Commission Summary

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Open the Commission Summary for a running snapshot of your pending and closed production, month by month and year by year.

Introduction

Most questions about how the office is doing are really one question asked three ways. How much is in flight, how much has landed, and what it came to.

The Commission Summary answers that on screen, and it comes with every Pipeline account rather than being something you turn on. It sits on the *Reports* page and reads as a running snapshot: how many deals are pending, how many have closed, and what the commission on them adds up to, laid out month by month and year by year so you can step back through time without building a report first.

A broker who wants the shape of the year reads it off the screen, with nothing to download and nobody to ask. Offices on the Commission Module see a fuller report under the same name, with the detail behind these totals. If that's the one in front of you, it's a different report answering a bigger question.

How It Works

The Commission Summary reads your transactions as they stand right now and files each one into a month and a year by its Close Date.

Where It Lives

It's the first report in the **Financials** section of the Reports page's left menu, above the Listing Inventory Report, the Pending Inventory Report, and Comparative Production.

The Periods It Shows

The left side shows the current month and last month. The right side shows the current year and last year.

Moving Through Time

Back and forward arrows step you through past and future months and years, two at a time.

Pending Total

The Pending total counts transactions that are currently in a Pending status and carry a Close Date in that month or year.

Closed Total

The Closed total counts transactions that are currently in a Closed status and carry a Close Date in that month or year. Every status in the Closed category counts, including any closed statuses your office named itself.

Commission

Commission shows the combined Total Commissions on those transactions.

View the Commission Summary

> The Commission Summary opens on the Reports page and reads on screen. There's nothing to download.

> **Who Can Do This**: Master admins, plus admins granted the View Financial Reports permission for the location. Company-wide figures need that permission in every location, including inactive ones.

To view the Commission Summary:

1. Click [Reports] from the top menu.
2. Click [Commission Summary] from the **Financials** section of the left menu.
3. Read the current and last month on the left, and the current and last year on the right.
4. Click the back or forward arrows to move to other months and years.

You'll see the pending and closed totals for each period, with the combined commission on those transactions beside them.

Commission Summary FAQ

The Commission Summary counts transactions by their current status and their Close Date, two months and two years at a time. Answers to the common questions about what's counted, how far you can scroll, and who can open it. See Commission Summary FAQ.

Commission Summary Troubleshooting

A transaction you expected isn't in the totals? Start here.

- Why Are Transactions Missing From My Report?