Commission Summary (Commission Module) FAQ

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On the Commission Module the Commission Summary reads your CDAs, so a transaction counts only once you've entered commissions on it. Answers to the common questions about what's counted, what each figure means, and how far back it reaches.

How is this different from the Commission Summary without the Commission Module?

It reads your CDAs instead of just counting transactions. The standard summary shows one combined commission figure. This one adds sales volume, gross, referral, broker, agent, and agent-fee totals — and in exchange, it counts a transaction only after commissions have been entered on it.

Does a transaction need a CDA before it appears?

Yes. Commissions have to be entered and a CDA generated. A transaction with the right status and the right Close Date still won't be counted until that's done, which is the single most common reason a total looks low.

Can I filter the Commission Summary by location?

No, the page always reads company-wide. When you need a location breakdown, the Commissions & Closings and Pending Commissions reports both run per location.

Can I run it for a date range I choose?

No, it moves in whole months and years. For a specific window, the Commissions & Closings and Pending Commissions reports take a closing period you set.

How far back does it go?

The current and prior year. The arrows step you through past and future periods, but the page is built around those two. For older figures, run the Commissions & Closings report with the closing period you want.

Is the Broker total what the brokerage actually keeps?

No — it's the broker's split, calculated before fees and deductions. For the net figure, the Aggregate Performance report carries the brokerage's net payable at the bottom of its Brokerage section.

Why doesn't Sales Volume match the Sale Price total on my transaction download?

They're two different figures. Sales Volume is the listing and selling volume allocated to agents when commissions were entered, read off the CDA. The transaction download reports the Sale Price typed on the transaction. Adding the listing and selling volume columns on the Commissions & Closings report reconciles the two.

Where do client fees show up?

Not on this page. Agent fees are here; client fees the brokerage collects come back in the Client Fees to Brokerage column of the Commissions & Closings report.

Can agents see the Commission Summary?

No. The Reports page holds company-wide financial data, so it's limited to master admins and admins granted the View Financial Reports permission. Agents see their own financial information on their own transactions instead.

How do I print the Commission Summary?

Use your browser's print function. The summary prints from the screen as it's displayed.

Learn More

Read your brokerage's money at a glance: on the Commission Module, the Commission Summary carries sales volume, gross, referral, broker, agent, and fee totals beside the pending and closed counts.

See Commission Summary (Commission Module)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.