



Knowledge Base Article

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Article ID: 4241
Subject: How to Deduct an Outside Referral Fee from a Commission
Last Modified: June 24, 2009

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

Purpose: Commission checks are processed via a property record in Pro Gold i2. When the commission is calculated for a property, deductions can also be taken out for items such as **Outside Referral Fees**.

Procedure: The steps for taking an outside referral fee out of a commission are explained below:

Step 1: Log into Pro Gold

Step 2: Go to Work With Properties:

- a. **Version 2.xx:** Main Menu => Properties Tab => **Work with Properties** icon
- b. **Version 3.xx:** Main Menu => Transactions => **Work with Properties** icon

Step 3: Select the desired property through the search screen that appears. (**Version 2.xx** users select the **Find** button to access the Search screen)

Step 4: Click on the **Comm. Tree Tab** to begin processing commission:

- a. Verify overall **Gross Commission** amount
- b. If the default amount is not correct, manually change the **Gross Commission** or **Commission Rate** for the overall deal
- c. If the default is okay, click the **Populate Commission Tree** button to populate the commission tree with the default side **Gross Commission Income (GCI)** amounts and deduction settings
- d. Verify your side GCI amount.
 - i. **Note:** The Listing Side and Selling Side GCI amounts are each automatically assigned 50% of the overall Gross Commission, but the split between the sides can be overridden manually

Step 5: Select a company deduction for the outside referral fee:

- a. In the **Company Deductions** area (the yellow area), verify the deductions already selected
- b. Use the last deduction line in the Company Deductions area to select the new deduction
- c. Select **LS Professional Referral Fee** or **SS Professional Referral Fee** (depending on the side you represent in the transaction) from the Deduction dropdown
- d. Using the **Vendor** dropdown within the deduction, select the Vendor that will be paid the deduction
 - i. **Note:** If the vendor is not located in the dropdown, double click in the dropdown to access the vendor screen. Click the **New** button to add a new vendor and fill out the information
- e. Verify or manually change the amount in the **Approve** field
 - i. By default, the **Professional Referral Fee** deduction takes 25 percent of the side GCI, unless setup otherwise
- f. **Weichert Single Entry clients:** Be sure to fill out the **Listing and/or Seller Referral Broker** fields as well as the **Listing and/or Selling Referral Amount** fields in the **Weichert Tab** of the property record whenever an outside referral fee is applied to the commission before finishing the commission processing
 - i. Use the dropdown to select the **Listing Referral Broker** or **Selling Referral Broker** (company name) and (If name is not in list, can double click in the field and add the company to the list)
 - ii. Enter the referral amount in the appropriate field (i.e., **Listing Referral Amount** or **Selling Referral Amount**)

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Step 6: Select the **Auto Calculate** button to calculate the split between the company and the agent

Step 7: Select the **Process Commissions** button and finish processing the commission as normal.

Additional Information: 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: 4097, 4098, 4190, 4201, 4245, 4246

Keywords: Commission Calculation, Processing Closing, Company Deduction, Outside Referral Fees, Referral Fee, Weichert, 4241