

Commission Summary

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

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 >	
Listing	1	Listing	7
Commission	\$0.00	Commission	\$52,700.00
Pending	1	Pending	0
Commission	\$6,000.00	Commission	\$0.00
Closed	2	Closed	4
Commission	\$48,000.00	Commission	\$61,710.00

< 2024		2023 >	
Listing	8	Listing	0
Commission	\$52,700.00	Commission	\$0.00
Pending	1	Pending	14
Commission	\$6,000.00	Commission	\$29,780.00
Closed	6	Closed	92
Commission	\$109,710.00	Commission	\$373,139.00

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

3 View commission figures (described below).

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 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		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.

[3](#)

Commission

Commission displays the combined *Total Commissions* on transactions.