

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? Master admins and admins 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.

Commission Summary

| February 2024 | | January 2024 | | 2024 | | 2023 | |
|----------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Pending | 0 | Pending | 0 | Pending | 0 | Pending | 1 |
| Sales Volume | \$0.00 | Sales Volume | \$0.00 | Sales Volume | \$0.00 | Sales Volume | \$157,000.00 |
| Gross | \$0.00 | Gross | \$0.00 | Gross | \$0.00 | Gross | \$4,710.00 |
| Referral | \$0.00 | Referral | \$0.00 | Referral | \$0.00 | Referral | \$0.00 |
| Broker | \$0.00 | Broker | \$0.00 | Broker | \$0.00 | Broker | \$942.00 |
| Agents | \$0.00 | Agents | \$0.00 | Agents | \$0.00 | Agents | \$3,768.00 |
| Agent Fees | \$0.00 | Agent Fees | \$0.00 | Agent Fees | \$0.00 | Agent Fees | \$0.00 |
| Closed | 1 | Closed | 3 | Closed | 4 | Closed | 23 |
| Sales Volume | \$200,000.00 | Sales Volume | \$1,900,000.00 | Sales Volume | \$2,100,000.00 | Sales Volume | \$9,797,776.00 |
| Gross | \$6,000.00 | Gross | \$57,000.00 | Gross | \$63,000.00 | Gross | \$299,414.00 |
| Referral | \$0.00 | Referral | \$800.00 | Referral | \$600.00 | Referral | \$4,566.00 |
| Broker | \$700.00 | Broker | \$12,441.00 | Broker | \$13,141.00 | Broker | \$73,980.10 |
| Agents | \$5,300.00 | Agents | \$43,464.00 | Agents | \$48,764.00 | Agents | \$219,877.90 |
| Agent Fees | \$0.14 | Agent Fees | \$1,350.00 | Agent Fees | \$1,350.14 | Agent Fees | \$4,892.35 |

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

Commission Summary

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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.

Commission Summary

< February

View the list of pending transactions comprising these numbers.

| Pending | | 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 |

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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 | | |
| Closed | | Closed |
| Sales Volume | \$1,900,000.00 | Sales Volume |
| 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 |

View the list of closed transactions comprising these numbers.

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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 transaction *Net Commission + In-house Referral Commission*.

Agents

Agents display the agent's share of transaction *Net 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 all *Agent Fees* paid to the broker by agents.
