Pending Commissions

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Look forward instead of back. Pending Commissions lists the commission figures on deals that are under contract but haven't closed yet.

Introduction

Halfway through a month, what matters isn't what closed. It's what's coming: which deals are under contract, when they're due to close, and what the office earns if they do.

Pending Commissions is the counterpart to the backward-looking reports. It lists the commission figures on transactions sitting in a pending status with a close date ahead of them, a row per deal, so a forecast is something you download rather than assemble. It reads from the same entered commissions as the closed reports, which means the projection is exactly as complete as the commissions your office has entered so far.

That's the thing to hold onto if it comes back thinner than your pipeline feels. A pending deal with no commissions entered yet isn't on it, and neither is one whose close date falls outside the period you chose. Widen the period, or enter the commissions, and the deals appear. Neither case is a fault in the report; both are a question about what it was asked.

How It Works

This is the one Financials report that reads pending business rather than closed business.

Where to Find It

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

What Puts a Deal on the Report

A transaction shows up only when it's in a Pending status, has a close date entered, and has commissions entered with a CDA generated. Missing any one of the three keeps it off the report.

What You Can Filter On

Choose a **Location** and a **Closing Period**. Next 30 days is the default. **Side** and **Label** narrow it further.

The Acceptance Date Filter Is Stricter Than It Looks

Set an **Acceptance Date Range** and the report filters on both the close date and the acceptance date, so any transaction without an acceptance date drops out. Leave it alone unless you specifically need it.

Rows Are Transactions

When two in-house agents share a pending deal, their commission appears as a combined figure on that transaction's row rather than one row each.

Download a Pending Commissions Report

Project the commission on deals that are under contract but not yet closed.

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 Pending Commissions report:

1. Click [Reports] from the top menu.
2. Click [Pending Commissions] 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**. Next 30 days is the default, and you can set a custom date range instead.
5. Optionally, narrow the report with the **Acceptance Date Range**, **Side**, and **Label** filters.
6. Click [Download Report].

The file downloads to your computer. Open it in your spreadsheet app to see the pending transactions and the commission figures projected on each.

What the Columns Mean

The columns mirror the closed-business report, applied to deals that haven't closed yet.

Sale Price and Commission Basis

The sale price entered on the transaction, and the amount Pipeline calculated commissions from.

Listing Volume and Selling Volume

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

Gross Commission

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

Referral Commission and Franchise Fee

The referral commission being paid out, and the off-the-top franchise fee collected.

Broker's Split of Commission

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

Agent's Split of Commission

The agents' share of that net commission.

Agent Fees, Taxes, and Deductions

What comes out of the agents' side before they're paid.

Commissions Paid to Agents

The total heading to agents, in-house referrals included.

Client Fees to Brokerage and Client Fees to Agents

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

Forecast Before the CDAs Are Cut

Offices that wait until a deal closes to enter commissions always read short here, because a pending transaction without a CDA isn't on this report. A second report answers the same question from the Sales Price and Total Commission fields on the transaction, which anyone can fill in.

Forecast the whole pipeline, not just the part you've done the paperwork on: the Pending Inventory Report totals sales volume and commissions on every pending transaction that carries a close date.

See Pending Inventory Report (Commission Module)

Pending Commissions FAQ

Pending Commissions projects income from deals that are under contract but not yet closed. Answers to the common questions about what qualifies, blank downloads, and per-agent breakdowns.

See Pending Commissions FAQ

Pending Commissions Troubleshooting

Report came back empty or short? Start here.

- Why Is My Commission Report Blank or Missing Transactions?