Commission Summary (Commission Module)

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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.

Introduction

A month closes with deals in it, you open the Commission Summary, and the totals read zero. That's the most common surprise on this page, and it isn't a setup mistake.

The Commission Summary is the one report on your Reports page that reads on screen instead of downloading, a snapshot of company-wide production over time. With the Commission Module on, it's also a different report from the summary every Pipeline account gets. The standard one counts transactions and shows a single commission figure. This one reads your CDAs, so it breaks the money out the way your brokerage actually splits it: sales volume, gross commission, referral, the broker's share, the agents' share, and agent fees. Reading the CDA is what buys that detail, and it's also the catch. A transaction reaches this page once commissions have been entered on it, not the moment it closes.

So an empty month almost always means closed deals with no commissions entered yet rather than anything wrong with your settings, and entering them fills the page in. Once it's populated, this is the fastest read you get of the brokerage's money: what's already closed, what's still coming, and what the split looks like on both.

How It Works

The Commission Summary reads your transactions as they stand right now, files each one into a month and a year by its Close Date, and totals the commission figures recorded on its CDA.

What Makes a Transaction Count

Three things at once: it sits in a Pending or Closed status category right now, it carries a Close Date in the period you're reading, and commissions have been entered on it with a CDA generated. Miss one and the deal is counted nowhere on the page, which is the usual reason a total reads lower than the deals on your Transactions page. Click the transaction count beside any total to see exactly which deals built it. The page always reads company-wide with no location filter of its own, so what you see is bounded by your own financial permission.

What Each Figure Means

Every period carries a pending and a closed count with six money totals beside them, all read from the CDA.

Figure	What it totals
Pending Total	Transactions currently in a Pending status with a Close Date in that month or year.
Closed Total	The same count for transactions currently in a Closed status.
Sales Volume	Volume allocated to agents when commissions were entered. It comes off the CDA rather than the transaction's Sale Price, so a deal where your office held both sides allocates to each of them.
Gross	Total commission before any off-the-top referral commission or franchise fee comes out.
Referral	Referral commission being paid out, to in-house agents and outside recipients alike.
Broker	The broker's share of net commission plus in-house referral commission, calculated before fees and deductions. Read it as the brokerage's share of the split, not what the brokerage keeps.
Agents	The agents' share of net commission, sometimes called agent gross commission, plus their share of in-house referral commission.
Agent Fees	Agent fees paid to the broker. Client fees the brokerage collects come back on the Commissions & Closings report instead.

How Far Back It Reaches

The left side shows this month and last month; the right side shows this year and last year. Back and forward arrows step through months and years two at a time, within the current and prior year. For anything older, the Commissions & Closings report takes a closing period you choose.

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.
5. Click the transaction count beside a total to see the transactions behind it.

You'll see pending and closed counts for each period, with sales volume, gross, referral, broker, agent, and agent-fee totals beside them.

Check the Category Behind a Custom Status

This page reads the category a status sits under, not the name on it. A status your office named itself, filed under the wrong category, leaves a deal that reads as closed everywhere else counted nowhere here.

Statuses mark where each transaction stands in its lifecycle — so your team reads any file at a glance.

See [Transaction Statuses]

Commission Summary (Commission Module) FAQ

On the Commission Module the Commission Summary reads your CDAs, so a transaction counts only once commissions have been entered on it. Answers to the common questions about what's counted, what each figure means, and how far back it reaches. See [Commission Summary (Commission Module) FAQ].

Commission Summary (Commission Module) Troubleshooting

Blank page, a missing transaction, or a total that can't possibly be right? Start here.

- My Commission Summary Doesn't Look Right