Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: **4133**
Subject: **Verify an Agent's Commission Level**
Last Modified: **August 20, 2007**

Applies to: **Pro Gold i2 2.0, 3.0**

Issue: An agent's commission level is based on several parameters: 1) The plan they are assigned to 2) The level structure (i.e., tier amounts) of the plan 3) The parameter type that the plan is based on (e.g., Adjusted Gross, Company Earnings, Agent Earnings (Gross), etc…), 4) The commission period assigned in the agent information record (i.e., **Start / End Year** date range) and 5) "Closed transactions" that fall within the commission date range. The **Agent Level Report** displays the current level of each agent. The report is used to verify where the agent is currently and to project the next level crossing. The report displays the **Agent Name**, **Plan Description**, **Plan Type**, **Bottom Range Amount**, **Current Amount**, **Top Range Amount** and the **Commission Percentage** the agent will get on next transaction. An agent must be active and have a closed transaction within the commission date range they are assigned in order to appear on the level report.

Resolution: Parameter options available and actions required to verify an agent's commission level:

- Parameter options available;
  - **Company Earnings** (Based on the amount the company receives from the split calculation)
  - **Agent Earnings** (Based on the amount the agent receives from the split calculation; **Agent Gross Commission**)
  - **Sales Volume** (Based on the selling volume assigned in the Agent Tab of the property record)
  - **Listing Volume** (Based on the listing volume assigned in the Agent Tab of the property record)
  - **Total Volume** (Based on the listing and selling volume assigned in the Agent Tab of the property record)
  - **Number of Units** (Based on the unit amount assigned in the Agent Tab of the property record; **1 unit per side**)
  - **Net Commission** (Based on agent's net check amount; **Agent Net Commission**)
  - **Adjusted Gross** (**Gross Commission Income [GCI]** less an outside referral fee)
- Actions required to verify an agent's commission level:
  - Check the **Agent Level Report** (**Note:** Agent must be active and have a closed transaction in the commission date range to appear on the report)
  - If not on the level report, verify the agent's information record:
    - Click the **Agent Information** icon on the **Properties Tab**
    - Use **Find** button to retrieve the agent's record
    - Click the **Commission Tab**
    - Verify the plan assigned, start / end year dates, and status
    - Click **Print** button to bring up the **Agent Volume Report**
    - Select the agent desired in the **Agent Dropdown** box on the report screen
    - Modify the **From Date** to be the **Start Date** of the agent's commission period
    - Select **Closed** in the **Status Dropdown** box on the report screen
    - Select **Preview** button on the report screen
    - View/print the output
    - If nothing appears on the report, there are no transactions that are closed within the commission period (**Note**: Agent must be have a closed transaction in the date range selected to appear on the **Agent Volume Report**)

Information deemed reliable, but not guaranteed. Taro Systems, Inc. makes every reasonable effort to ensure its accuracy.
Proprietary Information Protected by Taro Network of Companies, Copyright © 2007 Taro Systems, Inc.

Article ID: **4133**
Subject: **Verify an Agent's Commission Level**

- If on the level report, use the following report to verify the **Current Amount** figure displayed on it:
  - **Closed Business Report Detail GCI** report (All level parameter values are displayed on report)
  - Modify the **From Date** to be the **Start Date** of the agent's commission period
  - All detailed transactions that make up the current amount will be displayed
  -

References: Below is a link you can use to access Enhancement HelpNet Center resources, which includes the Knowledge Base Article (KBA) Library, Pro Gold i2 Documentation, and Training Webcasts:

http://secured.progoldi2.com/webcast.aspx

- The Enhancement HelpNet links are located on the right side of the web page.

Related articles: N/A

Keywords: Commission Plan, Level, Verify, Split, 4133

Information deemed reliable, but not guaranteed. Taro Systems, Inc. makes every reasonable effort to ensure its accuracy.
Proprietary Information Protected by Taro Network of Companies, Copyright © 2007 Taro Systems, Inc.