Commissions & Closings Report

SUMMARY

The Commission & Closings report shows how much commission and fees your company collected and what commissions were paid out on closed transactions in the selected period.

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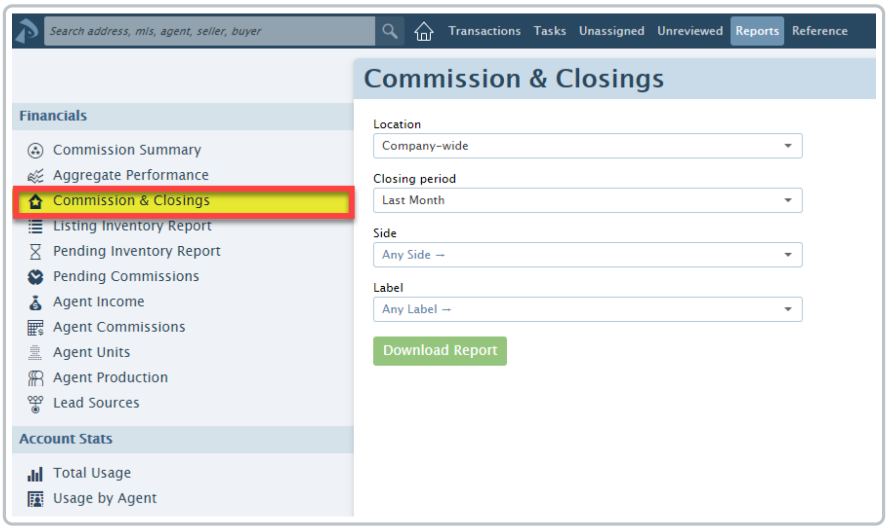
Download a Commission & Closings Report

To download a Commission & Closings report:

1. **Click [Reports]** from the top menu.

2. **Click [Commission & Closings]** from the *Financials* section of the left menu.



3. If your company has more than one Location in Pipeline, **select your desired *Location* from the dropdown list**. By default, *Company-wide* is the chosen Location.

4. **Choose your desired *Closing Period* range from the dropdown list**. By default, *Last Month* is the chosen *Closing Period*.

5. **Select any desired optional filters.** Choose from the remaining optional filters (*Side*, and/or *Label*) to determine which transactions will be included in the report.

6. Check the [Include Deduction Details] option to include a breakdown of deduction amounts on the report. To continue to view deduction totals only, leave the option unchecked.

7. **Click [Download Report]**.

Read the Report

To read the downloaded Commission & Closings report:

1. **Open the document from the saved location on the computer.**

FAQ (Frequently Asked Questions)

Q: Why am I missing transactions on my Commission & Closings Report?

A: Only transactions that contain a Commission Disbursement Authorization, close date, and are set to a closed status will be included in the report. If you feel transactions are missing from a report, verify the following details on the transaction:

- ***CDA:** Confirm that a Commission Disbursement Authorization has been generated for the transaction.*

- ***Close Date:*** *Confirm the transaction has a "Close Date" and that it falls within the closing period selected for the report.*
- ***Transaction Status:*** *Make sure the transaction status is within a "Closed" status category.*
- ***Side or Label:*** *Confirm the info on the transaction matches any applied filters for side or label.*

Column Definitions

Sale Price

Amount entered as *Sale Price* on the transaction

Commission Basis

The basis amount on which commissions will be calculated (most commonly *Sale Price*).

Listing Volume

Total *Sales Volume* allocated to the *Listing Agent(s)* on the transaction.

Selling Volume

Total *Sales Volume* allocated to the *Selling Agent(s)* on the transaction.

Gross Commission

Total *Commission* before any off-the-top *Referral Commission* or *Franchise Fees* have been subtracted. (e.g. 3% *Listing Side Commission* x *Sale Price* + 3% *Selling Side Commission* x *Sale Price*)

Referral Commission

Total amount of *Referral Commission* being paid to in-house or external recipients. When calculated as a percentage, this is calculated as Gross Commission x *Referral Commission* percentage

Franchise Fee

Amount of off-the-top *Franchise Fee* being collected and paid to brokerage. When calculated as a percentage, this is calculated as (Gross Commission - *Referral Commission*) × *Franchise Fee* percentage.

Broker's Split of Commission

Broker's share of transaction's Net Commission + Broker share of *In-house Referral Commission*

Deductions from Broker

Total *Deductions* paid to external or in-house recipients from Broker's Split of Commission

Agent's Split of Commission

Agent(s) share of transaction's Net Commission (sometimes referred to as Agent's Gross Commission) + agent's share of *In-house Referral Commission*

Agent Fees

Agent fees paid to broker (will be broken down by custom *Agent Fee* name)

Total Agent Fees

Total of all *Agent Fees* paid to broker from Agent(s) Split of Commission

Agents' Taxes

Taxes collected from Agent(s) Split of Commission

Agent Deductions

If you opted to "Include deduction details", *Agent Deductions* will be broken down by custom *Agent Deduction* name.

Deductions From Agents

Total deductions paid to external or in-house recipients from Agent(s) Split of Commission

Commissions Paid to Agents (incl. in-house referrals)

Calculated as: Agent's Split of Commission - Total Agent Fees - Agent's Taxes - Deductions From Agents

Client Fees to Brokerage

Total *Client Fees* collected from *Buyer* or *Seller* and paid to broker

Client Fees to Agents

Total *Client Fees* collected from *Buyer* or *Seller* and paid to agent(s)

Escrow/Title Company

Escrow/Title Company that's specified when Managing Commissions

Escrow/Title Name

Escrow/Title Name that's specified when Managing Commissions