



Commission Management System

# User Guide





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## Get Started

### Introduction to Commission Management

Wells Fargo's Commission Management System (CMS) service is a comprehensive system that allows clients and vendors to effectively manage Earned Commissions for eligible trades and submit invoices for tracking and payment through the application. The CMS may be used to reconcile soft-dollar generating trades, as well as, submit invoice for payments while tracking status.

### Commission Management Support

#### General Support

For questions regarding your Client Commission Agreement (CCA) or Commission Sharing Agreement (CSA) account, as well as any operational questions regarding specific invoice payments, contact the CCA Support Team at **CCA.support@wellsfargo.com**.

#### Sign On or Technical Support

For issues signing onto or accessing the Wells Fargo Commission Management System web-based platform, contact the CMS Technical Support Team at **CMSEquitySupport@wellsfargo.com**.

#### Management Escalation

For issues requiring escalation or management approval as needed, contact Jason Straus at **Jason.Straus@wellsfargo.com** or Rebecca Atchana at **Rebecca.Atchana@wellsfargo.com**.

### Home Screen

#### Home Screen

The CMS home screen provides a year-to-date overview of a customer's CSA or CCA account with a summary of earned commissions, running balances, and pending payments. To display a specific time period, select the ending time from the Period drop-down menu.

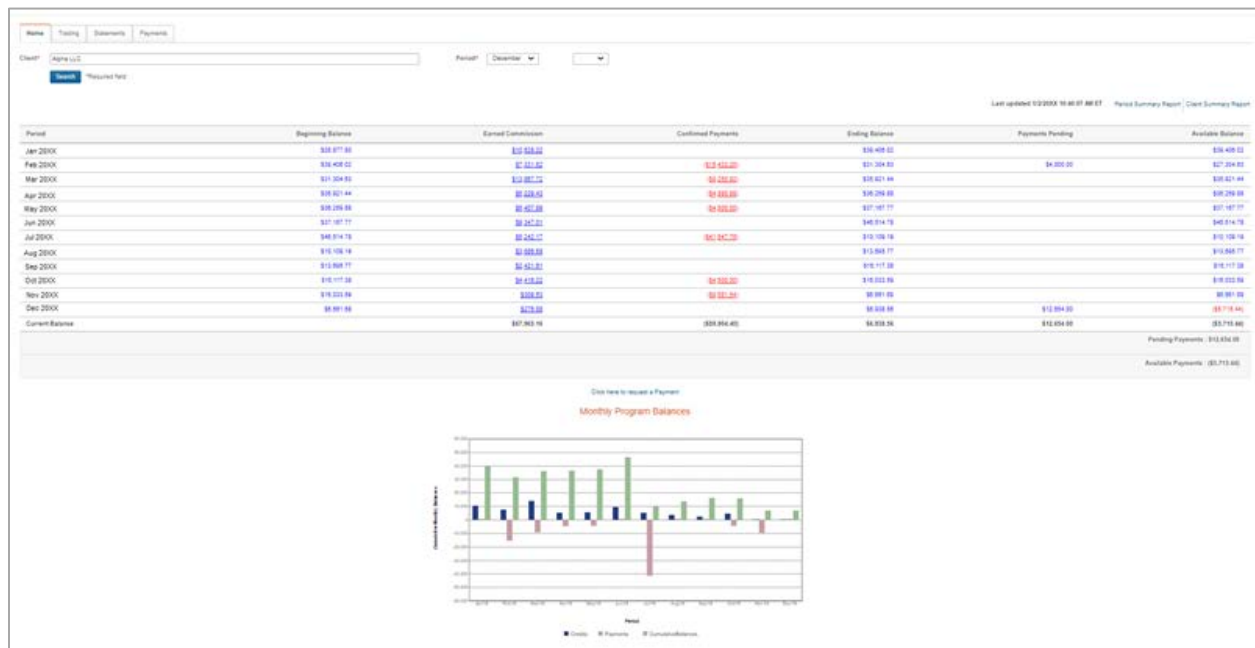
Available fields shown in the report include:

