

Knowledge Base Article

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Article ID: 4180
Subject: How to Setup and Use Contact/Prospect Lead Fees
Last Modified: April 5, 2010
Applies to: Pro Gold i2 3.xx

Purpose: Lead Fees are used when a company gives a lead to an agent in return for a percentage of the commission. They are a referral to the agent from the company and are handled in a similar manner as an outside referral. When a company contact is tracked in Pro Gold i2, lead fees can be added to the contact/prospect. When the contact/prospect is linked to a property, the lead fee will be automatically added to the transaction.

Procedure: Setup Lead Fees and assign them to company contacts/prospects.

- **Setup Lead Fee Deduction**
 - **Main Menu => Transactions => Agents and Offices => Company Deductions** icon
 - Select "**LS Company Lead Fee**" from the drop-down at the top of the screen.
 - If "LS Company Lead Fee" is not in the list, it can be added by selecting "**New**" at the bottom of the screen to create a new deduction.
 - Make changes to the deduction (Name, Amount/Percent, GL Account, etc) that will be used when the deduction is taken on the Listing Side of a transaction.
 - Select "**SS Company Lead Fee**" from the drop-down at the top of the screen and make the changes that will be needed when the deduction is used on the Selling Side of a transaction.
 - Click "**Save**" to save the changes that were made and "**Done**" to return to the Properties menu.
- **Set the Lead Fee as Default**
 - **Main Menu => Settings and Utilities => Company Defaults** icon
 - Select the "**Default 2**" tab.
 - Set the "**Default Seller Lead Fee**" to the "LS Company Lead Fee" deduction.
 - Set the "**Default Buyer Lead Fee**" to the "SS Company Lead Fee" deduction.
 - Click "**Save**" to save the changes and "Done" to return to the **Settings and Utilities** menu.
- **Create a Company Contact/Prospect**
 - **Main Menu => Lead Management => Lead Manager** icon
 - Click "**New**" to add a new contact/prospect.
 - Enter the contact/prospect information and make sure to select "**Company**" as the "**Origin**" to classify the contact/prospect as a company contact/prospect. When the contact/prospect is linked to a property, the lead fee will automatically be added to the transaction as a deduction.
- **Link a Contact/Prospect to a Property**
 - **Main Menu => Transactions => Work with Properties** icon
 - Select the **Work with Properties** icon.
 - In the **Property Search** screen that appears, retrieve the desired property.
 - Use the search options at the top of the screen to select what criteria to use in searching for a property
 - Type the criteria in the field at the bottom of the "**Property Search**" screen.
 - Highlight the desired property and click "**Retrieve**".
 - Select the "**Buyer/Seller**" tab at the top of the property.
 - Next to the "Salutation" field of both the "Buyer Information" and "Seller Information" areas is a binoculars icon. Select the **binoculars** icon next to the side that the contact will appear as (IE: Buyer or Seller).
 - The "**Contact Search**" screen will appear.
 - Search for the contact/prospect that will be linked to this property.
 - Pro Gold i2 will ask "Do you wish to replace the current data with the data from the contact record?". Click "**Yes**" to link the contact to the property.

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- The contact information will be added to the property record.
 - To edit the contact record, use the “**Hands**” icon next to the binoculars to access the contact/prospect record in the Contacts (or Prospects)Tab.
- Note: The lead fee will be added to the “**Company Deductions**” list in the **Comm Tree Tab** of the property when “Populate Commission Tree” is selected.

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: Company Referral, Commission, Lead Fees, Contact, Prospect, Setup Deductions, 4180