

Pending Commissions Report

SUMMARY

The Pending Commissions report lists commission figures for *Pending* transactions in a chosen time period.

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Download a Pending Commissions Report

To download a Pending Commissions report:

- 1 Click **[Reports]** from the top menu.
- 2 Click **[Pending Commissions]** from the *Financials* section of the left menu.

The screenshot shows a software interface for generating a 'Pending Commissions' report. On the left is a sidebar menu with categories: Financials, Account Stats, and a search bar. Under Financials, 'Pending Commissions' is highlighted with a red box. The main area on the right is titled 'Pending Commissions' and contains several filter dropdowns: 'Location' (set to 'Company-wide'), 'Closing period' (set to 'Next 30 days'), 'Acceptance date range (mm/dd/yy)' with 'start date' and 'end date' input fields, '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, *Next 30 days* is the chosen *Closing Period*.
- 5 Select any desired optional filters. Choose from the remaining optional filters (*Acceptance Date Range*, *Side*, and/or *Label*) to determine which transactions will be included in the report.
- 6 Click [Download Report].



If an Acceptance Date range is specified, the report will filter on BOTH the Close Date AND Acceptance Date ranges entered.

Read the Report

To read the downloaded Pending Commissions report:

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

FAQ (Frequently Asked Questions)

Q: Why am I missing transactions on my Pending Commissions report?

A: Only transactions that contain a Commission Disbursement Authorization, Close Date, and are set to a Pending 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.
- **Acceptance Date:** If you've entered an *Acceptance Date* range, confirm the transaction has an *Acceptance Date* and that it falls within the period you selected for the report.
- **Transaction Status:** Make sure the transaction status is within a *Pending 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. $3\% \text{ Listing Side Commission} \times \text{Sale Price} + 3\% \text{ Selling Side Commission} \times \text{Sale Price}$)

Referral Commission

Total amount of *Referral Commission* being paid to in-house or external recipients. When calculated as a percentage, this is calculated as $\text{Gross Commission} \times \text{Referral Commission percentage}$

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

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)