycle

## Introduction

The contract lifecycle usually follows the same basic steps. Once a contract is entered into the Sales and Trust Account most parts can be modified at any stage to allow for corrections. The contract can be manipulated using the following menu buttons:



## Contract is Entered

The contract is entered into the Sales and Trust Accounting Module. Contracts can be entered as either Conditional or Unconditional.

## A Deposit is Paid

One or more deposits are paid and recorded in the Trust Account.

## Contract Confirms or Crashes

If the contract was entered with Conditions attached and the Unconditional date is reached, one of two things will need to happen:

Contract	Which means...
Confirms	The deal is highlighted and on the menu bar the [Confirm] button is clicked. The confirmation date is entered in the popup box. This automatically sets the HPS listing to Sold.
Crashes	The deal is highlighted and on the menu bar the [Fallen] button is clicked. If a deposit was being held, it will be refunded at this point. (see page 35) If there is no back up contract the HPS listing will automatically be set to Available again.

## Contract is Disbursed

The deposit is disbursed, usually taking out the commission owed to the office and sending the balance to the vendor or their solicitor.

## Invoice is Raised

The invoice is raised for the vendor or their solicitor and sent with any balance of deposit.

# Entering a New Contract

## Introduction

This section will take the user through how to fill in each of the three tabs required to correctly enter a new contract.

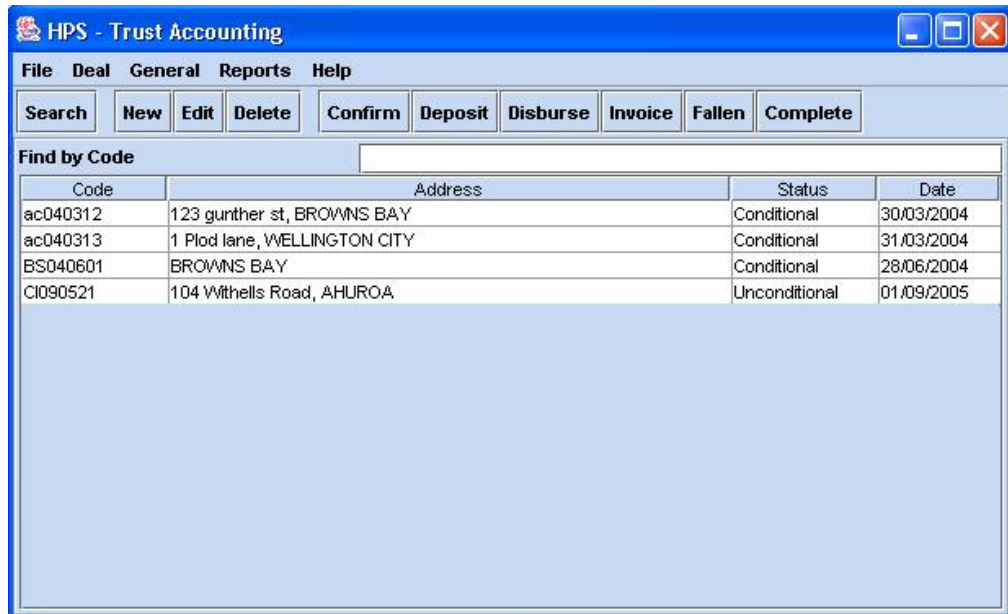
## Contents

This section contains the following topics:

Topic	See Page
Deal Details Tab	12
Sale Details from the Deal Details Tab	13
Commission Tab	15
Fees Tab	17
Appendix of examples	41

## How to Start

This is how the Main Screen will look with some deals that are in progress on it.

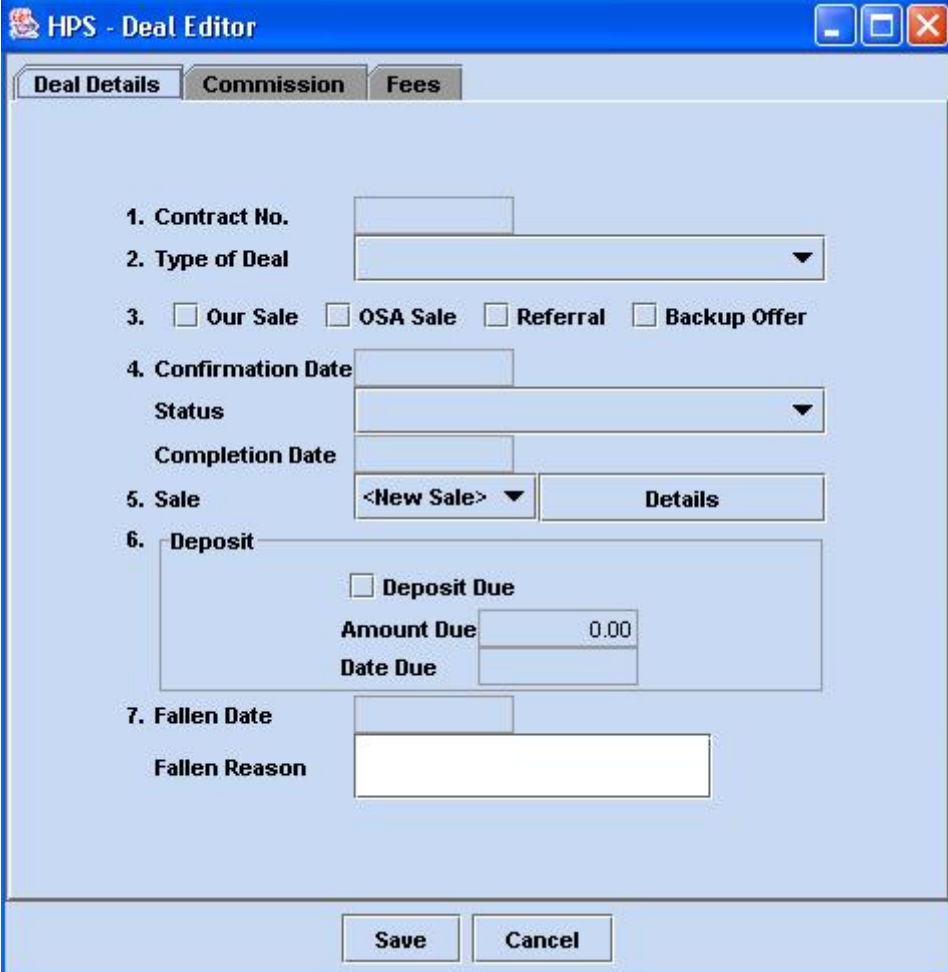


*Continued on next page*

## Entering a New Contract, Continued

### How to Start (continued)

Click the [New] button to open a new deal. The first screen will look like the following example.



