MANDATES, FFC AND COMMISSION

The three dates a principal cannot afford to miss

A mandate that lapses, a fidelity fund certificate that expires, and a deal that registers. QubitProp tracks all three on the same records, because the third one depends on the first two.

An agency's exposure is rarely in the deals it is working. It is in the paperwork behind them: the mandate nobody renewed, the agent still trading on a certificate that lapsed a fortnight ago. Both are dates, both are knowable in advance, and both are invisible in a system that only tracks opportunities.

What needs you, and how urgently

The first thing a principal sees is not a pipeline. It is a list of what needs attention, ranked by urgency, with a count of how much of it is critical. A fidelity fund certificate that has lapsed appears there by name, with the number of days it has been lapsed and the practitioner it belongs to.

> **A lapse is counted from the day it happens.** The alert does not say that a certificate is expiring soon and then go quiet once it has expired. It says how many days ago it lapsed, and it stays critical until it is resolved.

Mandates

Mandate expiry sits on the listing line, beside the price, the status and the practitioner who holds it. It is not a separate compliance register that somebody remembers to reconcile, which is the arrangement under which mandates lapse. Seeing the expiry next to the listing means the renewal conversation happens while there is still a mandate to renew.

Commission, and what it is calculated from

Commission is calculated from the deal, and splits resolve across franchise, branch and practitioner. Because the deal carries dated milestones from offer through bond approval to transfer and registration, the split is derived from something that happened on a date, not reconstructed from a spreadsheet after the fact.

Pending	Awaiting registration. The deal is done and the money is not earned yet, and the two are reported separately for that reason.
Earned	Registered in the period. This is the figure that reconciles to what is actually banked.
Against target	A practitioner sees earnings for the month against target, with the deals behind the figure, so a conversation about a shortfall starts from the same numbers on both sides of the desk.
Forecast	Carried beside commission at every level, drawn from deals in the pipeline with dates on them.

Three scopes, one set of records

The same board reads at franchise, branch or individual scope. A franchise view ranks branches month to date on commission, with the deals, the practitioners and the forecast behind each one. A branch view narrows to that branch.

A practitioner sees their own. Nothing is recalculated per view, so a branch total and the franchise roll-up cannot disagree.

> **Why it is arranged this way.** A principal asking why a branch is behind wants the deals, not a different report. Scope is a filter on one record, so the answer to the first question is one click from the question itself.

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QubitProp, mandates, FFC and commission. This note describes what the software tracks and reports. It is not legal or compliance advice, and it does not replace the guidance of the regulator.