Element	Description
Opening Balance	The beginning balance for the month shown.
Earned Commission	Total of earned commissions for the given month. This field links to a list of transactions resulting in the earned commissions.
Confirmed Payments	Total invoices paid within the month specified. This field that links to a list of invoices paid within the specified month.
Cumulative Balance	Beginning Balance + Earned Commissions – Confirmed Payments
Pending Payments	Total payment requests submitted, but not yet paid.
Available Balance	Most recent cumulative balance.



## Main Menu

The CMS Summary screen displays a list of clients with beginning balances, commission earned, payments confirmed, and cumulative balances.



1. Select a client or vendor from the Client drop-down menu.
2. Select the period from the drop-down menu.
3. Select **Search**. A list of all transactions is displayed showing:
  - Period.
  - Beginning Balance
  - Earned Commission
  - Confirmed Payments
  - Cumulative Balance

You can view the summary of total Pending Payments and Available Balance at the end of the screen.

4. Select **Period Summary Report** to view reports for specific periods.
5. Select **Client Summary Report** to view reports for a specific client.



# Trading

## View Trade Activity

On the Trading screen, you can view all CCA and non-CCA eligible trades for a particular time period as well as any associated commissions charged or accrued for each.

Commission Management System

Home Trading Statements Payments

Client: Alpha LLC View: Today CCA/NonCCA: Select All

Search

Disclaimer: Transaction information is not displayed on a real time basis, and it is instead anticipated that daily transaction information will be displayed on or before 9:30 AM EDT on the following business day. The display of information regarding securities and services may be delayed pending review and approval, provided that the display of any vendor or service herein should not be understood to indicate that such vendor or service has, in fact, been approved. While displayed information is believed to be accurate, all information displayed is subject to change without notice and, in the event of any conflict between the information set forth herein and in any other monthly account statement, the information set forth in such other monthly account statement shall control. Users of this site should contact CommissionManagement@secdirect.com with any questions or concerns concerning their use of this site or the information displayed herein. Wells Fargo Securities, LLC and Wells Fargo Prime Services, LLC reserve the right to modify this site and the information thereon and to discontinue this site temporarily or permanently without notice and shall have no liability therefor. The calculation of commission and other credits and the approval and payment of any vendor or service is subject to the terms of the applicable Client Commission Agreement or similar agreement. The display of any information on this site shall not be understood to constitute a recommendation or otherwise of Wells Fargo Securities, LLC or Wells Fargo Prime Services, LLC's right to receive or receive any payment to the extent that either appears in their sole discretion that such payment would violate applicable law.

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You can view trade activity for a client or vendor.

1. Select the Trading tab.
2. Select a **Client** from the drop-down menu.
3. Select a Date Range from the View drop-down menu.
4. Select **Search**. A list of results display.

Available fields shown in the report include:

Element	Description
Account Name	Description of the account the trade was executed on behalf of
Account Number	The account number the executed trade was delivered to
Trade Number	The trade reference ID supplied at execution time
Trade Date	The date the trade was executed
Buy/Sell	Trade side
Quantity	Quantity executed
Symbol	Symbol of security traded
Security Name	Name of security traded
Price	Net average price of execution
Earned Commission	Accrued soft-dollar commissions for specified trade
Gross Commission	Total commissions charged on specified trade



# Export Trade Activity

You can export the trade activity to a Microsoft Excel spreadsheet.