The screenshot shows a software window titled "HPS - Deal Editor" with three tabs: "Deal Details", "Commission", and "Fees". The "Deal Details" tab is active. The form contains the following fields and controls:

- 1. Contract No. (text input)
- 2. Type of Deal (dropdown menu)
- 3.  Our Sale  OSA Sale  Referral  Backup Offer
- 4. Confirmation Date (text input)
- Status (dropdown menu)
- Completion Date (text input)
- 5. Sale: <New Sale> (dropdown menu) and Details (button)
- 6. Deposit:  Deposit Due, Amount Due (text input with value 0.00), Date Due (text input)
- 7. Fallen Date (text input)
- Fallen Reason (text input)

At the bottom of the window are "Save" and "Cancel" buttons.

# Deal Details Tab

**1. Contract Number** This will be automatically completed once the sale details have been entered and stored in the Sale Details (line 5).

**2. Type of Deal** Select the deal type that applies to the sale using the drop-down box.

**3. Sale Tick Boxes** It is **very important** that you tick the correct box. The following table will help you determine which box to tick.

**NO** boxes will be ticked when another Harcourts office sells a listing from your office.

Box Name	Tick this when...
Our Sale	YOUR office is the selling office in the contract
OSA Sale	A NON-Harcourts office sells your listing
Referral	Your office is receiving referral money from another office's contract
Backup Offer	The contract is a back-up offer (which may yet take over, or fall)

**4. Confirmation Date and Status** The Confirmation Date will appear automatically when the contract changes from Conditional to Unconditional.  
If you are entering an Unconditional contract you will need to fill this date in using the date of the contract.

**5. Sale Details** Please refer to page 13 for step-by-step instructions on how to enter the parts of the Sale's Details.

**6. Deposit Due** Recording deposits here that are due but not yet paid, will allow you to run the Deposit Due report to easily see any outstanding monies.

When the deposit eventually is paid the tick should then be removed from this part.

**7. Fallen Details** This information will be automatically completed if the contract goes through the Fallen process.  
See on page 9 for instructions on how to process a Fallen contract.

## Sale Details (from Deal Details Tab)

### New Sale or Other?

Use the following table to determine whether to select <New Sale> or "Other" in the drop down box at line 5 on the Deal Details Tab. This will allow you to search for the other office's trust deal to pull through into your trust.

Selection	Use when...
<New Sale>	The deal is your office List and Sell <b>OR</b> your office Sale <b>OR</b> a Sale involving an OSA.
Other	If the deal is another Harcourts <u>Trust Using</u> office sale and your office List.

Once the selection has been made click the [Details] button. This will open the Sale Details box where you will enter the contract information.

### Listing Tab

Select the listing from the drop-down list. These are all the listings that are available from your office. You can search for other offices' listings by clicking "Other" (at the top of the dropdown list).

Once a listing has been selected this will automatically populate most of the other boxes on this tab.


Selecting a listing at this stage also links the deal to the HPS listing which will ensure the listing is correctly updated at each stage of the contract.

*Continued on next page*

## Sale Details (from Deal Details Tab), Continued

### Sale Tab

All boxes on the Sales Tab must be manually filled in. The following table describes how to do this.

Box	Fill in using...
Contract Number	Usually formatted as Branch Code, Month, Year then Deal Number. eg. AL010601 It is recommended a manual sales' register be also kept.
Date fields	Format as dd/mm/yyyy
Price	Enter the number only – NO dollar signs, commas, decimal points etc
Purchasers	<p>Click the [Add] button beside the Purchaser box to bring up the Search function.</p>  <p>Type the purchaser surname into the Client Name box then click [Search]. If no match is found there will be a [Create New] button that will allow you to enter the new purchaser details.</p>
Legal Firm	<p>Search for the Legal Firm in the same way the purchaser search was performed. Remember to <u>un</u>-tick "Only this Branch's Clients" when searching for the legal firm.</p> <p>If the legal firm is unknown then use "To Be Advised" in order to continue with the deal. The correct details can be added later.</p>

### Yes or No???

Click [OK] when all fields have been completed to save the Sale Details.  
This will pop up the following question:

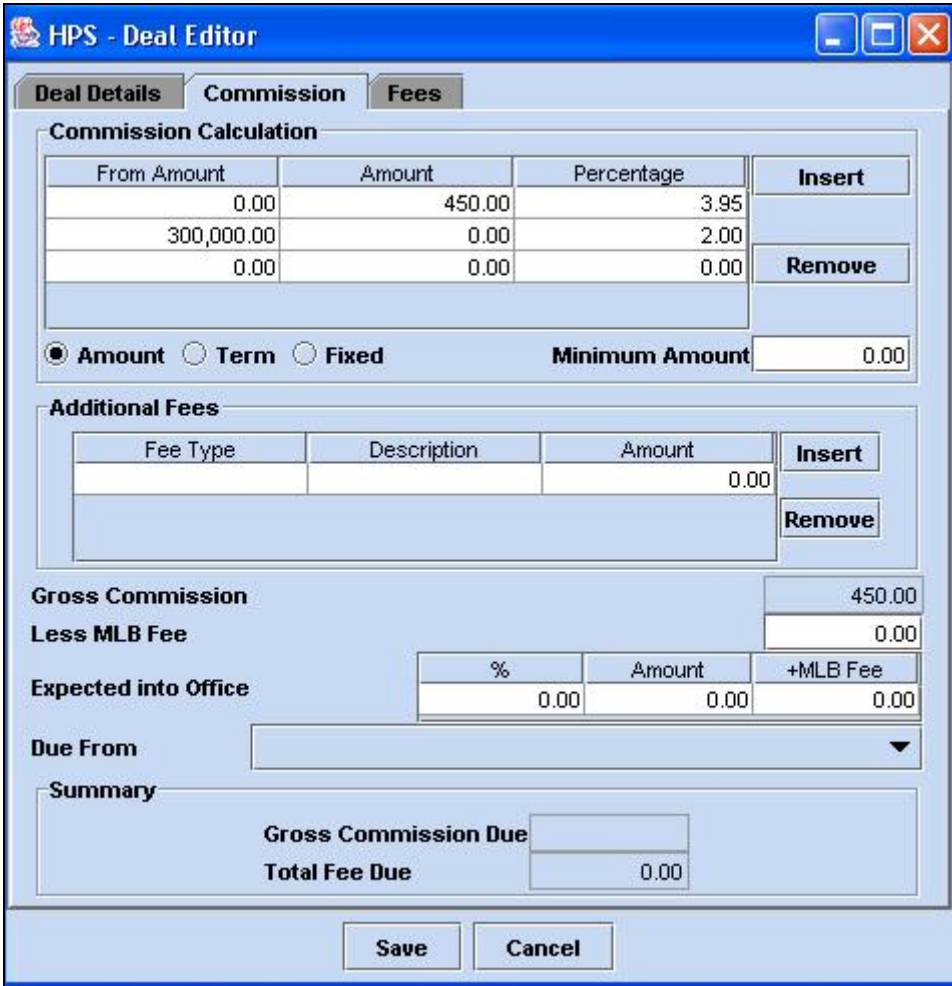
Update "Due From" Client?	
Yes	Select Yes when you are entering the deal.
No	Select No if you have edited this section and do not want the information on the Fees tab to change.



# Commission Tab

**Commission Tab Example**

This is how the commission tab will look after completing the Deal Details tab (commission rates may be different to those illustrated)



**Commission Calculation**

This is preset to the office's default rates, and should only rarely need to be changed.

