

Track Referral Commissions Paid to Other Brokerages

SUMMARY

Track and designate outside referral commission inside of Pipeline's Manage Commissions page.

 As of 4/2/17, the "Generate CDA" option has been renamed to Manage/Update Commissions

IN THIS ARTICLE

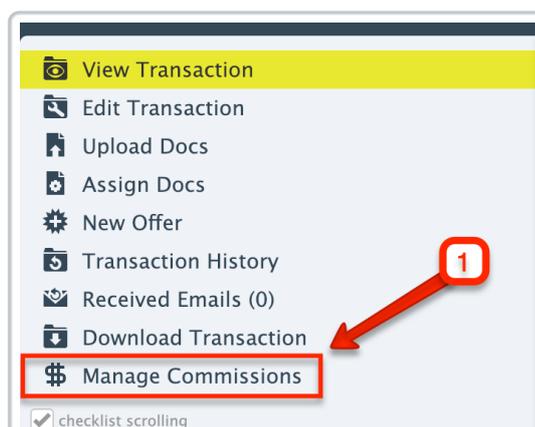
1. [Entering Referral Commissions](#)
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Entering Referral Commissions

To enter information about referral commissions:

- 1 From any transaction, access the **Manage/Update Commissions** page from the left hand menu. Once on this page, any information from the transaction will auto-populate in step 1 and step 2.



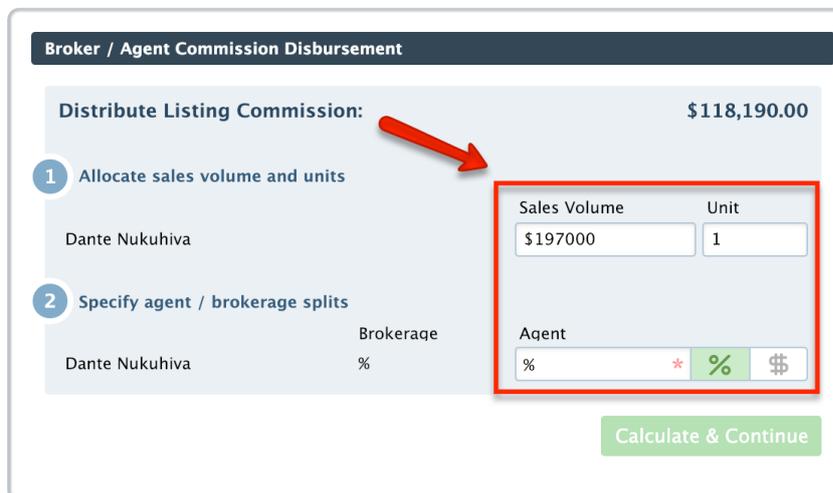
2 Enter the commission percentage (%) or fixed dollar amount (\$) that is going to be paid to the brokerage.

3 Enter the outside referral that needs to be paid by entering a percentage (%) or fixed dollar amount (\$) in the Referral Commission box.



The screenshot shows a form titled "Selling Side" with two input fields. The first field is labeled "Commission" and has a dropdown menu currently set to "%". A red arrow with a circled "2" points to this dropdown. The second field is labeled "Referral Commission" and has a dropdown menu currently set to "\$". A red arrow with a circled "3" points to this dropdown. Both dropdowns have a red asterisk to their left and a green button with the selected symbol to their right.

4 Calculate the commission, then move on to the next step to distribute the commission between the brokerage and the agent as well as charge any additional fees and deductions.



The screenshot shows a form titled "Broker / Agent Commission Disbursement" with a total of \$118,190.00. It has two main sections: "1 Allocate sales volume and units" and "2 Specify agent / brokerage splits". In the "1" section, there is a table with columns "Sales Volume" and "Unit". The first row shows "Dante Nukuhiva" with a sales volume of "\$197000" and 1 unit. A red arrow points to this row. In the "2" section, there is a table with columns "Agent" and "Brokerage". The first row shows "Dante Nukuhiva" with a brokerage of "%". A red box highlights the "Agent" dropdown menu, which is currently set to "%". A green "Calculate & Continue" button is at the bottom right.

5 Calculate the commission then move on to the next step to track the referral commission. Set the number of referrers. If there is more than one referrer, you can select how many there are and distribute the commission by percent or dollar amount.

6 Enter the name and address for each referring company.

Referral Commissions

How many referrers will share the commission amount? 2

Will you distribute the amount by percentage or in dollars? % \$

Referral Commission 1

Company *

Address *

Referral Commission Split (% of \$11,820.00): *

Referral Commission 2

Company *

Address *

Referral Commission Split (% of \$11,820.00): *

Calculate & Continue

7 Calculate the commission. Paperless Pipeline will generate a complete breakdown of all the information entered including the referral.

Broker / Agent / Referral Commission Disbursement	
Sale price	\$197,000.00
Gross commission	\$118,200.00
Referral gross commission	\$11,820.00
Net (gross - referral)	\$106,380.00
Franchise Fee	\$10.00
Net distributable	\$106,370.00
Commission to Coffee is for Closers Realty	
Gross commission	\$63,822.00
Franchise Fee	\$10.00
Total fees + taxes charged to agent	\$0.00
Net payable	\$63,832.00
Commission to Dante Nukuhiva (listing agent)	
Gross commission	\$42,548.00
Net fees + taxes deducted	\$0.00
Net payable	\$42,548.00
Referral commission payable to Company A (50% of \$11,820.00)	\$5,910.00
Referral commission payable to Company B (50% of \$11,820.00)	\$5,910.00
<p> Next, you can specify how much commission the co-operating brokerage should be paid and add special instructions.</p>	

To learn more about setting up and specifying Agent fees, see [Set Up Agent Fees](#) →

- 3 Select or enter the desired filters.
- 4 Click [Download Report] to download the report to your computer.

Commission & Closings

Location
Company-wide

Closing period
Last Month

Side
Any Side →

Label
Any Label →

Download Report

