

Track Outside Referral Commission

SUMMARY

Paperless Pipeline's Commission Module was designed to track commission for in-house transactions. While not directly supported, you can track commission earned from outside referrals using the workaround described in this article.

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Add a Referral Transaction

- 1 Add a transaction for the outside referral, and assign the referring agent to the transaction

[Learn how to assign agents to transactions here →](#)



You can create a Transaction Label for referrals. This way, you can easily filter for your referral transactions on reports. [Learn to create and use custom transaction labels here →](#)

Manage Commission Earned from Outside Referrals

To manage commissions earned from outside referrals:

- 1 From the referral transaction you created, click **[Manage Commissions]** on the left menu.

Search address, mls, agent, seller, buyer

Transactions Tasks Unassigned Unreviewed Rep

View Transaction

- Edit Transaction
- Upload Docs
- Assign Docs
- New Offer
- Transaction History
- Deleted Docs
- Received Emails (0)
- Download Transaction
- Manage Commissions**

Checklist scrolling ☐ Sort by date ☐

Checklists 2/99 [Add Checklist](#)

— Listing

- ☐ Lead Based Paint Addendum
- ☐ CD Signed by Buyer
- ☐ Form #1

623 East 68th Street, New

Email docs and notes to this transaction: [5526-150242-TX-3399018](#)

MLS #: OP - 00010005
 Label: Residential
 Status: Closed
 Side: Listing
 Location: Old Pine
 Seller: Warren and Anne Hatcher
 Buyer: Ashley Bowser & Bruce Randall

List Price: \$350,000
 Sale Price: \$262,500

Earnest Money Due Date: Nov 5, 2019
 Earnest Money Deposit Date: Nov 1, 2019
 Inspection Due Date: Nov 6, 2019
 Inspection Date: Nov 1, 2019

- 2 Complete the steps on the resulting *Manage Commissions* page.

Step One: Escrow / Title

This section can be left blank.

Step Two: Sale Info

- 1 For *Sale Price*, enter \$0.
- 2 For *Commission*, select the \$ option and enter the total amount of referral commission.
- 3 For *Referral Commission*, enter "100%," and check the box next to, [This is an in-house referral].
- 4 If applicable, enter a *Franchise Fee* amount.

Search address, mls, agent, seller, buyer
Transactions
Tasks
Unassigned
Unreviewed
Reports
Reference

Manage Commissions

Go back to 623 East 68th Street, New

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGHT TC COMPANY

Escrow / Title

Escrow / Title Role	Company / Address	Name	Email
Escrow *	Fleming Escrow	Monta Fleming	monta@fleming*

Sale Info

Buyer's Name

Sale Price
\$0 *

Commission Basis
Sale Price

Listing Side

Commission
\$850 * % \$

Referral Commission
100% * % \$

☒ This is an in-house referral

Franchise Fee
2% * % \$

Calculate & Continue

Broker / Agent Commission Disbursement

Distribute Listing Commission:

1 Allocate sales volume and units

5 Click [Calculate & Continue].

Step Three: Broker / Agent Commission Disbursement

There will be no commission to distribute in this section.

- 1 Delete the amount in the Unit field and leave it blank. This ensures that the system doesn't count this towards your unit production.

Transaction Commission Summary
The exact total commission is TBD.

Admin Info
Listing Agents are using JUST RIGHT TC COMPANY

Broker's gross commission **\$0.00**

[Edit Prev Step](#)

Fees & Deductions

🏠

Broker's Fees & Deductions

Earnest Money Deposit (withheld at closing) \$

[+ Collect Client Fee](#)

Enter deduction for this agent

👤

Skeeter Valentine - Fees & Deductions

Advertising Fee \$

Administrative fee \$

Admin Fee - CHF \$

Admin Fee - CHF 100 \$

Transaction Fee \$

Tax \$

[+ Collect Client Fee](#)

Enter deduction for this agent

Calculate & Continue

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Next, let's distribute the referral commission of \$833.00.

[Edit Prev Step](#)

All fees should be left blank.

- 2 Click [Calculate & Continue].

Step Five: Referral Commissions

- 1 Start typing the name of the agent receiving the outside referral commission, then select their name from the resulting list.
- 2 In the box for the *Agent's Share of Referral Commission*, enter the agent/broker commission split.
- 3 Collect any required agent fees and deductions.