If the office has agreed to a special commission amount, you would transfer the option dot from "Amount" to "Fixed" and then enter the GST exclusive amount into the Amount box.

**Additional Fees**

Enter rows of additional fees to be charged such as advertising, auction fees and the like. The amount entered must be GST exclusive.

**Gross Commission**

This is automatically calculated using the sale price and commission calculation and will be exclusive of GST.

*Continued on next page*

# Commission Tab, Continued

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**Expected into Office**

Will be 100% when it is your office sale and your office is collecting the deposit. The correct percentage MUST be entered here to make your weekly and monthly reports show the correct figures.

---

**Due From**

Vendors Legal Firm will be automatically completed when the listing is dragged through from the HPS. Use "To Be Advised" if no details given.

---

**Summary**

This automatically shows the amount of commission due and also the total fee which includes any additional fees due.

---

# Fees Tab

## Fees Tab Example

This is how the fees tab will look. Some details may already have been automatically completed from the listing information that has been pulled through from the HPS.

The screenshot shows the 'Fees' tab in the HPS - Deal Editor. It features four main sections for data entry:

- Conjunctionals:** A table with columns: Office, Type, Percentage, Amount, Fixed (checkbox), +MLB. Includes 'Insert' and 'Remove' buttons.
- Referrals:** A table with columns: Office, Type, Percentage, Amount, Fixed (checkbox). Includes 'Insert' and 'Remove' buttons.
- Off the Top Fees:** A table with columns: Type, Percentage, Amount, Fixed (checkbox). Includes 'Insert' and 'Remove' buttons.
- Consultants:** A table with columns: Consultant, Role, Deal %, Deal \$, Split %, Consult. \$, Fixed (checkbox). Includes 'Insert', 'Remove', and 'Awards' buttons.

At the bottom, there are two input fields: 'MLB Fee Payable \$' and 'Listing Office Fee \$', followed by 'Save' and 'Cancel' buttons.

## Conjunctionals Section

**Only** use this if you are **sending** money to another Harcourts office OR any other Real Estate Company. (eg Ray White)

Search for the office you are sending to by clicking in the Office field and searching (refer to page 14 for help on searching), then move along the row completing each field.

A percentage amount of the gross commission can be entered in the Percentage field, or a fixed dollar amount can be entered and set by ticking the "Fixed" tick box.

*Continued on next page*

# Fees Tab, Continued

**Referrals**

This section is used when your office is paying a referral to another Harcourts office. The percentage payable to the referrer will either come off the Lister's share or the Seller's share and will be reflected in a change in the consultant's percentage further down the screen. These are normally 20% of either the seller or the lister share.

Please be aware that these will obviously cause the consultants amount that the referral is coming from to reduce, but it will also cause the other consultant who is not paying the referral amount to increase slightly. This is due to a recalculation of the franchise fees.

A referral may also be paid off the total gross commission and is normally 10% of the gross.

**Off the Top Fees**

Franchise Fees and Office Fees are normally preset so that they are deducted before the sales consultants' commissions are calculated. Additional rows of fees may be added by clicking the [Insert] button to the right of the "Off the Top Fees" section.

**Consultants**

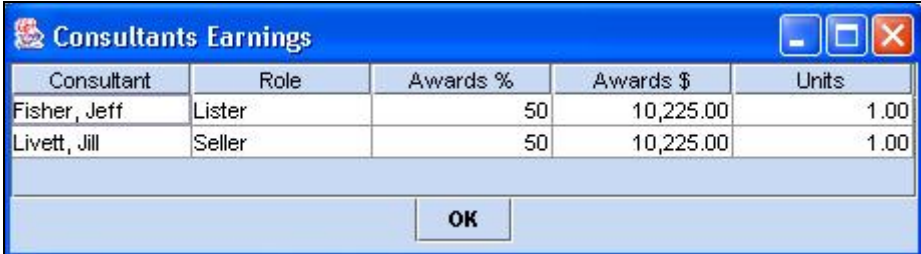
This area is used to calculate the commission that the Sales Consultants are going to receive.

Column	Function																																									
Consultant	The name of the consultant involved in the contract																																									
Role	The role of the consultant in the contract. If the same person is both the lister and the seller, then they need to be entered once for each of those roles.																																									
Deal %	This column must total to 100%. This reflects how the total into the office will be split.																																									
Deal \$	This will automatically calculate once a Split % or Consult \$ figure is entered																																									
Split %	The franchise owner and the consultant will have previously agreed to this figure. In the example below Nicole who is one of the offices top performers gets 27.5% of the net commission and Clark who is new to real estate only gets 20% of the net commission.																																									
	<table border="1"> <thead> <tr> <th colspan="8">Consultants</th> <th>Insert</th> </tr> <tr> <th>Consultant</th> <th>Role</th> <th>Deal %</th> <th>Deal \$</th> <th>Split %</th> <th>Consult. \$</th> <th>Fixed</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kidman, Nicole</td> <td>Lister</td> <td>50</td> <td>10,000.00</td> <td>55</td> <td>5,500.00</td> <td><input type="checkbox"/></td> <td>Remove</td> </tr> <tr> <td>Kent, Clark</td> <td>Seller</td> <td>50</td> <td>10,000.00</td> <td>40</td> <td>4,000.00</td> <td><input type="checkbox"/></td> <td>Awards</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Consultants								Insert	Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed		Kidman, Nicole	Lister	50	10,000.00	55	5,500.00	<input type="checkbox"/>	Remove	Kent, Clark	Seller	50	10,000.00	40	4,000.00	<input type="checkbox"/>	Awards							<input type="checkbox"/>	
Consultants								Insert																																		
Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed																																				
Kidman, Nicole	Lister	50	10,000.00	55	5,500.00	<input type="checkbox"/>	Remove																																			
Kent, Clark	Seller	50	10,000.00	40	4,000.00	<input type="checkbox"/>	Awards																																			
						<input type="checkbox"/>																																				
Consult. \$	A fixed dollar amount can be entered here if a different amount has been agreed to be paid to the consultant.																																									
Fixed	If entering a Consult. \$ amount then this box will automatically be ticked.																																									

*Continued on next page*

# Fees Tab, Continued

**Award Earnings** After the Fees tab has been completed the Awards calculations should be checked for accuracy. Click the [Awards] button to the right of the Consultants section to bring up the following screen:



Consultants receive a recalculated percentage rate of the gross commission to allow for a level playing field for awards purposes and these have no bearing on their actual earnings.

Listing Type	Awards%
Auction	50
Exclusive	50
Open	25

**Splitting Awards** Where a deal has two listers or two sellers, the Awards % and Unit is split between the two consultants. E.g. Two listers of an Auction listings would each get 25% and 0.5 Units, this being half of the Award Recalcs.

**Important Note about Award Earnings** The recalculated percentage rates have been set by Harcourts and should not have to be modified provided that the deal has been loaded correctly at each step.

