

Commissions & Closings Report

SUMMARY

The Commission & Closings report shows how much commission and fees your company collected and what commissions were paid out on closed transactions in the selected period.

IN THIS ARTICLE

[Download a Commission & Closings Report](#)

[Read the Report](#)

[FAQ \(Frequently Asked Questions\)](#)

COLUMN DEFINITIONS

[Sale Price](#)

[Commission Basis](#)

[Listing Volume](#)

[Selling Volume](#)

[Gross Commission](#)

[Referral Commission](#)

[Franchise Fee](#)

[Broker's Split of Commission](#)

[Deductions from Broker](#)

[Agent's Split of Commission](#)

[Agent Fees](#)

[Total Agent Fees](#)

[Agents' Taxes](#)

[Agent Deductions](#)

[Deductions From Agents](#)

[Commissions Paid to Agents \(incl. in-house referrals\)](#)

[Client Fees to Brokerage](#)

[Client Fees to Agents](#)

[Escrow/Title Company](#)

[Escrow/Title Name](#)

[Download a Commission & Closings Report](#)

To download a Commission & Closings report:

- 1 Click [Reports] from the top menu.
- 2 Click [Commission & Closings] from the *Financials* section of the left menu.

The screenshot shows a web application interface. At the top, there is a search bar and a navigation menu with options: Transactions, Tasks, Unassigned, Unreviewed, Reports, and Reference. The 'Reports' tab is active. On the left, a sidebar menu is expanded to the 'Financials' section, which includes options like Commission Summary, Aggregate Performance, Commission & Closings (highlighted with a red box), Listing Inventory Report, Pending Inventory Report, Pending Commissions, Agent Income, Agent Commissions, Agent Units, Agent Production, and Lead Sources. Below this is the 'Account Stats' section with Total Usage and Usage by Agent. The main content area is titled 'Commission & Closings' and contains four dropdown filters: Location (set to 'Company-wide'), Closing period (set to 'Last Month'), Side (set to 'Any Side'), and Label (set to 'Any Label'). A green 'Download Report' button is located at the bottom of the filter section.

- 3 If your company has more than one Location in Pipeline, select your desired **Location** from the dropdown list. By default, *Company-wide* is the chosen Location.
- 4 Choose your desired **Closing Period** range from the dropdown list. By default, *Last Month* is the chosen *Closing Period*.
- 5 Select any desired optional filters. Choose from the remaining optional filters (*Side*, and/or *Label*) to determine which transactions will be included in the report.
- 6 Check the [Include Deduction Details] option to include a breakdown of deduction amounts on the report. To continue to view deduction totals only, leave the option unchecked.
- 7 Click [Download Report].

Read the Report

To read the downloaded Commission & Closings report:

- 1 Open the document from the saved location on the computer.

FAQ (Frequently Asked Questions)

Q: Why am I missing transactions on my Commission & Closings Report?

A: Only transactions that contain a Commission Disbursement Authorization, close date, and are set to a closed status will be included in the report. If you feel transactions are missing from a report, verify the following details on the transaction:

- **CDA:** Confirm that a *Commission Disbursement Authorization* has been generated for the transaction.
- **Close Date:** Confirm the transaction has a “Close Date” and that it falls within the closing period selected for the report.
- **Transaction Status:** Make sure the transaction status is within a “Closed” status category.
- **Side or Label:** Confirm the info on the transaction matches any applied filters for side or label.

Column Definitions

Sale Price

Amount entered as *Sale Price* on the transaction

Commission Basis

The basis amount on which commissions will be calculated (most commonly *Sale Price*).

Listing Volume

Total *Sales Volume* allocated to the *Listing Agent(s)* on the transaction.

Selling Volume

Total *Sales Volume* allocated to the *Selling Agent(s)* on the transaction.

Gross Commission

Total *Commission* before any off-the-top *Referral Commission* or *Franchise Fees* have been subtracted. (e.g. 3% *Listing Side Commission* x *Sale Price* + 3% *Selling Side Commission* x *Sale Price*)

Referral Commission

Total amount of *Referral Commission* being paid to in-house or external recipients. When calculated as a percentage, this is calculated as *Gross Commission* x *Referral Commission* percentage

Franchise Fee

Amount of off-the-top *Franchise Fee* being collected and paid to brokerage. When calculated as a percentage, this is calculated as $(\text{Gross Commission} - \text{Referral Commission}) \times \text{Franchise Fee percentage}$.

Broker's Split of Commission

Broker's share of transaction's Net Commission + Broker share of *In-house Referral Commission*

Deductions from Broker

Total *Deductions* paid to external or in-house recipients from Broker's Split of Commission

Agent's Split of Commission

Agent(s) share of transaction's Net Commission (sometimes referred to as Agent's Gross Commission) + agent's share of *In-house Referral Commission*

Agent Fees

Agent fees paid to broker (will be broken down by custom *Agent Fee* name)

Total Agent Fees

Total of all *Agent Fees* paid to broker from Agent(s) Split of Commission

Agents' Taxes

Taxes collected from Agent(s) Split of Commission

Agent Deductions

If you opted to "Include deduction details", *Agent Deductions* will be broken down by custom *Agent Deduction* name.

Deductions From Agents

Total deductions paid to external or in-house recipients from Agent(s) Split of Commission

Commissions Paid to Agents (incl. in-house referrals)

Calculated as: Agent's Split of Commission - Total Agent Fees - Agent's Taxes - Deductions From Agents

Client Fees to Brokerage

Total *Client Fees* collected from *Buyer* or *Seller* and paid to broker

Client Fees to Agents

Total *Client Fees* collected from *Buyer* or *Seller* and paid to agent(s)

Escrow/Title Company

Escrow/Title Company that's specified when Managing Commissions

Escrow/Title Name

Escrow/Title Name that's specified when Managing Commissions