Agent Commissions Report

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The office's view of one agent's commissions, with the sales volume and commission figures for whatever period you ask for.

Introduction

An agent asks what they've earned this year, and the answer has to come from the office rather than from their own math. Sometimes it's a question about one closing. More often it's the whole period, and it needs to be right the first time you send it.

Agent Commissions is the office's view of that. Pick an agent, pick a period, and you get their sales volume and commission figures for the stretch you asked about. It pairs with the Agent Commission Statement, which is the per-transaction document most offices hand over alongside a commission check. One covers a deal and the other covers a period, and both read from the same entered commissions.

So the two agree, and that's the reason to run the office copy instead of rebuilding the numbers by hand. If a closing the agent remembers isn't on it, the usual explanation is that commissions were never entered on that transaction rather than the report skipping it. Enter them and the deal lands in the period its close date belongs to.

How It Works

Both documents are built from the commissions entered on transactions, so a deal without a CDA won't appear in either.

Where to Find the Report

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

Where to Find the Statement

The per-transaction statement is on the transaction itself, next to the agent's name in the commission section.

The Period Defaults to the Fiscal Year

When you run the report, the agent's current fiscal year is selected for you. Change the**Closing Period** if you want a different stretch.

What's on the Statement

The statement shows the breakdown of that agent's commission on that one transaction, which is what makes it safe to hand over: on a transaction with more than one agent, each agent sees only their own figures.

Agents Can Pull Their Own

Agents don't need a permission to download their own commission statement from a transaction, or to run their own commissions report from their profile.

Download an Agent Commissions Report

> Get one agent's sales volumes and commission figures for a period you choose.

> **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 an Agent Commissions report:

1. Click [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 them when they appear in the dropdown.
4. Choose your **Closing Period**. The agent's current fiscal year is the default.
5. Click [Download Report].

The file downloads to your computer. Open it in your spreadsheet app to see that agent's commission figures for the period.

Download an Agent Commission Statement

> Get the commission breakdown for one agent on one transaction, ready to hand over with their check.

> **Who Can Do This**: Master admins and admins with financial access, plus agents on the transaction — who can download their own statement and no one else's.

To download an agent commission statement:

1. Open the transaction.
2. Find the agent's name in the commission section.
3. Click [Download] next to their name.

The statement downloads straight away. Year-to-date figures included in it reflect closed transactions that have a CDA.

Agent Commissions Report FAQ

Agent Commissions gives the office a single agent's sales volume and commission figures for a period, while the per-transaction statement covers one deal at a time. Answers to the common questions about running, reading, and sharing them.

See Agent Commissions Report FAQ

Agent Commissions Report Troubleshooting

Figures missing or not matching? Start here.

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