# The Harcourts Foundation - Transactional Donations

## Overview

These notes are for offices that use the Harcourts Trust Accounting System that have signed up for the Transactional method of donating to The Harcourts Foundation.

The business owner will have nominated a set dollar amount to automatically come off every transaction processed through the trust. The Harcourts Helpdesk activates and maintains this.

## Deal Example

The deal editor will automatically include the preset donation amount as shown in this example:

Consultants							Insert
Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed	Remove
Eaves, Dave	Lister	100	6,055.38	50	2,778.58	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
							Awards
<b>MLB Fee Payable \$</b>							
<b>Listing Office Fee \$</b>							
<b>The Harcourts Foundation \$</b>							15.00
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

## Contract Front Sheet Example

The contract front sheet example here illustrates how The Harcourts Foundation donation comes off just before the Net Income is calculated. In the case below the \$15 contribution is made up of:

- \$1.20 from Harcourts Group
- \$6.90 from the Lister – Dave Eaves
- \$6.90 from the office share

Into Office (excl GST)	\$6,055.38	
MLB Fee	\$0.00	
Less Outside Agent		OSA:
Less Referrals Paid		TO:
The Harcourts Foundation	\$15.00	
Net Income for Office	\$6,040.38	Pay Franchise Fees of 8.00% on this amount
Franchise Fee	\$483.23	
Other Off The Top Fees	\$0.00	
Listing Office Fee	\$0.00	
Nett Commission	\$5,557.15	
	<u>Name</u>	<u>All plus GST</u>
Lister	Eaves, Dave	\$2,778.58 50.00% of \$5,557.15 Nett Commission
Office Share		\$2,778.57 50.00% of \$5,557.15 Nett Commission

## Reporting

The number of foundation transactions per month will be carried through from the trust to show on the Franchise Return/Gross Income Report in Harcourts Online.

# Conjunctional Contracts

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## Definition

A Conjunctional Contract is one in which your office has worked in with another Real Estate office. This may be another Harcourts office or an OSA.

---

## Selling an OSA Listing

This process is largely the same as for entering a New Deal except there will be no HPS listing to pull through.

On the Deal Details Tab, at line 5 select "Create New" from the Sale dropdown list and then add all the details you have about the property onto the Listing Tab. Fill in the Sales Tab as normal.

On the Commission Tab, you should edit the commission calculation to be that of the OSA listing office. Then enter the percentage expected into your office, pressing [Enter] after the figure to make sure the remaining information will be automatically completed.

---

## Conjunctional Deal with another Harcourts Office (on Trust)

The deal should be processed first by the office that is the stake holder and paying out the monies. This will usually be the Selling Office except for an auction.

On the Deal Details Tab (the listing office) proceed as if entering a new deal, except at Line 5 click the down arrow next to <New Sale> and select "Other" to search for the Deal Code of the selling office. Once the correct deal is found it can be selected by clicking on it and then clicking [Accept] to pull it through.

On the Commission Tab the percentage expected into office is filled in (usually 50%)

On the Fees Tab fill in the name and amounts for the listing consultant(s).

---

## Example Deals

See pages 43, 44, 45 and 46 in the Appendix for example screen shots of how to enter conjunctional deals.

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# Auction Contracts

---

**Overview** Where an Auction Listing sells to a buyer being worked by another Harcourts office there is a set procedure that must be followed.

---

**Business Rule** The Listing Office processes the deal before the Selling Office as they generally are the office collecting the deposit

---

**Order of Deal Entry** This table outlines the steps in processing an Auction Contract:

Step	Action
1	The Listing office MUST phone the Selling Office to get the contract number to be used on the deal.
2	The Listing office then enters the contract in the usual manner using the Selling Office contract number.  The Listing Office will NOT tick Our Sale.
3	The Selling Office can then process the deal in the usual manner except at Line 5 click the down arrow next to <New Sale> and select "Other" to search for their contract number used by the Listing office. Once the correct deal is found it can be selected by clicking on it and then clicking [Accept] to pull it through.  The Selling Office will tick "Our Sale".

---



## Referrals Paid into your Office

---

### Overview

These are very much the same as entering normal deals except that the only tick box used on the Deal Details Tab is the one labelled "Referral"

---

### Referral Paid by Trust Using Office

On the Deal Details tab at Line 5, click the down arrow next to <New Sale> and select "Other" to search for the *Deal Code* of the office sending the referral. Once the correct deal is found it can be selected by clicking on it and then clicking [Accept] to pull it through.

On the Commission tab you will enter the percentage expected into office (often 10%). The commission calculation should also be changed to be that same as that of the office sending the referral.

On the Fees tab the consultant is selected and given the Role of Referrer, with the percentage amount entered as per the consultant's rate, as shown in the following example:

Consultants							Insert
Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed	Remove
Jansen, Luke	Referrer	100	835.00	55	422.51	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

**Awards**

---

### Referral Paid by non-Trust Using Office

On the Deal Details tab at Line 5 the [Details] button is clicked and the *listing* searched for in order to pull through the listing details.

On the Commission tab enter the percentage expected into office (often 10%)

On the Fees tab the consultant is selected and given the Role of Referrer, with the percentage amount entered as per the consultant's rate.

---

### Example Deal

See page 47 in the Appendix for example screen shots of how to enter a referral paid deal.

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# Invoices, Front Sheets and Credit Notes

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## Introduction

Contract Front Sheets and Invoices can be raised at any stage of the contract.

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## Contract Front Sheet

The contract front sheet gives a one-page (usually) summary of all the details of the contract. It summarises the contract dates, parties and solicitors involved, financial transactions and the commission and fees calculations.

Front Sheets can be viewed and printed at any stage, and when generated will immediately show any changes made to any of the deal information.

Step	Action
1	Click the deal to highlight it.
2	Select "Contract Front Sheet" from the "Reports" menu at the top of the Trust Accounting Module.
3	View or print the contract front sheet.

---

## Invoices and Credit Notes


The invoice has several editable areas allowing some adjustments before the invoice is previewed and stored. These are to be printed on Harcourts letterhead.

An invoice can be re-created if required, however all copies and versions after the original invoice is created and printed will have **\*\*Copy Only\*\*** printed on them.

