Agent Income

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One agent, every number. The Agent Income report takes a single agent's transactions from gross commission down to net payable, line by line.

Introduction

An agent questions the amount on a check, or your accountant needs a figure per person before the 1099s go out. Both times you need one agent's year laid out so you can trace every number back to a closing.

That's what this report is for. Pick an agent and it lists their transactions for the period you choose, then walks each one from sale price through gross commission, splits, referrals, fees, taxes and deductions down to what they were actually paid. It reads from the CDAs your office has generated, so the figures on it match the disbursements the agent already has in hand. Agent Production is the companion when you want everyone in one file; this is the one that goes deep on a single person.

Send it as-is when someone disputes a number. That's usually faster than explaining, because the agent ends up looking at the same line you are. And if a closing you expected isn't on it, the report isn't failing you: it counts a deal once you've entered its commissions, so enter them and the transaction is there on the next run.

How It Works

Like the rest of the Financials reports, Agent Income reads from CDAs, so it covers transactions where you've entered commissions.

Where to Find It

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

One Agent at a Time

You pick the agent when you run it. For every agent in one file, run Agent Production instead.

Closed or Pending

A **Transaction Status** setting lets you report on closed or pending transactions, so the same breakdown works for money already banked and money still coming.

Deduction Detail Is Optional

Leave **Include Deduction Details** unchecked for deduction totals. Check it to see each deduction broken out.

The Period Defaults to Last Month

Change the **Closing Period** to a year when you're preparing year-end figures.

Download an Agent Income Report

Pull one agent's transactions and commission figures for a period, from sale price down to net payable.

Who Can Do This: Master admins, plus admins granted the Enter Financial Data or View Financial Reports permission for the location.

To download an Agent Income report:

1. Click [Reports] from the top menu.
2. Click [Agent Income] 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**. Last Month is the default.
5. Optionally, select a **Label**.
6. Select the **Transaction Status** you want to report on, closed or pending.
7. Optionally, check [Include Deduction Details] to break deduction amounts out.
8. Click [Download Agent Income].

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

What the Columns Mean

The report runs wide because it follows the money all the way down. These are the columns behind most questions.

Sale Price and Commission Basis

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

Volume

The sales volume allocated to this agent on the transaction.

Commission Type

Listing, Selling, In-House Referral, or In-House Deduction.

Transaction Gross Commission

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

Franchise Fee

The off-the-top franchise fee collected and paid to the brokerage.

Commission Produced by Agent

The transaction's net commission, after the off-the-top referral and franchise fee.

Broker's Split of Commission and Agent's Split of Commission

How that net commission divides between the brokerage and the agent.

Referral Commission Produced by Agent

In-house referral commission the agent generated, before splits, fees, or deductions.

Broker's and Agent's Split of Referral Commission

How the in-house referral commission divides.

Agent Fees and Total Agent Fees

Fees the agent paid the broker, broken out by your custom fee names and then totalled.

Agent Taxes

Taxes collected from the agent's side.

Net Commission

What's left on the agent's side after fees and taxes.

Agent Deductions

Deductions taken from and paid to the agent, listed separately.

Client Fees

Fees collected from the client on the transaction.

Agent Net Payable

The amount owed to the agent once everything above comes out.

Buyer Lead Source and Seller Lead Source

The lead sources recorded on the transaction.

Agent Income FAQ

The Agent Income report is the deep, one-agent-at-a-time breakdown, from gross commission down to net payable. Answers to the common questions about 1099 season, deduction detail, and how it differs from Agent Production.

See Agent Income FAQ

Agent Income Troubleshooting

A transaction or a figure not looking right? Start here.

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