Commission Management System

Home

Trading

Statements

Payments

Client\*

Alpha LLC

View\*

Last Month

CCA/NonCCA

Select All

Search

\*Required field

Export to Excel

Number of Trades: 5

Total Earned Commission: 376.88 USD

Total Gross Commission: 553.76 USD

Page: 1 of 1

10 items per page

Viewing 1 to 5 of 5 items

Account Name	Account Number	Trade Number	Trade Date	Buy/Sell	Quantity	Symbol	Security Name	Price (USD)	Earned Commission (USD)	Gross Commission (USD)
Alpha LLC	XXX1234	XXXXXXXXXXXXXXXXXXXX 5678	12/09/2018	S	55,100.00	ALPHA	ALPHA-LLC	49.58	152.75	325.50
Alpha LLC	XXX1234	XXXXXXXXXXXXXXXXXXXX 5678	12/09/2018	B	4,950.00	BETA	BETA-LLC	32.08	12.38	24.75
Alpha LLC	XXX1234	XXXXXXXXXXXXXXXXXXXX 5678	12/09/2018	B	10,719.00	GAMMA	GAMMA-LLC	32.08	26.60	53.60
Alpha LLC	XXX1234	XXXXXXXXXXXXXXXXXXXX 5678	12/09/2018	B	10,466.00	ALPHA	ALPHA-LLC	47.92	26.17	52.33
Alpha LLC	XXX1234	XXXXXXXXXXXXXXXXXXXX 5678	12/09/2018	B	19,516.00	BETA	BETA-LLC	102.58	45.79	97.58

Page: 1 of 1

10 items per page

Viewing 1 to 5 of 5 items

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To export trade activity:

1. Select the **Trading** tab.
2. Select a **Client** from the drop-down menu.
3. Select a **Date Range** from the View drop-down menu.
4. Select **Search**. A list of results display.
5. Select the Excel icon in the menu.
6. Choose the desired location on your computer and save the file as an Excel document or PDF.



# Statements

## View Statements

The Statements screen contains a list of formal month-end statements generated for your CCA or CSA account. Statements contain the current month beginning balance, earned commissions, any payments and adjustments made to your account, and year-to-date summary metrics for each field.

To search and view statements:

1. Select the **Statements** tab.
2. Select a **Client** from the drop-down menu.
3. Select a **Date Range** from the Date drop-down menu. A list of results is displayed.
4. Select the Adobe PDF icon in the menu.
5. Choose the desired location on your computer and save the file.

Statements are downloaded in PDF format and contain the following sections:

Element	Description
<b>Summary Page</b>	Final statement of a specified month's activities including generated commissions, payments made, and final balances shown
<b>Trade Detail</b>	Listing of all trades and earned commission amounts
<b>Payment Detail</b>	Listing of all payments made as per the customer's request



# Payments

## View Payments

The Payments screen allows you to search for invoices previously submitted for payment, view open requests, and submit new requests for payment.

Name	Documents	Vendor Name	Invoice Date	Invoice Number	Invoice Amount	Category	Status	Submit Date	Approved Date	Paid Date	Payment Method
Alpha LLC		Gamma Inc.	12/12/201X	1	\$100.00	Accounting	Submitted	12/12/201X			
Alpha LLC		Gamma Inc.	12/12/201X	1	\$200.00	Accounting	Submitted	12/12/201X			
Alpha LLC		Gamma Inc.	12/12/201X	INP1	\$12,354.00	Market Data	Submitted	12/12/201X			
Alpha LLC		Gamma Inc.	12/12/201X	INVOICE2	\$7,897.00	Market Data	Submitted	12/12/201X			

To search for a payment:

1. Select the **Payments** tab.
2. Select a **Client** from the drop-down menu.
3. Select the period from the **View** drop-down menu. The options available are:
  - Last week
  - Last year
  - Specify Date
  - Today
  - Year to Date
  - Year to End of Last Month
  - Yesterday
  - This Week
  - This Month
  - Last Month
  - Date Range. When selected, the **From** and **To** date fields display.
4. Select **Vendor** from the drop-down menu
5. Select **Date type** from the drop-down menu.
6. Select **Status**.
7. Select **Search**. The payment details displays.