---

*Continued on next page*

# Invoices, Front Sheets and Credit Notes, Continued

Step	Action												
1	Click the deal to highlight it.												
2	<p>Click [Invoice] from the button menu at the top of the Trust Accounting Module to bring up the Invoice Management box as shown here:</p> 												
3	<p>Button Explanations:</p> <table border="1"> <tbody> <tr> <td>Create Invoice</td> <td>Make any changes to the white background areas then confirm the details are correct in the [Preview]. Select [Store and Print] to save the invoice.</td> </tr> <tr> <td>Create Credit Note</td> <td>Use when an invoice has already been sent with monies owed and then an alteration to this is required in the case of overcharging. Make the required changes in the deal editor, and then click the [Create Credit Note] button to raise and preview the Credit Note.</td> </tr> <tr> <td>Reverse</td> <td>Use Reverse to "cancel" an invoice after commission changes and the like have been made in the Deal Editor. Once reversed, the [Create Invoice] button will be live again.</td> </tr> <tr> <td>Edit</td> <td>Opens the selected invoice in Edit mode to allow any of the white background fields to be edited.</td> </tr> <tr> <td>Report</td> <td>Opens the most recent invoice on the contract.</td> </tr> <tr> <td>Cancel</td> <td>Closes out of the Invoice Management screen.</td> </tr> </tbody> </table>	Create Invoice	Make any changes to the white background areas then confirm the details are correct in the [Preview]. Select [Store and Print] to save the invoice.	Create Credit Note	Use when an invoice has already been sent with monies owed and then an alteration to this is required in the case of overcharging. Make the required changes in the deal editor, and then click the [Create Credit Note] button to raise and preview the Credit Note.	Reverse	Use Reverse to "cancel" an invoice after commission changes and the like have been made in the Deal Editor. Once reversed, the [Create Invoice] button will be live again.	Edit	Opens the selected invoice in Edit mode to allow any of the white background fields to be edited.	Report	Opens the most recent invoice on the contract.	Cancel	Closes out of the Invoice Management screen.
Create Invoice	Make any changes to the white background areas then confirm the details are correct in the [Preview]. Select [Store and Print] to save the invoice.												
Create Credit Note	Use when an invoice has already been sent with monies owed and then an alteration to this is required in the case of overcharging. Make the required changes in the deal editor, and then click the [Create Credit Note] button to raise and preview the Credit Note.												
Reverse	Use Reverse to "cancel" an invoice after commission changes and the like have been made in the Deal Editor. Once reversed, the [Create Invoice] button will be live again.												
Edit	Opens the selected invoice in Edit mode to allow any of the white background fields to be edited.												
Report	Opens the most recent invoice on the contract.												
Cancel	Closes out of the Invoice Management screen.												

*Continued on next page*

# Invoices, Front Sheets and Credit Notes, Continued

## Create Invoice Example

Make any changes to the white background areas then confirm the details are correct in the [Preview].

**HPS - Settlement Invoice Statement**

**Invoicee Address**

Briggs, Kaitlyn  
C/- Briggs, Kaitlyn

**Date** 26/02/2008

**Invoice Number** 49

**Client Code** P236358

**Contract No.** MTE0712

**Refund Cheque No.**

**Notes**

Re: 17 Black Place, Pacific Fair  
Vendor: Briggs, Kaitlyn.  
Purchaser: Smith, John. 16 Franklin court, Golden grove, Sa, 5036

Commission Calculated on Sale Price of \$410,000.00  
\$10,000.00

**Summary**

<b>Gross Commission</b>	<b>10,000.00</b>	
<b>Advertising Funds</b>	<b>500.00</b>	
<b>GST @ 10.0%</b>	<b>1,050.00</b>	
<b>Total Fee</b>	<b>11,550.00</b>	
<b>Amount Outstanding Now Due</b>		<b>11,550.00</b>

**Further Notes**

# Financial Transactions

## Overview

---

**Important** It is important to remember that financial transactions can only be entered into the Sales and Trust Account for the current month that the Trust Account is in.

---

**Contents** This chapter contains the following topics:

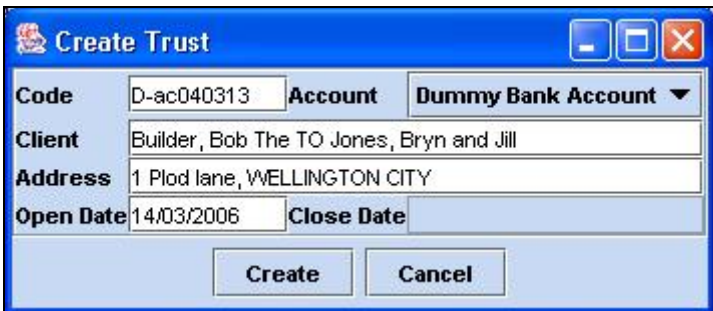

Topic	See Page
Entering a Deposit	28
Withdrawing Deposit Money	29
Disbursing a Deal	31
Partially Disbursing A Deal	33
Entering Settlement Funds	34
Fallen Deal With A Deposit Paid	35

---

# Entering a Deposit

**Rule** A deposit can only be entered into the Sales and Trust Account for the current financial month that the Trust Account is in.

**Procedure** These steps detail how to enter a deposit against a deal:

Step	Action
1	Click on the deal to highlight it. Click the [Deposit] button.
2	<p>The Create Trust Box will display if this is the first deposit to be entered on the deal.</p> <p>Check that the Open Date is the same as or prior to the date you will be entering the Deposit for.</p> <p>You should not have to change any of the other details.</p> 
3	Click [Create]
4	<p>Fill in the details for the deposit, using the receipt number from the Real Estate Institute receipt book.</p> 
5	Click [Save] to store the deposit, or [Save and Print Receipt] to both generate a receipt and save the deposit.

**Receipts** To reprint a receipt that was generated at the time of the deposit the user will need to go into Trust Management (see page 36). Locate the deal from the list, click to highlight then click the [Transactions] button.

**Multiple Deposits** More than one deposit may be entered on any deal by repeating the above procedure.

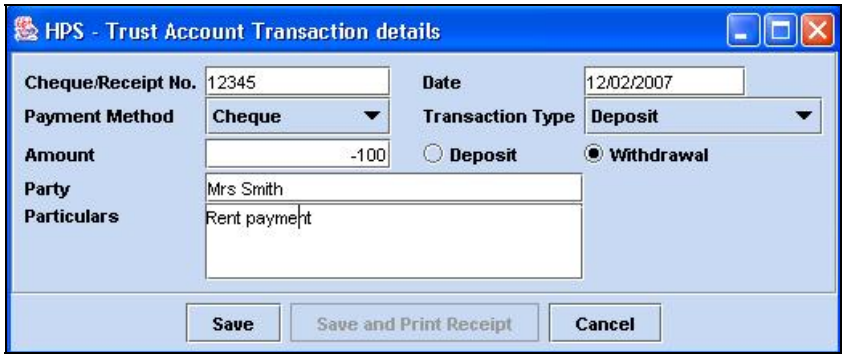
# Withdrawing Deposit Money

**Overview** Some circumstances require all or part of a deposit to be withdrawn from the Sales and Trust Account.  
For instance the deposit has come into the wrong office on a conjunctural deal, or the solicitor asks that the full deposit be sent to them to be held.

**Caution!** Withdrawing money will produce a different result to Partially Disbursing.

Withdrawing following the instructions given will show the money coming in and going out on the invoice and on the contract front sheet without it calculating commission due.

