



Knowledge Base Article

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Article ID: 4226
Subject: How to Enter Agent 1099 and Production Balances
Last Modified: January 23, 2009

Applies to: Pro Gold i2 2.xx, 3.xx

Summary: A bulk property is used to enter/establish closing data for agents such as Listing/Selling Volume, Gross Commission, 1099 information, etc.

Procedure: Enter a bulk property into Pro Gold i2. Create one "bulk property" per agent that will include all closing data as of a specific date.

- Select **Work with Properties** in the **Properties Tab**.
- Click on the "**New**" button to add a property.
- Fill out the **Property Tab** of the property.
 - Property Name: Enter "Bulk: Agent Last Name, Agent First Name" to identify the property (is: Bulk: Doe, Jane)
 - Close Date: the date responding to the end of the period.
 - Property Type: select "Other".
- Select the **Agent Tab**.
 - Select the appropriate and assign a side.
 - Enter the production data as necessary (see section on Specific Types below for details on what to enter).
 - Note: If amounts for listing and selling side are being entered within the same bulk property, select the same agent for each side and enter the corresponding data.
- Return to the **Property Tab** and change the property status.
 - Property Status: select "Closed".
 - Once the Status is changed to Closed, the property record will lock itself to prevent accidental change to the property information.
- Specific Types of Bulk Property Entry
 - For Agent Production/Beginning Balance Data:
 - Create the bulk property (as above)
 - In the Agent Tab, select the agent for the listing side and enter the volume and unit listing data for the agent.
 - Enter commission level data as desired/needed (ie: Agent Gross Earnings in Gross Comm. Field, GCI in Adjusted Gross field, etc)
 - Then select the agent for the selling side and enter the data pertaining to the selling side for the agent.
 - Establishing productions levels for Revolving Monthly Commission Plans: a bulk property must be entered for each month in the plan period (ie: a bulk property for Jan 08, a bulk property for Feb 08, etc)
 - Agent 1099 Beginning Balance Data:
 - Create the bulk property,
 - Select the appropriate agent for the property and assign the selling side.
 - Under the Position field, select "1099".
 - Change the "Unit" to 0.
 - Enter the total dollar amount for the period in the 1099 field.
 - Assign the Property Status to Closed.

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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: Bulk Property, Setup Commission Production Levels, 1099 Beginning Balance, 4226