



# Bonus Parameters Reference Document

February 2012  
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## A) Introduction

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This document provides general reference to be used by the Company when adjusting the bonus parameters. The classic engine uses a different location and configuration for the parameters (not covered in this document). This document describes the location and use of the interfaces to change the bonus parameters in dynamic engine.

The bonus parameters are unique to each client and the information provided in this document does **not** reflect the actual configuration in your system. It is used for reference only. The functionality of the bonus parameters is defined in the Company's compensation plan. The Company is responsible for the bonuses paid and qualifications generated as a result from adjusting the bonus parameters. Please contact ByDesign if you need assistance adjusting bonus parameters.

This document is not intended to be used for marketing purposes and should not be distributed as such. Terminology used in this document may be specific to ByDesign's internal processes; however, where possible, standard industry terminology is used.

# B) Table of Contents

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## C) Before Adjusting Bonus Parameters

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The following section explains how to prepare the system before adjusting bonus parameters.

- 1) Any unofficial runs need to be deleted or committed before adjusting bonus parameters. To confirm that no unofficial runs are in the system, go to; Departments→Bonus →Compensation Runs.



Description	Period Dates	Qualification Dates	Version	Status	Official Date Created	Created By	Commissions
March 2012	3/1/2012 - 3/31/2012	3/1/2012 - 3/31/2012	Comp Plan 7.5	Payouts Finished No	4/13/2012 11:33:14 AM	Miguel Andino (ByDesign)	\$6,402.00

Image # 1

Once the unofficial runs have been addressed the Company can proceed to making the necessary adjustments to bonus parameters (Section D).

## D) Bonus Parameters

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The following section explains how to adjust bonus parameters.

- 2) Departments→Bonus→Administration→Bonus Parameters



Image # 2

- 3) At this point you will be creating a new configuration that will encompass the changes to be implemented by the Company.

Enter a relative description to the change involved in the “Description” field. Also an additional explanation can be added to use as reference. Click “Save” when done.

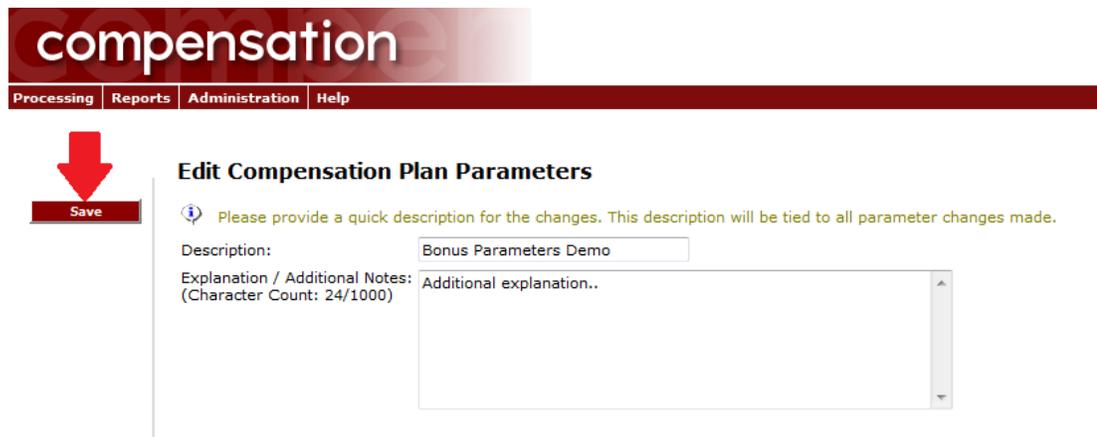


Image # 3

**Note:** If the following message appears it means that the Company currently has unofficial runs. These need to be deleted or committed in order to proceed (see Section C – Before Adjusting Bonus Parameters).

 There is 1 uncommitted commission run currently in the system. Parameters can still be changed; however, these changes cannot be published until the existing commission run is either committed or deleted.

Image # 4

- 4) Click on the agent to be modified (figure below). Make the necessary adjustments and click “Save”.

