Commission & Closings

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The closed-business record — every closed transaction in your period, with the commission and fees your company collected and what it paid back out.

Introduction

Year-end arrives and your accountant doesn't want a total. They want the closings line by line, with what came in on each one and what went back out, so the brokerage's books can be reconciled against what actually happened.

That's the workhorse of the Financials group. Where Aggregate Performance hands you one set of totals, this report hands you a row per closed transaction carrying the commission, the fees, and the deductions on each. Turn on the deduction detail and every deduction type your office applied in that period gets a column of its own, which is how most offices answer a question like what one vendor was paid across a whole year.

It's the report an outside bookkeeper can work from without knowing Pipeline, and that's most of its value. If it comes back shorter than you expected, the cause is nearly always a closed deal with no commissions entered on it rather than a filter you set wrong, and entering them brings the row in against its own close date.

How It Works

The report is built from CDAs, so it shows the business you've actually entered commissions on.

Where to Find It

It's on the **Reports** page, in the **Financials** section of the left menu.

What Gets Counted

A transaction appears when it has a CDA generated, a close date inside your reporting period, and a status in the Closed category. All three have to be true.

One Row Per Transaction

Rows are transactions, not agents. When two in-house agents share a deal, the commission columns carry the combined figures for that transaction rather than a line each.

The Filters

Choose a **Location**, a **Closing Period**, and optionally a **Side** and a **Label** to narrow what comes back. Company-wide and Last Month are the defaults.

Deduction Detail Is Optional

Leave **Include Deduction Details** unchecked and you get deduction totals. Check it and each deduction is broken out by name, which is what you want if you're reconciling a specific line item across the year.

Telling In-House Referrals From Outside Ones

An in-house referral shows the referring agent's name alongside the referral amount. An outside referral shows the amount with no agent name against it.

Download a Commission & Closings Report

> Get a per-transaction breakdown of the commission and fees your company collected on closed business, and what it paid out.

> **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 download a Commission & Closings report:

1. Click [Reports] from the top menu.
2. Click [Commission & Closings] from the **Financials** section of the left menu.
3. If your company has more than one location, select your **Location** from the dropdown. Company-wide is the default.
4. Choose your **Closing Period**. Last Month is the default.
5. Optionally, narrow the report with the **Side** and **Label** filters.
6. Optionally, check [Include Deduction Details] to break deduction amounts out by name.
7. Click [Download Report].

The file downloads to your computer. Open it in your spreadsheet app to see one row per closed transaction.

What the Columns Mean

The report is wide. These are the columns that get asked about.

Sale Price

The amount entered as Sale Price on the transaction.

Commission Basis

The amount commissions were calculated from, most often the sale price.

Listing Volume and Selling Volume

The sales volume allocated to the listing agents and to the selling agents on the transaction.

Gross Commission

Total commission before any off-the-top referral or franchise fees come out.

Referral Commission

The total referral commission paid, in-house or outside.

Franchise Fee

The off-the-top franchise fee collected and paid to the brokerage.

Broker's Split of Commission

The brokerage's share of the transaction's net commission, plus its share of any in-house referral.

Agent's Split of Commission

The agents' share of that same net commission.

Agent Fees and Total Agent Fees

Fees paid to the broker by the agent, broken out by your custom fee names and then totalled.

Deductions From Broker and Deductions From Agents

Deductions paid to in-house or outside recipients, taken from the broker's split and the agents' split respectively.

Client Fees to Brokerage and Client Fees to Agents

Fees collected from the client, split by who received them.

Escrow/Title Company and Escrow/Title Name

The escrow or title company recorded on the transaction.

Commission & Closings FAQ

Commission & Closings is the transaction-level record of closed business, filtered by location, period, side, and label. Answers to the common questions about missing transactions, referrals, deductions, and year-end reporting.

See [Commission & Closings FAQ]

Commission & Closings Troubleshooting

Report not showing what you expected? Start here.

- Why Is My Commission Report Blank or Missing Transactions?
- Why Don't My Sales Volume Totals Match?