**Procedure** These steps detail how to withdraw some or all of a deposit:

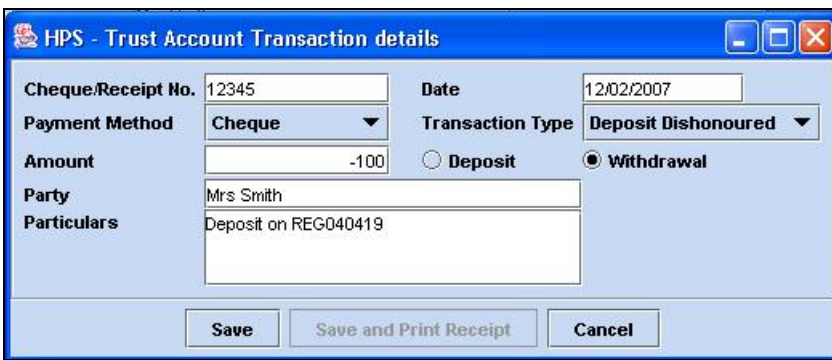
Step	Action
1	Click on the deal to highlight it. Click the [Deposit] button.
2	Click [Yes] to confirm that you wish to add another deposit.
3	<p>Fill in the withdrawal details, taking care to leave the Transaction Type as "Deposit" but change the option button from Deposit to Withdrawal as shown below:</p>  <p>Enter the dollar figure – the system will automatically change it to a minus amount.</p>
4	Click [Save]

# Dishonoured Deposit

**Overview** Occasionally a deposit paid may be dishonoured by the bank.

This must be recorded correctly for the audit trail.

**Procedure** These steps detail how to withdraw a dishonoured deposit:

Step	Action
1	Click on the deal to highlight it. Click the [Deposit] button.
2	Click [Yes] to confirm that you wish add another deposit.
3	<p>Fill in the withdrawal details, taking care to change the Transaction Type to "Deposit Dishonoured" but change the option button from Deposit to Withdrawal as shown below:</p>  <p>The receipt number is to be the same as on the original receipt.</p> <p>Enter the dollar figure – the system will automatically change it to a minus amount.</p> <p>The Party is the name of the person who paid the cheque.</p>
4	Click [Save]



# Disbursing A Deal

## Early Release Rule



You are required to have written confirmation for early release from both party's solicitors in order to disburse funds that have been held in trust for less than 10 days.

## Early Release Procedure

If deposits have not been held in the Trust Account for 10 days but early release instructions have been received, the early release tick box will need to set before proceeding with the disbursement details.

## Procedure

These steps detail how to disburse all deposits held on a deal:


Step	Action
1	Click on the deal to highlight it. Click the [Disburse] button.
2	Click [Yes] to confirm that you have checked the commission and deal details.
3	Click on one row at a time to highlight it and then click the [Details] button. 
4	Fill in the Cheque/Receipt Number, the disbursement date, and the payment method. You should not have to alter any of the other information. 

Press [OK]. Repeat step 3 and 4 for each disbursement transaction.

*Continued on next page*

# Disbursing A Deal, Continued

Procedure (continued)

Step	Action
5	<p>Click the [Disburse] button when all the rows have had their details entered.</p>  <p>This will return you to the main trust screen and the status of the deal will now say Complete.</p>

## Partially Disbursing a Deal

**Overview** There may be times when a deal needs to have only some of the deposit disbursed. Partially Disbursing will calculate the amount owed to the office if there is not enough to cover the commission.

**Caution!** Partially disbursing a deal will produce a different result than withdrawing some or all of the deposit. (See page 29 for how to withdraw a deposit)

**Procedure** These steps will guide you through partially disbursing:

Step	Action												
1	Click on the deal to highlight it. Click the [Disburse] button.												
2	Click the row for the disbursement to make. Click the [Details] button. <div data-bbox="571 813 1414 1151" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Deal Disburse Details</b></p> <p>Completion Date: 15/03/2006</p> <p>Trust Transactions</p> <p>Last Deposit Date: 16/08/2005    Available Trust Balance: 20,000.00    Total Withdrawals: 20,000.00</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Party</th> <th>Amount</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Commission</td> <td>Techo Team Realty</td> <td>-7,171.88</td> <td></td> </tr> <tr> <td>Vendor Balance</td> <td>Builder, Bob The</td> <td>-12,828.12</td> <td></td> </tr> </tbody> </table> <p>Buttons: Disburse, Cancel, Details, New, Remove</p> </div>	Type	Party	Amount	Date	Commission	Techo Team Realty	-7,171.88		Vendor Balance	Builder, Bob The	-12,828.12	
Type	Party	Amount	Date										
Commission	Techo Team Realty	-7,171.88											
Vendor Balance	Builder, Bob The	-12,828.12											
3	Complete the details for the disbursement. (See Page 31)												
4	Use the [Remove] button to take off any rows not to be disbursed at this time.												
5	Click [Disburse]. The deal will now show "Partially Complete" and may have further deposits or disbursements added at a later date. (Will first require the trust to be reopened by the Help Desk)												

**Disbursing the Remainder of Deposit** When disbursing the deposit remaining it is important to check that the Transaction Type is accurate.

For example, if the commission was disbursed and then a few days later the balance is being disbursed to the vendor, the Transaction Type must be changed to Vendor Balance.

## Entering Settlement Funds

---

### Overview

In some cases you will have to invoice a solicitor for the balance of commission if the deposit paid was not enough to cover this.

The settlement fund amount will be banked directly into the General Account.

---

### Procedure

Click on the deal to highlight it. Click the [Complete] button to change the deal status from Partially Complete to Complete.

---

# Fallen Deal with a Deposit Paid

**Overview** A solicitor will send notification if a deal is to no longer proceed.

**Procedure** These steps detail how to refund the deposit on a fallen deal:

Step	Action
1	Click on the deal to highlight it. Click the [Fallen] button.
2	This will bring up the following box: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
3	Enter the fallen reason into the space provided
4	Click the Vendor Balance row to highlight it. Click the [Details] button.
5	Change the Party to be the Purchaser's name (or deposit payer). <b>DO NOT</b> change the transaction type. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
6	Click [OK] to store the deposit.
7	Click [Fallen] on the Fallen Deal Details box to complete the Fallen Process.

# Trust Management

## Introduction

Trust management is a part of the Sales and Trust Account system where money can be recorded in the trust account where a contract may not yet exist for a sale.

It is also used for recording rental property transactions and advertising money payments.

## Accessing Trust Management

From the main screen, click to General/Trust Management on the top menu to bring up the box like the one shown here (with some trusts already in it)



## Creating a Trust

Click the [Open Trust] button to bring up the Create Trust Screen. Fill in the information pertaining to the property involved and click the [Create] button

## Adding Transactions

The following steps describe how to add a deposit or withdrawal to a trust management trust.

Step	Action
1	Select the required trust from the list and click the [Transactions] button.
2	From the Transaction Management box click the [New Transaction] button.
3	Fill in the transactions details (see page 28 for deposits, and page 29 for withdrawing procedure) then click [Save] or [Save and Print Receipt] to generate a receipt and save the transaction.

## Closing a Trust

When all money has been withdrawn and the trust is no longer required, it can be closed by clicking it to select, then clicking the [Close Trust] button and entering a date within the current financial month.

# End of Month Procedure

## Overview

---

**Introduction** To maintain an accurate trust account and audit trail it is necessary to complete several important operations at the end of every month.

