

Commission Summary (for Commission Module)

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? Master admins and admins with permission to *View Financial Reports* 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			
Pending		0		Pending		0		Pending	
Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$157,000.00
Gross	\$0.00	Gross	\$0.00	Gross	\$0.00	Gross	\$0.00	Gross	\$4,710.00
Referral	\$0.00	Referral	\$0.00	Referral	\$0.00	Referral	\$0.00	Referral	\$0.00
Broker	\$0.00	Broker	\$0.00	Broker	\$0.00	Broker	\$0.00	Broker	\$942.00
Agents	\$0.00	Agents	\$0.00	Agents	\$0.00	Agents	\$0.00	Agents	\$3,768.00
Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00
Closed		1		Closed		3		Closed	
Sales Volume	\$200,000.00	Sales Volume	\$190,000.00	Sales Volume	\$2,100,000.00	Sales Volume	\$9,797,776.00	Sales Volume	\$299,414.00
Gross	\$8,000.00	Gross	\$57,000.00	Gross	\$63,000.00	Gross	\$299,414.00	Gross	\$4,566.00
Referral	\$0.00	Referral	\$600.00	Referral	\$600.00	Referral	\$4,566.00	Referral	\$73,980.10
Broker	\$700.00	Broker	\$12,441.00	Broker	\$13,141.00	Broker	\$73,980.10	Broker	\$219,877.90
Agents	\$5,300.00	Agents	\$43,464.00	Agents	\$48,764.00	Agents	\$219,877.90	Agents	\$4,892.35
Agent Fees	\$0.14	Agent Fees	\$1,350.00	Agent Fees	\$1,350.14	Agent Fees	\$4,892.35	Agent Fees	

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

Commission Summary

< February 2024		January 2024 >		< 2024		2023 >	
Pending	0	Pending	0	Pending	0	Pending	1
Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$0.00	Sales Volume	\$157,000.00
Gross	\$0.00	Gross	\$0.00	Gross	\$0.00	Gross	\$4,700.00
Referral	\$0.00	Referral	\$0.00	Referral	\$0.00	Referral	\$0.00
Broker	\$0.00	Broker	\$0.00	Broker	\$0.00	Broker	\$942.00
Agents	\$0.00	Agents	\$0.00	Agents	\$0.00	Agents	\$3,768.00
Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00	Agent Fees	\$0.00
Closed	1	Closed	3	Closed	4	Closed	23
Sales Volume	\$200,000.00	Sales Volume	\$1,900,000.00	Sales Volume	\$2,100,000.00	Sales Volume	\$9,797,776.00
Gross	\$6,000.00	Gross	\$57,000.00	Gross	\$63,000.00	Gross	\$299,414.00
Referral	\$0.00	Referral	\$600.00	Referral	\$600.00	Referral	\$4,566.00
Broker	\$700.00	Broker	\$12,441.00	Broker	\$13,141.00	Broker	\$73,980.10
Agents	\$5,300.00	Agents	\$43,464.00	Agents	\$48,764.00	Agents	\$219,877.90
Agent Fees	\$0.14	Agent Fees	\$1,350.00	Agent Fees	\$1,350.14	Agent Fees	\$4,892.35

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 (where commissions have been entered) 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 (where commissions have been entered) 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.

Sales Volume

Sales Volume displays the total *Sales Volume* allocated to agents on transactions.

Gross

Gross displays the total *Commission* before any off-the-top *Referral Commission* or *Franchise Fees* have been subtracted.

Referral

Referral displays the total amount of *Referral Commission* being paid to in-house or external recipients.

Broker

Broker displays the broker's share of transaction *Net Commission* + *In-house Referral Commission*.

Agents

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

Agent Fees

Agent Fees displays the total of all *Agent Fees* paid to the broker by agents.