Commission Summary

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

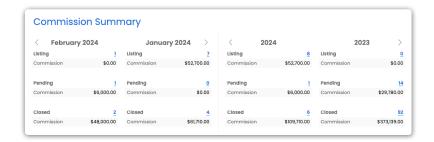
View the Commission Summary to track company-wide commission activity.

Who Can Do This? Admins can view the Commission Summary.

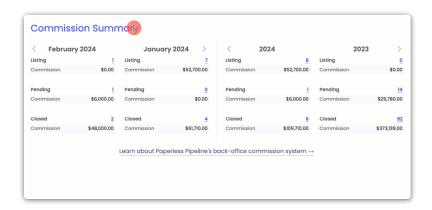
To view the Commission Summary:

- 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.



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

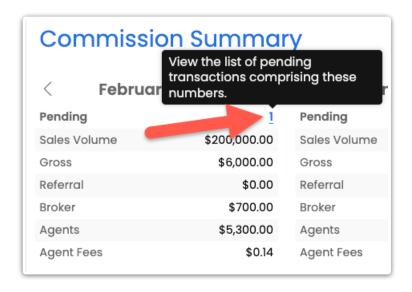


3 View commission figures (described below).

Pending Total

Pending totals are displayed for each month and year.

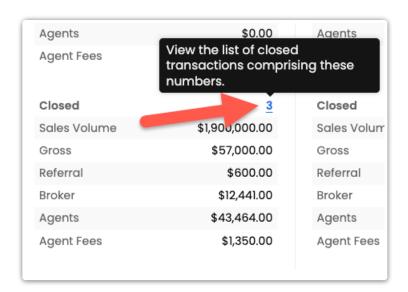
The total number of *Pending* transactions includes transactions that are currently in a *Pending Status* and have a *Close Date* for the given month / year.



Closed Total

Closed totals are displayed for each month and year.

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



Commission

Commission displays the combined *Total Commissions* on transactions.