

Add Other Income Transactions

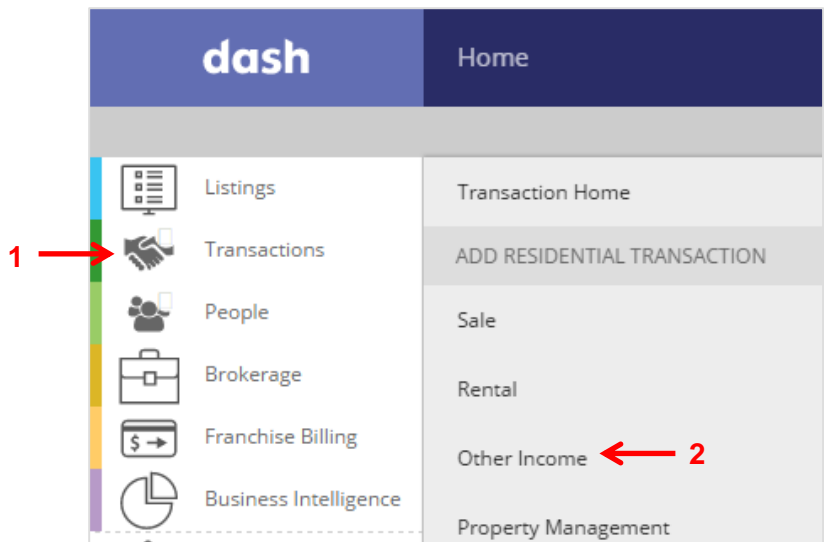
Royalty Fees and marketing fund contributions are assessed on Gross Revenue generated from transaction fees and/or other administrative fees you charge. These fees are reported separately from sales commissions, and can be entered in dash at the time the transaction occurred, or reported as a lump sum at the end of each month in which they occur.

Transaction Fees as well as other income received are entered by using Other Income Transactions.

Fields marked with an asterisk (*) are mandatory.

For a definition on each Other Income type, refer to the guide **Other Income Types**.

1. Click **Transaction** on the left navigation menu.
2. Click **Other Income**.



The **Add a Residential Other Income Transaction** form displays.

3. Enter the required general information, including:

- **Office**
- **Income Type:** Select from the drop-down list of income types available. You can either scroll down the list to locate the income type or search for it using the search box.
- **Income Received Date**
- **Income Received AGC** amount

You can also add any internal **Internal Notes**, for your information.

ADD A RESIDENTIAL OTHER INCOME TRANSACTION

OFFICE *

INCOME TYPE *

BROKER REFERENCE NUMBER

INCOME RECEIVED DATE *

INCOME RECEIVED(AGC) *

4. Enter the required information in the **Sales Details** section.

PROPERTY INFORMATION & LOCATION

PROPERTY TYPE * Residential

PROPERTY SUB TYPE * -- SELECT --

PROPERTY USE -- SELECT --

PROPERTY STYLE -- SELECT --

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/ PROVINCE -- SELECT --

ZIP/POSTAL CODE

5. Enter the required information in the **Client Details** section.
6. Click **Finish**.

CLIENT DETAILS

TYPE * -- SELECT --

FIRST NAME -- SELECT -- [Select from existing contacts](#)

LAST NAME

ENTITY NAME

COUNTRY -- SELECT --

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE/PROVINCE -- SELECT --

ZIP/POSTAL CODE

PHONE NUMBER

EMAIL

WEBSITE

Cancel 6 → FINISH

A confirmation displays, letting you know that the transaction has been saved successfully.

Result: A confirmation displays, letting you know that the transaction is successfully saved.

The More Actions section allows you to print the transaction, add another OI transaction or view this transaction.

ADD RESIDENTIAL OTHER INCOME TRANSACTION

Transaction has been saved:
(TRANSACTION ID: T5775)

MORE ACTIONS

- Print this transaction record
- Add Another Residential Other Income Transaction
- Go to Transaction Home Page
- View this Transaction