

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.

Commission Summary

< February 2024		January 2024 >		< 2024		2023 >	
Listing	1	Listing	7	Listing	8	Listing	0
Commission	\$0.00	Commission	\$52,700.00	Commission	\$52,700.00	Commission	\$0.00
Pending	1	Pending	0	Pending	1	Pending	14
Commission	\$6,000.00	Commission	\$0.00	Commission	\$6,000.00	Commission	\$29,780.00
Closed	2	Closed	4	Closed	6	Closed	92
Commission	\$48,000.00	Commission	\$61,710.00	Commission	\$109,710.00	Commission	\$373,139.00

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

Commission Summary

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[Learn about Paperless Pipeline's back-office commission system →](#)

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.

Commission Summary

February

View the list of pending transactions comprising these numbers.

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 that are currently in a *Closed Status* and have a *Close Date* for the given month / year.

Agents	\$0.00		Agents
Agent Fees			
Closed		3	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.

Commission

Commission displays the combined *Total Commissions* on transactions.