



Knowledge Base Article

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Article ID: 4181
Subject: How to Process a Zero Dollar (\$0.00) Commission
Last Modified: January 22, 2009
Applies to: Pro Gold i2 2.0, 3.0

Issue: Commission checks are processed via the property record in Pro Gold i2. The commission check transaction is initiated/generated from the property record and assigned to the bank account in Pro Gold that is assigned to the agent. A zero dollar (\$ 0.00) commission can be processed in Pro Gold i2 when deductions need to be calculated and paid, but the agent receives no commission.

Resolution: Process a Zero Dollar (\$ 0.00) commission

- Setup the commission as a normal Pending transaction
 - Verify that the proper information is entered into the property record
 - **Property Tab:** Pay special attention to the Sales Price, Property Status, and Co-Op Agent/Office
 - **Agent Tab:** Ensure the correct agent(s) and sides are selected
 - **Note:** If more than one agent is selected for a side, ensure the Total Units equals exactly 1
- Select the **Commission Tree Tab** to begin processing commission
 - Verify the "Gross Commission" or "Commission Rate" for the overall deal
 - Change the "Gross Commission" or "Commission Rate" if the default amount is not correct
 - If default Ok, click the **Populate Commission Tree button** to populate the commission tree with the default percent and deduction settings
 - **Note:** Pro Gold i2 automatically assigns 50% to the Listing Side and 50% to the Selling Side, but the split between the sides can be overridden manually
 - Verify/apply company deductions as necessary (Franchise clients may apply company level franchise deductions)
 - Click **Auto Calculate button** to calculate the split
- Go to **Agent Tab** and verify the split results
 - Manually change the percentage ("PCT" field) to 0 to override the plan split for this transaction
 - Pro Gold 2.0 clients must change the amount in the Gross Comm. field to 0
 - Verify Units and Volume (zero out these parameters at this point if the transaction does not apply to production figures)
- Return to **Commission Tree Tab** and select **Process Commissions button** and complete as normal
 - The agent will be given \$0.00 for commission for this transaction
 - Pro Gold will create a \$0.00 check for the agent
 - The check can be deleted by going into the commission checkbook and deleting the \$0.00 check created

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: Zero Dollar Commission, \$ 0.00, Processing Closing, No Agent Check, Change Percent, Override Split, 4181

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