



# Knowledge Base Article

**Article ID:** 4229  
**Subject:** How to Override a Commission Calculation  
**Last Modified:** February 6, 2009

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

**Summary:** Commission checks are processed via a 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. The commission percentage calculated for an agent on a deal is based on the commission plan and commission date range assigned to the agent. This calculation occurs each time the Auto Calculate button is selected. The plan calculation can be manually overridden whenever it is not applicable.

**Procedure:** Override a commission calculation

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

**Step 2:** In the Properties Tab, select the “**Work with Properties**” icon.

**Step 3:** Select the **Commission 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.
- e. Verify the company deductions.
- f. Select the “**Auto Calculate**” button to calculate the split between the company and the agent.

**Step 4:** Select the **Agent Tab** and verify the split results

- a. For Pro Gold 3.0: Manually change the percentage in the **PCT field** to override the plan split for this transaction.
- b. For Pro Gold 2.0: Manually change the amount in the **Gross Comm. Field**.

**Step 5:** Return to **Commission Tree Tab** and select **Process Commissions button** and complete as normal.

- a. The agent commission will be calculated based on what was entered in the **Agent Tab**.

**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:** Commission Calculation, Processing Closing, Agent Check, Change Percent, Override Split, Manual, 4229