

Track Outside Referral Commission

SUMMARY

Paperless Pipeline's Commission Module was designed to track commission for in-house transactions. While not directly supported, you can track commission earned from outside referrals using the workaround described in this article.

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[Manage Commission Earned from Outside Referrals](#)

Add a Referral Transaction

- 1 Add a transaction for the outside referral, and assign the referring agent to the transaction

[Learn how to assign agents to transactions here →](#)

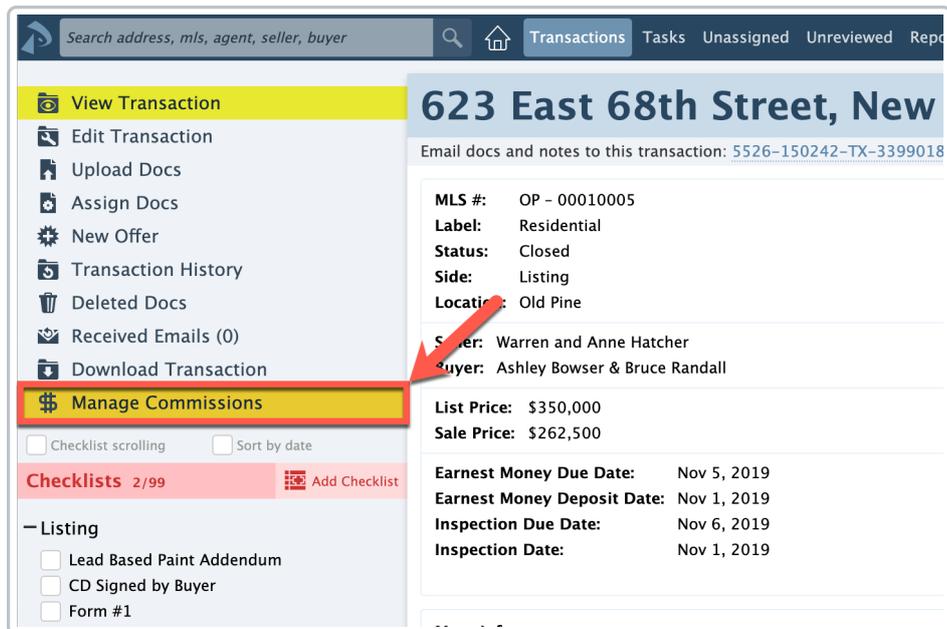


You can create a Transaction Label for referrals. This way, you can easily filter for your referral transactions on reports. [Learn to create and use custom transaction labels here →](#)

Manage Commission Earned from Outside Referrals

To manage commissions earned from outside referrals:

- 1 From the referral transaction you created, click **[Manage Commissions]** on the left menu.



2 Complete the steps on the resulting *Manage Commissions* page.

Step One: Escrow / Title

This section can be left blank.

Step Two: Sale Info

- 1 For *Sale Price*, enter \$0.
- 2 For *Commission*, select the \$ option and enter the total amount of referral commission.
- 3 For *Referral Commission*, enter "100%," and check the box next to, [This is an in-house referral].
- 4 If applicable, enter a *Franchise Fee* amount.

Search address, mls, agent, seller, buyer Transactions Tasks Unassigned Unreviewed Reports Reference

Manage Commissions

Escrow / Title

Escrow / Title Role	Company / Address	Name	Email
Escrow *	Fleming Escrow	Monta Fleming	monta@fleming: *

← Go back to 623 East 68th Street, New

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGHT TC COMPANY

Sale Info

Buyer's Name

Sale Price
\$0 *

Commission Basis
Sale Price

Listing Side

Commission
\$850 * % \$

Referral Commission
100% * % \$

This is an in-house referral

Franchise Fee
2% * % \$

[Calculate & Continue](#)

Broker / Agent Commission Disbursement

Distribute Listing Commission:

1 Allocate sales volume and units

5 Click [Calculate & Continue].

Step Three: Broker / Agent Commission Disbursement

There will be no commission to distribute in this section.

1 Delete the amount in the Unit field and leave it blank. This ensures that the system doesn't count this towards your unit production.

Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGHT TC COMPANY

Calculated Commission Amounts

Commission Type	Listing
Gross Commission:	\$850.00
Referral Gross Commission:	\$833.00
Franchise Fee:	\$17.00
Net (Gross - Referral - Franchise Fee):	\$0.00

i Next, we will help you distribute the broker/agent commission of \$0.00, followed by the referral commission of \$833.00.

[Edit Prev Step](#)

Broker / Agent Commission

Distribute Listing Commission: \$0.00

- Allocate sales volume and units

	Sales Volume	Unit
Skeeter Valentine	\$0	<input type="text"/>
- Specify agent / brokerage splits

	Brokerage	Agent
Skeeter Valentine	20%	80% * % \$

[Calculate & Continue](#)

Fees & Deductions

[Broker's Fees & Deductions](#)

Delete the Unit and leave blank.

2 Click [Calculate & Continue]

Step Four: Fees & Deductions

1 Delete any agent fees that were automatically applied to the agent. You can collect agent fees later from the referral commission, if needed.

Broker's gross commission \$0.00

[Edit Prev Step](#)

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGHT TC COMPANY

Fees & Deductions

Broker's Fees & Deductions

Earnest Money Deposit (withheld at closing) \$

[+ Collect Client Fee](#)

Enter deduction for this agent

Skeeter Valentine - Fees & Deductions

Advertising Fee	\$ <input type="text"/>
Administrative fee	\$ <input type="text"/>
Admin Fee - CHF	\$ <input type="text"/>
Admin Fee - CHF 100	\$ <input type="text"/>
Transaction Fee	\$ <input type="text"/>
Tax	\$ <input type="text"/>

[+ Collect Client Fee](#)

Enter deduction for this agent

[Calculate & Continue](#)

i Next, let's distribute the referral commission of \$833.00.

[Edit Prev Step](#)

- 2 Click [Calculate & Continue].

Step Five: Referral Commissions

- 1 Start typing the name of the agent receiving the outside referral commission, then select their name from the resulting list.
- 2 In the box for the *Agent's Share of Referral Commission*, enter the agent/broker commission split.
- 3 Collect any required agent fees and deductions.

Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Reports Reference

Enter deduction for this agent

Calculate & Continue

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGH COMPANY

Referral Commissions

In-House Referral

Search for referring agent by name
Skeeter Valentine

Agent's share of referral commission
80%

Advertising Fee \$

Administrative fee \$

Admin Fee - CHF \$

Admin Fee - CHF 100 \$

Transaction Fee \$100

Tax \$

- Enter deduction for this agent -

Calculate & Continue

Next, let's distribute the referral commission of \$833.00.

Edit Prev Step

4 Click [Calculate & Continue].

5 Click [Save Commissions].