



Knowledge Base Article

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Article ID: 4253
Subject: How to Change how an Agent's Name Appears on the Commission Check
Last Modified: January 7, 2010
Applies to: Pro Gold i2 3.xx

Purpose: When a commission check is created for an agent, the name that appears on the commission check comes from the agent's vendor record. This record is different from the agent profile that appears in the **Main Menu => Transactions => Agents and Offices => Agent Information** icon. The agent's name must be changed in the vendor record to change how it will appear on the commission check. This is most commonly used when an agent has their own company that the commission check must be made to (ex: John Smith, LLC). Note: Changing the vendor record will not alter how the agent shows up on reports or in the property records- it only changes how the commission checks are made out and what name appears on the 1099 Form.

Procedure: Actions to change the agent vendor record are listed below:

Step 1: Log into **Pro Gold i2**

Step 2: At **Main Menu => Accounting => Vendors => Work with Vendors** icon

Step 3: Use the **Quick Find** dropdown at the top of the screen to select the vendor record of the desired agent

Step 4: Change the name in the **Company** field to the name that should appear on the commission check

Note: The Fed Tax ID field in the 1099 section of the vendor record must also be filled out to trigger the system to use the vendor record vice the agent record for both the commission checks and the 1099 form

Step 5: Click **Save** and **Done** buttons to save and exit **Work With Vendors**

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: N/A

Keywords: Agent Commission Check, Change Name, Edit, Inc, Incorporated, Payables, 4253

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