---

**Contents** This chapter contains the following topics:

Topic	See Page
Reconciling the Trust Account	38
Reporting	39
Roll Over	40

---

# Reconciling the Trust Account

## Friendly Hint

It is recommended you reconcile your Sales and Trust Account weekly as each statement is received from the bank.  
Reconcile the statements in order of statement number.

## Example Screen

**Statement Details**

Statement Number  Statement Date

**Transaction Criteria**

Account **Dummy Bank Account** ▼

Show  Unreconciled  All

Min Date

Max Date

**Get Transactions**

**Transactions**

Date	Ref.	Particulars	Withdrawal	Deposit	Reconciled
00/00/2000	123456	unknown	0.00	1,000.00	<input type="checkbox"/>
11/08/2006	12345	Deposit on REG08060223 Custom StViaductA...	0.00	1,000.00	<input type="checkbox"/>
12/08/2006	5555	Deposit on REG08060223 Custom StViaductA...	0.00	2,000.00	<input type="checkbox"/>
15/08/2006	236536	Refund of deposit for DND80501104 Withells ...	10,000.00	0.00	<input type="checkbox"/>
15/08/2006	258632	Commission on REG08060112 Beachaven, PA...	17,212.50	0.00	<input type="checkbox"/>
15/08/2006	856321	Vendor balance on REG08060112 Beachaven...	2,787.50	0.00	<input type="checkbox"/>
15/08/2006	GA3456	Deposit on REG040419Smith Rd, AHJROA	0.00	5,000.00	<input type="checkbox"/>
15/08/2006	GA87960	Deposit on REG08060112 Beachaven, PARAP...	0.00	20,000.00	<input type="checkbox"/>
15/08/2006	GA8978	Deposit on REG060803104 Withells Road, AH...	0.00	20,000.00	<input type="checkbox"/>
17/08/2006	568974	Commission on REG060803104 Withells Road,...	17,212.50	0.00	<input type="checkbox"/>
17/08/2006	DT	Vendor balance on REG060803104 Withells R...	2,787.50	0.00	<input type="checkbox"/>
20/08/2006	dr	23 custom st	1,000.00	0.00	<input type="checkbox"/>
30/08/2006	666	Deposit on REG08060223 Custom StViaductA...	0.00	8,000.00	<input type="checkbox"/>

**Summary**

Opening Balance

Reconciled Amount

Closing Balance

**Save** **Cancel**

## Reconciling

Use these steps to reconcile your trust account:

Stage	Description
1	Click to "Reconcile Accounts" under the General menu.
2	Enter the statement number and closing date you are reconciling.
3	Tick the "reconciled" column for the transaction that matches the transaction on the bank statement. Repeat until all the transactions on the statement are ticked off.
4	Confirm that the opening and closing balance on the screen matches the bank statement.
5	Click the [Store] button to save the reconciled transactions.

## Note

Saved reconciliation's in the current financial month can be un-ticked if needed.



# Reporting

## Introduction

The reporting menu of the Trust Accounting Module offers a range of reports that are worth looking into.

Reports	Help
Contract Front Sheet	
Custom Contract Front Sheet	
<b>Active Sales</b>	
Sales	
Active Trust Balance	
Available Deposits	
Cheque Register	
Consultant Earnings	
Deposits Due	
Earnings Analysis	
Franchise Consultant Production	
Franchise Earnings Awards	
Franchise Earnings Awards Audit	
Franchise Gross Income	
Franchise Sales Analysis	
Franchise Tax Invoice	
Trust Account Reconciliation	
Trust Audit/Ledger Reconciliation	
Trust Cashbook	
Weekly Activities	

## End of Month Reports

The following reports must be run off and faxed to the Awards Administrator for the state within seven days of the month closing.

Changes made to deals after the month has closed require these reports to be re-run and re-faxed with a note explaining the changes to the Awards Administrator.

Report Name	Reports on
Franchise Gross Income	All the contracts that have been completed and disbursed for the month. Deals shared with another office will show the purchase price as only the portion kept by the office.
Franchise Sales Analysis	The number of contracts completed and analyses the agency type of the listing and type of sale they were.
Franchise Tax Invoice	The amount franchise fee payable based on gross income. Property Management fees (excl GST) must be entered before running the invoice.

# Roll Over

## Introduction

Rolling is the process of reconciling the trust and running the required reports for the month ended, and then setting the trust to be in the new month.

Rolling the Sales and Trust Account onto the next month allows financial transactions to be entered on deals dated for that month.

## Roll Over Steps

These steps include the work completed in the previous sections:

Step	Action
1	Reconcile the Trust Account. (See page 38)
2	Run and fax the required reports for the Awards Administrator.
3	Run the required reports to be signed off by the licensee.
4	Click the General/End of Month Procedure menu to bring up the following screen:



## Roll over Confirmed Screen

This box indicates the roll over is complete and states the month now being worked in.



# Appendix

## Overview

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### Introduction

This appendix provides examples of entering some standard combinations of list and sale deals.

It is assumed that the Deal Details including the Listing and Sale Tabs have been completed correctly.

All examples are using a Gross Deal Commission of \$6700

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### Contents

This section contains the following topics:

Topic	See Page
Normal 'Our List' and 'Our Sale' deal	42
'Our List' and 'Our Sale' deal with Referral to Pay	43
'Our Sale' and another Office List Deal	44
'Our Sale' and Conjunctural List Deal	45
'Our List' and another office or OSA sale	46
Referral only received	47

---

## Normal 'Our List' and 'Our Sale' Deal

**Deal Details Tab** The tick box for "Our Sale" will be the only one checked on this tab.

**Commission Tab** The commission tab will require 100% to be expected into the office, where the selling office usually handles the deposit and disburses it to the parties involved in the deal.

**Fees Tab** The fees tab lists the seller and the lister roles, with the Deal % summing to 100% while the Split % reflects the split rate for the consultants role.

## 'Our List' and 'Our Sale' Deal with Referral to Pay

**Deal Details Tab** The tick box for "Our Sale" will be the only one checked on this tab.

**Commission Tab** The commission tab will require 100% to be expected into the office, where the selling office usually handles the deposit and disburses it to the parties involved in the deal.

**Fees Tab** The office the referral is being sent to is selected in the Referrals section, and the Type and Percentage payable. (Please refer to page 18 for an important note on Listing Referrals and Seller Referrals).

The fees tab lists the seller and the lister roles, with the Deal % summing to 100% while the Split % reflects the split rate for the consultants role.

## 'Our Sale' and another Office List Deal

**Deal Details Tab** The tick box for "Our Sale" will be the only one checked on this tab.

**Commission Tab** The commission tab will require 100% to be expected into the office, where the selling office usually handles the deposit and disburses it to the parties involved in the deal.

The screenshot shows the 'Commission Calculation' tab in the HPS - Deal Editor. It features a table for commission items, radio buttons for 'Amount', 'Term', and 'Fixed', and a 'Minimum Amount' field. Below this is the 'Additional Fees' section with a table for fee types and descriptions. At the bottom, there are summary fields for 'Gross Commission', 'Less MLB Fee', 'Expected into Office' (with a table for % and Amount), 'Due From' (set to 'Smith & Associates'), and a 'Summary' section showing 'Gross Commission Due' and 'Total Fee Due' both at 6,700.00.

