

Track Referral Commissions Paid to Other Brokerages

SUMMARY

Track and designate outside referral commission inside of Pipeline's Manage Commissions page.

As of 4/2/17, the "Generate CDA" option has been renamed to Manage/Update Commissions



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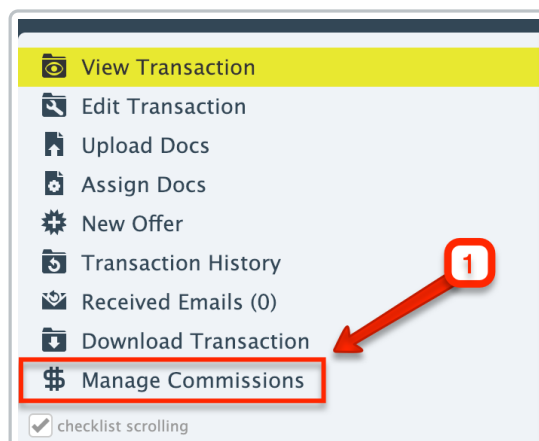
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Entering Referral Commissions

To enter information about referral commissions:

- 1 From any transaction, access the **Manage/Update Commissions** page from the left hand **menu**. Once on this page, any information from the transaction will auto-populate in step 1 and step 2.



- 2 Enter the commission percentage (%) or fixed dollar amount (\$) that is going to be paid to the brokerage.
- 3 Enter the outside referral that needs to be paid by entering a percentage (%) or fixed dollar

amount (\$) in the Referral Commission box.

Selling Side

Commission
% * % \$

Referral Commission
\$ * % \$

Annotations: A red arrow labeled '2' points to the Commission input field. A red arrow labeled '3' points to the Referral Commission input field.

- 4 Calculate the commission, then move on to the next step to distribute the commission between the brokerage and the agent as well as charge any additional fees and deductions.

Broker / Agent Commission Disbursement

Distribute Listing Commission: \$118,190.00

1 Allocate sales volume and units

Dante Nukuhiva

2 Specify agent / brokerage splits

Dante Nukuhiva Brokerage %

Sales Volume	Unit
\$197000	1

Agent
% * % \$

Calculate & Continue

Annotations: A red arrow points from the 'Distribute Listing Commission' value to the 'Sales Volume' input field in the table.

- 5 Calculate the commission then move on to the next step to track the referral commission. Set the number of referrers. If there is more than one referrer, you can select how many there are and distribute the commission by percent or dollar amount.
- 6 Enter the name and address for each referring company.

Referral Commissions

How many referrers will share the commission amount? 2

Will you distribute the amount by percentage or in dollars? % \$

Referral Commission 1

Company

Address

Referral Commission Split (% of \$11,820.00): 50%

Referral Commission 2

Company

Address

Referral Commission Split (% of \$11,820.00): 50%

Calculate & Continue

- 7 Calculate the commission. Paperless Pipeline will generate a complete breakdown of all the information entered including the referral.

Broker / Agent / Referral Commission Disbursement	
Sale price	\$197,000.00
Gross commission	\$118,200.00
Referral gross commission	\$11,820.00
Net (gross - referral)	\$106,380.00
Franchise Fee	\$10.00
Net distributable	\$106,370.00
Commission to Coffee is for Closers Realty	
Gross commission	\$63,822.00
Franchise Fee	\$10.00
Total fees + taxes charged to agent	\$0.00
Net payable	\$63,832.00
Commission to Dante Nukuhiva (listing agent)	
Gross commission	\$42,548.00
Net fees + taxes deducted	\$0.00
Net payable	\$42,548.00
Referral commission payable to Company A (50% of \$11,820.00)	\$5,910.00
Referral commission payable to Company B (50% of \$11,820.00)	\$5,910.00
<i>i</i> Next, you can specify how much commission the co-operating brokerage should be paid and add special instructions.	

To learn more about setting up and specifying Agent fees, see [Set Up Agent Fees](#) →

To learn more about specifying deductions, see [Set Up Deduction Types](#) →



Reporting Referral Commissions

Referral commission amounts paid to outside brokerages are tracked in the “Referral Commission” column within the following Commission Module reports:

- [Aggregate Performance](#) →
- [Commission and Closings](#) →
- [Pending Commissions](#) →
- [Agent Income](#) →

To download any of these reports:

- 1 Click Reports from the top menu.



- 2 Click on your desired report from the left menu.

Financials		Commission Summary							
		January 2019		December 2018		2019 Total		2018 Total	
		Pending	0	Pending	0	Pending	0	Pending	0
Commission Summary	Gross	\$0	\$0	Gross	\$0	Gross	\$0	Gross	\$0
	Referral	\$0	\$0	Referral	\$0	Referral	\$0	Referral	\$0
	Broker	\$0	\$0	Broker	\$0	Broker	\$0	Broker	\$0
	Agents	\$0	\$0	Agents	\$0	Agents	\$0	Agents	\$0
	Agent Fees	\$0	\$0	Agent Fees	\$0	Agent Fees	\$0	Agent Fees	\$0
		Closed	1	Closed	2	Closed	1	Closed	45
Agent Units	Gross	\$35,700.00		Gross	\$54,000.00	Gross	\$35,700.00	Gross	\$1,156,356.00
	Referral	\$0.00		Referral	\$0.00	Referral	\$0.00	Referral	\$3,412.50
	Broker	\$6,091.30		Broker	\$15,679.00	Broker	\$6,091.30	Broker	\$663,128.01
	Agents	\$28,716.20		Agents	\$37,376.00	Agents	\$28,716.20	Agents	\$471,668.61
	Agent Fees	\$0.00		Agent Fees	\$905.00	Agent Fees	\$0.00	Agent Fees	\$6,740.00
Account Stats									
Total Usage									
Usage by Agent									
Transaction Reports									
With Incomplete Checklists									
Overdue Closing									
Closing in 30 days									
Expiring in 14 days									
Recent status changes									
Added in January									

- 3 Select or enter the desired filters.

- 4 Click [Download Report] to download the report to your computer.

Commission & Closings

Location

Company-wide

Closing period

Last Month

Side

Any Side →

Label

Any Label →

Download Report

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