**Note:** You can view Client Vendor Payment Statement and Client YTD Vendor Payment Summary by selecting Reports.

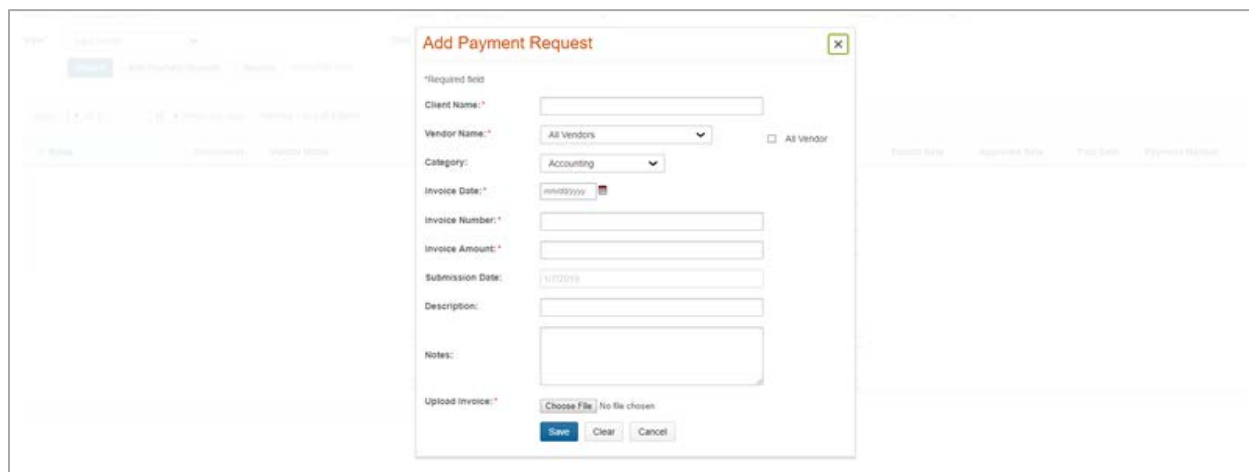


Available fields shown in the report include:

Element	Description
Vendor Name	Name of vendor the invoice was submitted on behalf of
Invoice Date	Date of the invoice
Invoice Number	Vendor provided invoice number
Invoice Amount	Amount to be paid
Category	28€ eligible category – Market Data, Research, or Brokerage
Status	Reflects the current status – Submitted, Approved, or Paid
Submit Date	Date the invoice was submitted
Approved Date	Date the invoice was approved by Wells Fargo for payment
Paid Date	Date payment was submitted to the vendor
Payment Method	Reflects payment method – check, wire, or ACH

## Add Payment Request

From the Payments tab, you can add a Payment Request to submit a new invoice.

The screenshot shows a web application interface with a modal window titled "Add Payment Request". The modal contains several input fields: "Client Name" (text input), "Vendor Name" (dropdown menu with "All Vendors" selected), "Category" (dropdown menu with "Accounting" selected), "Invoice Date" (calendar icon), "Invoice Number" (text input), "Invoice Amount" (text input), "Submission Date" (text input with "1/1/2019" entered), "Description" (text input), and "Notes" (text area). At the bottom, there is an "Upload Invoice" section with a "Choose File" button and a "No file chosen" status. Below this are "Save", "Clear", and "Cancel" buttons. The background shows a blurred view of the application's main interface with tabs like "Payments" and "Reports".

To add a payment request:

1. Select **Add Payment Request** from the Payments tab. An overlay displays.
2. Select **Client Name** from the drop-down menu.
3. Select **Vendor Name** from the drop-down menu.
4. Select **Category**.
5. Enter Invoice Date. Or, use the calendar to select a date.
6. Enter the Invoice Number and Invoice Amount.
7. Enter the Submission Date.
8. Provide Description and Notes, if desired.
9. Upload Invoice by selecting it from your computer.
10. Choose **Select**.
11. Select **Save**.