### Edit Compensation Plan Parameters

Commit

Delete

i Select a qualification agent or bonus type to modify parameters. When all changes are complete click commit to publish these changes. Any changes made will be applied to the next processed bonus run.

ID	Description	Type
1284	PSB (PSV-Q): Percentage 1	Qualification Agent
1286	PSB (PSV-Q): Percentage 3	Qualification Agent
1287	PSB (PSV-Q): Percentage 4	Qualification Agent
1288	PSB (PSV-Q): Percentage 2	Qualification Agent
1289	PSB: PSNP-V Payout Percent	Qualification Agent
1290	PSB: PSP-V Payout Percent	Qualification Agent

Image # 5

- Click "Commit" to save the new configuration adjustments or "Delete" if no longer needed. The new changes made will be shown and will apply to the next processed compensation run.

### Edit Parameters - Change Summary

Commit

i Parameter changes made. These changes will apply to the next processed compensation run.

**From:** Fluhme (2): Comp Plan 7.5  
**To:** Fluhme (3): Bonus Parameters Demo

From Agent	To Agent	Details
PSB: PSNP-V Payout Percent	PSB: PSNP-V Payout Percent	Qualification Agent Conditional Table values changed.

Image # 6

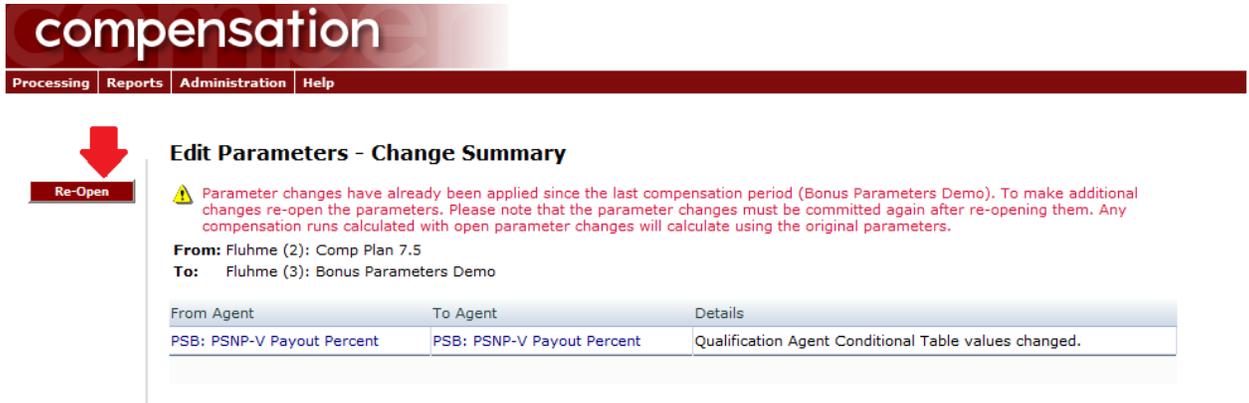
## E) Re-Opening Bonus Parameters

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The following section explains how to adjust bonus parameters if any of the adjustments applied in Section C need to be adjusted. Simply, additional changes need to be done in order to achieve the expected results.

- 1) Departments→Bonus→ Administration→Bonus Parameters

Click “Re-Open” to make additional adjustments.



**compensation**

Processing Reports Administration Help

**Re-Open**

### Edit Parameters - Change Summary

**⚠** Parameter changes have already been applied since the last compensation period (Bonus Parameters Demo). To make additional changes re-open the parameters. Please note that the parameter changes must be committed again after re-opening them. Any compensation runs calculated with open parameter changes will calculate using the original parameters.

**From:** Fluhme (2): Comp Plan 7.5  
**To:** Fluhme (3): Bonus Parameters Demo

From Agent	To Agent	Details
PSB: PSNP-V Payout Percent	PSB: PSNP-V Payout Percent	Qualification Agent Conditional Table values changed.

- 2) Go to Step 4 (Section D – Bonus Parameters) and continue.