

Agent Commissions Report

The Agent Commissions report provides agent commission figures, including sales volumes and commissions, for the report period you specify.

Download an Agent Commissions Report

To download an *Agent Commissions* report:

- 1 Go to the [Reports page](#) by clicking [Reports] from the top menu.
- 2 Click [Agent Commissions] from the *Financials* section of the left menu.
- 3 Start typing the agent's name then select the agent when they appear in the dropdown menu.
- 4 Choose your desired **Closing Period** range from the dropdown menu. By default, *Agent's current fiscal year* is chosen.
- 5 Click [Download Report].

 Agents can download their own personal commissions report. [Learn how →](#)

Read the Report

To read the downloaded Agent Commissions report:

- 1 Open the document from the saved location on the computer.

The following sample report displays the type of information contained in the agent personal commission report.



Coffee is for Closers Realty

Jane Doe

Commission figures (Jan. 1, 2021 to Oct. 7, 2021)

Current commission percent	22	Transactions closed	1
Next commission split threshold	\$20,000.00	Listings closed	1
Remaining commission to next split threshold	\$16,738.57	Sales closed	1
Commission to broker	\$3,261.43	Total units	1.75
Agent start date	Jan. 1, 2000	Listings units	1
		Sales units	0.75
		Transaction gross commission	\$31,500.00
		Sales volume	\$1,019,033.75

Agent Commissions

Gross commission earned	\$21,946.44
Fees & taxes paid	-\$531.48
Net commission earned	\$21,414.96
Deductions paid	-\$485.66
Deductions received	\$0.00
Payable before client fees	\$20,929.30
Client fees received	\$1,766.61
Net payable	\$22,695.91

Referral Commissions

Gross referral commission earned	\$0.00
Fees & taxes paid	-\$0.00
Net referral commission earned	\$0.00
Deductions paid	-\$0.00
Deductions received	\$0.00
Net referral payable	\$0.00