Pending Commissions Report

SUMMARY

The Pending Commissions report lists commission figures for*Pending* transactions in a chosen time period.

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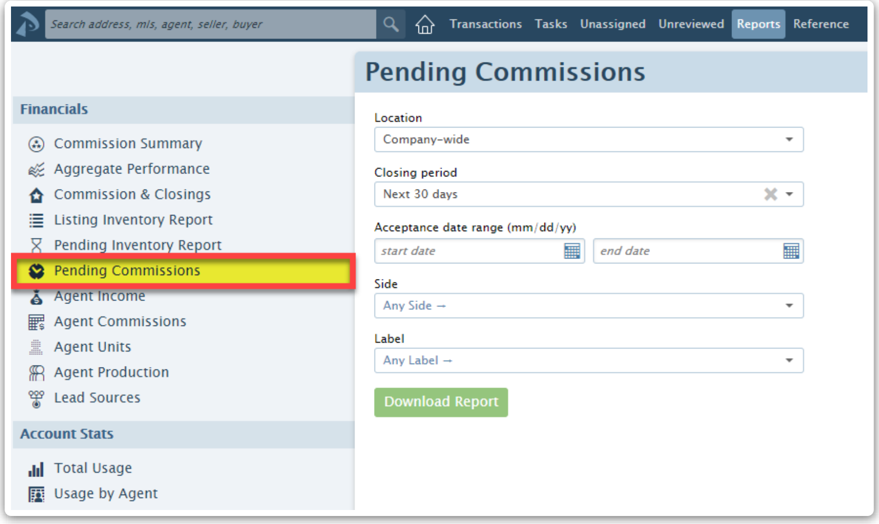
Download a Pending Commissions Report

To download a Pending Commissions report:

1. **Click [Reports]** from the top menu.
2. **Click [Pending Commissions]** from the 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, *Next 30 days* is the chosen *Closing Period*.

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

6. **Click [Download Report].**

If an Acceptance Date range is specified, the report will filter on BOTH the Close Date AND Acceptance Date ranges entered.

Read the Report

To read the downloaded Pending Commissions report:

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

FAQ (Frequently Asked Questions)

Q: Why am I missing transactions on my Pending Commissions report?

A: Only transactions that contain a Commission Disbursement Authorization, Close Date, and are set to a Pending 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.*
- ***Acceptance Date:*** *If you've entered an Acceptance Date range, confirm the transaction has an Acceptance Date and that it falls within the period you selected for the report.*
- ***Transaction Status:*** *Make sure the transaction status is within a Pending 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* × *Sale Price* + 3% *Selling Side Commission* × *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 × 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

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)