Commission Summary (for Commission Module)

Access the *Commission Summary* to get a snapshot of company-wide production across multiple months and years.

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Introduction

The *Commission Summary* gives admins a quick snapshot of agents' commission performance over time. It displays past agent earnings as well as future projections in an interactive and easy-to-read format.

Do you need to compare the difference between months or years? Access the comprehensive Comparative Production Report.

View the Commission Summary

View the Commission Summary to track company-wide commission activity.

Who Can Do This? <u>Master admins</u> and <u>admins</u> with permission to *View Financial Reports* can view the *Commission Summary*.

To view the Commission Summary:

1 Go to the Reports page by clicking [Reports] from the top menu.

2 View the monthly and yearly summaries:

• View the current summary. The left side displays the current and last month, while the right side displays the current and last year.

< Februar	y 2024	January 20)24 >	< 20:	24	203	23
Pending	<u>o</u>	Pending	<u>o</u>	Pending	<u>o</u>	Pending	
Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$157,000
Gross	\$0.00	Gross	\$0.00	Gross	\$0.00	Gross	\$4,710
Referral	\$0.00	Referral	\$0.00	Referral	\$0.00	Referral	sc
Broker	\$0.00	Broker	\$0.00	Broker	\$0.00	Broker	\$942
Agents	\$0.00	Agents	\$0.00	Agents	\$0.00	Agents	\$3,768
Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	so
Closed	1	Closed	3	Closed	4	Closed	
Sales Volume	\$200,000.00	Sales Volume	\$1,900,000.00	Sales Volume	\$2,100,000.00	Sales Volume	\$9,797,776
Gross	\$6,000.00	Gross	\$57,000.00	Gross	\$63,000.00	Gross	\$299,414
Referral	\$0.00	Referral	\$600.00	Referral	\$600.00	Referral	\$4,566
Broker	\$700.00	Broker	\$12,441.00	Broker	\$13,141.00	Broker	\$73,98
Agents	\$5,300.00	Agents	\$43,464.00	Agents	\$48,764.00	Agents	\$219,87
Agent Fees	\$0.14	Agent Fees	\$1,350.00	Agent Fees	\$1,350,14	Agent Fees	\$4,89

• View past and future summaries by clicking the back or forward arrows.

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troker \$700.00 Broker \$12,441.00 Broker \$13,141.00 Broker \$1	eferral	\$0.00	Referral	\$600.00	Referral	\$600.00	Referral	\$4,56
	Iroker	\$700.00	Broker	\$12,441.00	Broker	\$13,141.00	Broker	\$73,98
gents \$5,300.00 Agents \$43,464.00 Agents \$48,764.00 Agents \$48,764.00 Agents \$21	igents	\$5,300.00	Agents	\$43,464.00	Agents	\$48,764.00	Agents	\$219,87
gent Fees \$0.14 Agent Fees \$1,350.00 Agent Fees \$1,350.14 Agent Fees \$	igent Fees	\$0.14	Agent Fees	\$1,350.00	Agent Fees	\$1,350.14	Agent Fees	\$4,89

3 View commission figures (described below).

Pending Total

Pending totals are displayed for each month and year.

The total number of *Pending* transactions includes transactions (where commissions have been entered) that are currently in a *Pending Status* and have a *Close Date* for the given month / year.

Commissio	n Summar View the list of penc transactions compr numbers.	V Jing rising these
Pending	1	Pending
Sales Volume	\$200,000.00	Sales Volume
Gross	\$6,000.00	Gross
Referral	\$0.00	Referral
Broker	\$700.00	Broker
Agents	\$5,300.00	Agents
Agent Fees	\$0.14	Agent Fees

Closed Total

Closed totals are displayed for each month and year.

The total number of *Closed* transactions includes transactions (where commissions have been entered) that are currently in a *Closed Status* and have a *Close Date* for the given month / year.

Agents	\$0.00	Agents
Agent Fees	View the list of closed transactions compris numbers.	i ing these
Closed	3	Closed
Sales Volume	\$1,900,000.00	Sales Volun
Gross	\$57,000.00	Gross
Referral	\$600.00	Referral
Broker	\$12,441.00	Broker
Agents	\$43,464.00	Agents
Agent Fees	\$1,350.00	Agent Fees

Sales Volume

Sales Volume displays the total Sales Volume allocated to agents on transactions.

Gross

Gross displays the total *Commission* before any off-the-top*Referral Commission* or *Franchise Fees* have been subtracted.

Referral

Referral displays the total amount of *Referral Commission* being paid to in-house or external recipients.

Broker

Broker displays the broker's share of transactionNet Commission + In-house Referral Commission.

Agents

Agents display the agent's share of transactionNet Commission (sometimes referred to as Agent Gross Commission) + the agent's share of In-house Referral Commission.

Agent Fees

Agent Fees displays the total of allAgent Fees paid to the broker by agents.