

## Procedures to create a Commission Schedules

These procedures show how to create a new commission schedule in VTXML.

**Note:** You will need to know the rates that are to be used in the commission schedule and verify that the rates are available in VTXML before creating the commission schedule. Refer to the Creating a Rate Table document to find these instructions.

**Background:** Commission schedules can have one or several commission options. You need to create an option record for each combination of Option code and commission event. For example, we are creating a commission schedule with 3 options (Options 1, 2 and 3). Each option has 4 records – one record for each of the 4 commission events (Cash with App, Additional Premium, External Exchange and Internal Exchange). The completed commission scheduled will have 12 option records (3 options x 4 commission events).

### Procedures to create a new commission schedule:

1. Click on Commission Rates & Schedules from the left hand navigation
2. Click Add



View Build History

Commission Schedules

Annuity Commission Schedules '4569 - Commission Schedule 12/31/2010' (\* - required field)

Cancel Save & Return

Field Definitions

Commission Schedules

List of Commission Schedules [Add]

	Name (7)	Modified On	Count	
[Del] [Clone]	Demo Generic gep	3/10/2010 5:14:37 PM	1	[View]
[Del] [Clone]	Generic Selling Agreement	7/12/2005 11:49:45 AM	3	[View]
[Del] [Clone]	Height and Weight	3/24/2010 1:31:24 PM	0	[View]
[Del] [Clone]	Test Schedule	4/30/2008 4:48:57 PM	3	[View]
[Del] [Clone]	VERTEX Comm	4/1/2009 1:52:36 PM	0	[View]
[Del] [Clone]	VERTEX Selling Agreement	7/12/2005 11:39:17 AM	0	[View]
[Del] [Clone]	VERTEX Selling Agreement with dur and age	9/12/2008 12:11:47 PM	0	[View]

[Add]

Field Definitions

Cancel Save & Return

3. Type in the commission schedule information:
  - a) Type in the Carrier Facing Description
  - b) Type in an Effective Date, if required
  - c) Type in an Expiration Date, if required
4. Click on 'Add' in the Associated Commission Rates popup box to add a commission option:
  - a) Type in a Carrier Facing Description to describe the Commission Option. This should be unique.
  - b) Type in a Commission Option Code
  - c) Select a Commission Event from the drop down list box
  - d) Select a Commission Type from the drop down list box, if appropriate for the option
  - e) Select a Rate Table from the drop down list box

- f) Click Save & Return
5. Repeat steps above for all commission options and events.
6. Click Save & Return to save the commission schedule

This screen print shows the 'Cash With App' commission event:

**VTX ML Annuity Suite** — *Training Region* — **VERTEX INCORPORATED**  
*"A...Nence in financial systems solutions"*

Administration Tools | Product Profiles | WIN | Line Of Business | Logoff

**Annuity Commission Rates**

Legend:  
 W = WIN Changes  
 W = Mult WIN Changes  
 W = Current WIN Added  
 W = Different WIN Added  
 W = WIN Deleted

**Annuity Associated Commission Rates '4569 - Commission Schedule 12/31/2010'** (\* - required field)  
[Commission Schedules Detail](#) / Associated Commission Rates

Cancel Save & Return

Field Definitions

**Associated Commission Rates**

Carrier Facing Description: Option A \*

Commission Option Code: A \*

Commission Event: Cash With App (3) \*

Commission Type: [Dropdown]

Rate Table: [Dropdown]

Field Definitions

Cancel Save & Return

This screen print shows the commission rates associated with Commission Option Code 'A'

**Annuity Commission Schedules Detail '4569 - Commission Schedule 12/31/2010'** (\* - required field)  
 Commission Schedules Detail

Cancel Save & Return

Field Definitions

**Commission Schedules**

Carrier Facing Description: Training CS \*

Effective Date: 2010-01-01 (yyyy-mm-dd) [Calendar]

Expiration Date: 2020-12-31 (yyyy-mm-dd) [Calendar]

List of Associated Commission Rates

	Name (4)	Commission Option Code	Commission Event	Rate Table	Modified On
[Del]	Option A	A	Cash With App	Dur1/8_0-75_5/2%_76-80_4.5/1%_81+_3/1%	11/16/2010 2:09:22 PM
[Del]	Option A	A	External Exchange	Dur1/8_0-75_5/2%_76-80_4.5/1%_81+_3/1%	11/16/2010 2:09:14 PM
[Del]	Option A	A	Internal Exchange	Dur1/8_0-75_5/2%_76-80_4.5/1%_81+_3/1%	11/16/2010 2:09:40 PM
[Del]	Option A	A	Additional (unscheduled) Premium	Dur1/8_0-75_5/2%_76-80_4.5/1%_81+_3/1%	11/16/2010 2:09:55 PM

[Add]

Field Definitions

Cancel Save & Return

**Procedures to create a new commission schedule by cloning:**

1. Click on Commission Rates & Schedules from the left hand navigation
2. Select the option to be cloned and click [\[Clone\]](#)

Annuity Commission Schedules '4569 - Commission Schedule 12/31/2010' (\* - required field)

[Cancel](#) [Save & Return](#)

[Field Definitions](#)

Commission Schedules

List of Commission Schedules [\[Add\]](#)

	Name (8)	Modified On	Count	
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">Demo Generic gep</a>	3/10/2010 5:14:37 PM	1	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">Generic Selling Agreement</a>	7/12/2005 11:49:45 AM	3	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">Height and Weight</a>	3/24/2010 1:31:24 PM	0	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">Test Schedule</a>	4/30/2008 4:48:57 PM	3	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">Training CS</a>	11/16/2010 2:06:15 PM	0	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">VERTEX Comm</a>	4/1/2009 1:52:36 PM	0	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">VERTEX Selling Agreement</a>	7/12/2005 11:39:17 AM	0	<a href="#">[View]</a>
<a href="#">[Del]</a> <a href="#">[Clone]</a>	<a href="#">VERTEX Selling Agreement with dur and age</a>	9/12/2008 12:11:47 PM	0	<a href="#">[View]</a>

[\[Add\]](#)

[Field Definitions](#)

3. Update in the commission schedule information as needed.
4. Click on the Name link in the Associated Commission Rates popup box to update a commission option:
  - a) Type in a Carrier Facing Description to describe the Commission Option. This should be unique.
  - b) Type in a Commission Option Code
  - c) Select a Commission Event from the drop down list box
  - d) Select a Commission Type from the drop down list box, if appropriate for the option
  - e) Select a Rate Table from the drop down list box
  - f) Click Save & Return
5. Repeat steps above for all commission options and events.
6. Click Save & Return to save the commission schedule