**Commission Management System**

Home Trading Statements **Payments**

✓ New Payment Saved Successfully!

Client\* Alpha LLC Vendor All Vendors Status All

View\* Last Months Date Type Invoice Date

Search Add Payment Request Reports \*Required field

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Name	Documents	Vendor Name	Invoice Date	Invoice Number	Invoice Amount	Category	Status	Submit Date	Approved Date	Paid Date	Payment Method
Alpha LLC		Gamma Inc	12/15/20XX	1	\$100.00	Accounting	Submitted	12/15/20XX			
Alpha LLC		Gamma Inc	12/15/20XX	1	\$200.00	Accounting	Submitted	12/15/20XX			
Alpha LLC		Gamma Inc	12/15/20XX	INF1	\$12,354.00	Market Data	Submitted	12/15/20XX			
Alpha LLC		Gamma Inc	12/15/20XX	INVOICE2	\$7,897.00	Market Data	Submitted	12/15/20XX			

Page 1 of 1 10 items per page Viewing 1 to 4 of 4 items

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The payment request will be reviewed by the Wells Fargo Compliance and operations staff for approval. Once approved, the invoice will be paid by the vendor-preferred method including check, wire, or ACH. Payment status will be marked as Paid after the payment is remitted to vendor.

## Reports

### Generate Reports

You can generate the following reports:

- Period Summary
- Client Summary
- Client Vendor Payment Statement
- Client YTD Vendor Payment Summary

### Period Summary Report

Access Period Summary Reports from the Home screen.

**Report Details** [X]

\*Required field

Period From\* January 20XX Period To\* January 20XX

Period Summary Report Close

To view period summary:

1. Select **Period Summary Report** from the Home screen. Report Details displays.
2. Select **Period From** from the drop-down menu.
3. Select **Period To** from the drop-down menu.



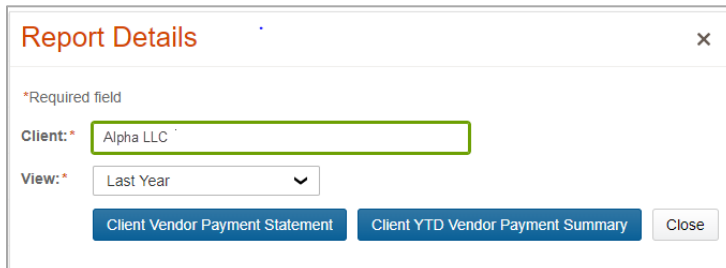
4. Select **Period Summary Report**. The summary report is now available as a PDF which can be viewed and saved.  
Select **Close** to exit the screen.

## Client Summary Reports

From the Home screen, after you have searched and viewed transactions for a client, select **Client Summary Report**. A report is generated in PDF, which you can view or save.

## Client Vendor Payment Statement

Access Client Vendor Payment Statement from the Home screen.



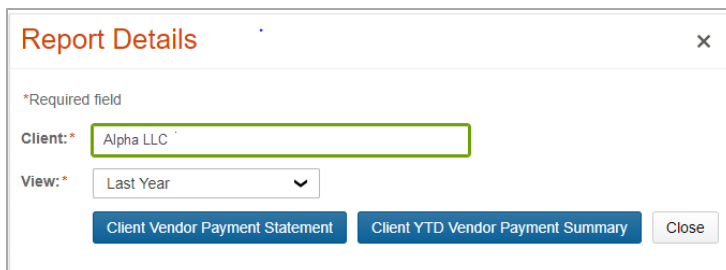
The screenshot shows a window titled "Report Details" with a close button (X) in the top right corner. Below the title, there is a note "\*Required field". The "Client:" field is a text box containing "Alpha LLC" and is highlighted with a green border. The "View:" field is a dropdown menu currently set to "Last Year". At the bottom, there are three buttons: "Client Vendor Payment Statement" (highlighted in blue), "Client YTD Vendor Payment Summary" (highlighted in blue), and "Close" (highlighted in blue).