From Amount	Amount	Percentage	
0.00	0.00	5.00	Insert
18,000.00	0.00	2.50	Remove
0.00	0.00	0.00	

Amount  
  Term  
  Fixed  
 Minimum Amount: 0.00

Fee Type	Description	Amount	
		0.00	Insert
			Remove

**Gross Commission** 6,700.00  
**Less MLB Fee** 0.00  
**Expected into Office**

%	Amount	+MLB Fee
100.00	6,700.00	0.00

Due From: Smith & Associates

**Summary**  
**Gross Commission Due** 6,700.00  
**Total Fee Due** 6,700.00

**Fees Tab** The office the conjunctional share is being sent to is selected in the Conjunctionals section, the Type set as 'List' and Percentage or amount payable entered. The fees tab lists the seller role, with the Deal % summing to 100% while the Split % reflects the split rate for the consultant role.

The screenshot shows the 'Fees' tab in the HPS - Deal Editor. It contains several sections: 'Conjunctionals' with a table for Office, Type, Percentage, Amount, Fixed, and +MLB; 'Referrals' with a similar table; 'Off the Top Fees' with a table for Type, Percentage, Amount, Fixed; and 'Consultants' with a table for Consultant, Role, Deal %, Deal \$, Split %, Consult. \$, and Fixed. There is also an 'Awards' button and an 'MLB Fee Payable \$' field.

Office	Type	Percentage	Amount	Fixed	+MLB	
Redcliffe Offi...	Lister	50	3,350.00	<input type="checkbox"/>	<input type="checkbox"/>	Insert
				<input type="checkbox"/>	<input type="checkbox"/>	Remove

Office	Type	Percentage	Amount	Fixed	
				<input type="checkbox"/>	Insert
				<input type="checkbox"/>	Remove

Type	Percentage	Amount	Fixed	
Franchise Fee	8	268.00	<input type="checkbox"/>	Insert
			<input type="checkbox"/>	Remove

Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed	
Eaves, Dave	Seller	100	3,350.00	50	1,541.00	<input type="checkbox"/>	Insert
						<input type="checkbox"/>	Remove

MLB Fee Payable \$

# 'Our Sale' and Conjunctural List Deal

**Deal Details Tab** The tick box for "Our Sale" will be the only one checked on this tab.

**Commission Tab** The commission tab will require 100% to be expected into the office, where the selling office usually handles the deposit and disburses it to the parties involved in the deal.

The screenshot shows the 'Commission' tab in the HPS - Deal Editor. It includes a 'Commission Calculation' table, radio buttons for 'Amount', 'Term', and 'Fixed', an 'Additional Fees' table, and a summary section.

From Amount	Amount	Percentage	Insert
0.00	0.00	5.00	
18,000.00	0.00	2.50	
0.00	0.00	0.00	Remove

Amount  
  Term  
  Fixed  
 Minimum Amount: 0.00

Fee Type	Description	Amount	Insert
		0.00	
			Remove

**Gross Commission** 6,700.00  
**Less MLB Fee** 0.00  
**Expected into Office** 100.00 %   6,700.00 Amount   0.00 +MLB Fee  
**Due From** Smith & Associates  
**Summary**  
**Gross Commission Due** 6,700.00  
**Total Fee Due** 6,700.00

Buttons: Save, Cancel

**Fees Tab** The office the conjunctural share is being sent to is selected in the Conjuncturals section, the Type set as 'List' and Percentage or amount payable entered.

The fees tab lists the seller and the lister roles, with the Deal % summing to 100% while the Split % reflects the spill rate for the consultants role.

The screenshot shows the 'Fees' tab in the HPS - Deal Editor. It includes sections for 'Conjuncturals', 'Referrals', 'Off the Top Fees', and 'Consultants'.

Office	Type	Percentage	Amount	Fixed	+MLB	Insert
Redcliffe Offi...	Lister	25	1,675.00	<input type="checkbox"/>		
				<input type="checkbox"/>		Remove

Office	Type	Percentage	Amount	Fixed	Insert
				<input type="checkbox"/>	
				<input type="checkbox"/>	Remove

Type	Percentage	Amount	Fixed	Insert
Franchise Fee	8	402.00	<input type="checkbox"/>	
			<input type="checkbox"/>	Remove

Consultant	Role	Deal %	Deal \$	Split %	Consult. \$	Fixed	Insert
Eaves, Dave	Seller	50	2,512.50	50	1,155.75	<input type="checkbox"/>	
Buchanan, Lucas	Lister	50	2,512.50	65	1,502.47	<input type="checkbox"/>	
						<input type="checkbox"/>	Awards

MLB Fee Payable \$

Buttons: Save, Cancel

## 'Our List' and another office or OSA sale

**Deal Details Tab** If the Sale is with another Harcourts office then NO box will be checked on this tab.  
If the Sale is with an OSA the "OSA Sale" will be the only one checked on this tab.

**Commission Tab** Generally the selling office will send the listing office their share of the commission, therefore the commission tab will require 50% (60% in some cases) to be expected into the office.  
To make the reports accurately reflect the offices role in the deal, the Commission Calculation should be edited to that of the office sending the commission.

**Fees Tab** The fees tab lists the lister role, with the Deal % summing to 100% while the Split % reflects the split rate for the consultant role.



# Referral only Received

**Deal Details Tab** The Referral tick box will be the only one checked on this tab.

**Commission Tab** Generally the selling office will send the referring office their share of the commission, therefore the commission tab will require 10% to be expected into the office. To make the reports accurately reflect the offices role in the deal, the Commission Calculation should be edited to that of the office sending the commission.

The screenshot shows the 'Commission Calculation' tab in the HPS - Deal Editor. It features a table for commission items, radio buttons for 'Amount', 'Term', and 'Fixed', and a 'Minimum Amount' field. Below this is the 'Additional Fees' section with a table for fee types and descriptions. The summary section shows 'Gross Commission' at 6,700.00, 'Less MLB Fee' at 0.00, and 'Expected into Office' at 10.00% (670.00). The 'Due From' field is set to 'Smith & Associates'. The summary shows 'Gross Commission Due' and 'Total Fee Due' both at 670.00.

**Fees Tab** The fees tab lists the referrer role, with the Deal % summing to 100% while the Split % reflects the spilt rate for the consultant role.

The screenshot shows the 'Fees' tab in the HPS - Deal Editor. It contains several sections: 'Conjunctionals' and 'Referrals' with tables for office, type, percentage, amount, and fixed fees; 'Off the Top Fees' with a table for franchise fees; and 'Consultants' with a table for consultant roles, deal percentages, deal amounts, split percentages, and consultant fees. The 'Consultants' table shows 'Buchanan, Lucas' as a Referrer with a Deal % of 100, Deal \$ of 670.00, Split % of 65, and Consult. \$ of 400.66. There is also an 'MLB Fee Payable \$' field at the bottom.