To view Client Vendor Payment Statement:

1. Select **Reports** from the Payment screen. Report Details screen will display.
2. Select **Client** from the drop-down menu.
3. Select **View** from the drop-down menu.
4. Select **Client Vendor Payment Statement**. The report is now available as a PDF which can be viewed and saved.
5. Select **Close** to exit the screen.

## Client YTD Vendor Payment Summary

Access Client YTD Vendor Payment Summary from the Home screen.



The screenshot shows a window titled "Report Details" with a close button (X) in the top right corner. Below the title, there is a note "\*Required field". The "Client:" field is a text box containing "Alpha LLC" and is highlighted with a green border. The "View:" field is a dropdown menu currently set to "Last Year". At the bottom, there are three buttons: "Client Vendor Payment Statement" (highlighted in blue), "Client YTD Vendor Payment Summary" (highlighted in blue), and "Close" (highlighted in blue).

To view Client YTD Vendor Payment Summary:

1. Select **Reports** from the Payment screen. Report Details screen will display.
2. Select **Client** from the drop-down menu.
3. Select **View** from the drop-down menu.
4. Select **Client YTD Vendor Payment Summary**. The report is now available as a PDF which can be viewed and saved.
5. Select **Close** to exit the screen.



## Terms and Definitions

### A – M

Term	Definition
<b>Account Name</b>	Description of the account the trade was executed on behalf of
<b>Account Number</b>	The account number the executed trade was delivered to
<b>Approved Date</b>	Date the invoice was approved by Wells Fargo for payment
<b>Available Balance</b>	Most recent cumulative balance
<b>Buy/Sell</b>	Trade side
<b>Category</b>	28€ eligible category – Market Data, Research, or Brokerage
<b>CCA</b>	Client Commission Agreement
<b>Client Summary Report</b>	Monthly balances report for selected period
<b>Client Vendor Payment Statement</b>	Client Payment Statement for different vendors within the selected period
<b>Client YTD Vendor Payment Summary</b>	Client YTD summary for different vendors within the selected period
<b>Confirmed Payments</b>	Total invoices paid within the month specified. This field links to a list of invoices paid within the specified month
<b>CSA</b>	Commission Sharing Agreement
<b>Cumulative Balance</b>	Beginning Balance + Earned Commissions – Confirmed Payments
<b>Earned Commission</b>	Total of earned commissions for the given month. This field links to a list of transactions resulting in the earned commissions. Accrued soft-dollar commissions for specified trade
<b>Gross Commission</b>	Total commissions charged on specified trade
<b>Invoice Amount</b>	Amount to be paid
<b>Invoice Date</b>	Date of the invoice
<b>Invoice Number</b>	Vender provided invoice number



## N – Z

Term	Definition
<b>Pending Payments</b>	Total payment requests submitted, but not yet paid.
<b>Opening Balance</b>	The beginning balance for the month shown
<b>Paid Date</b>	Date payment was submitted to the vendor
<b>Payment Details</b>	Listing of all payments made as per the customer's request
<b>Payment Method</b>	Reflects payment method – check, wire, or ACH
<b>Period Summary Report</b>	Report of all clients associated with the user for the selected period
<b>Price</b>	Net average price of execution
<b>Quantity</b>	Quantity executed
<b>Status</b>	Reflects the current status – Submitted, Approved, or Paid
<b>Submit Date</b>	Date the invoice was submitted
<b>Summary Page</b>	Final statement of a specified month's activities including generated commissions, payments made, and final balances shown
<b>Symbol</b>	Symbol of security traded
<b>Trade Date</b>	The date the trade was executed
<b>Trade Detail</b>	Listing of all trades and earned commission amounts
<b>Trade Number</b>	The trade reference ID supplied at execution time
<b>Vendor Name</b>	Name of vendor the invoice was submitted on behalf of