Agent Production

Last Modified on 11/10/2026 12:28 pm EST

Every agent on one page: pending and closed units, sales volume, fees, deductions, and commission, all in a single download.

Introduction

Two questions come around every year: what did each agent earn, and who's actually producing. Both want the same thing, which is every agent's figures side by side rather than one report per person.

Agent Production is that file. A single download gives you a row per agent with pending and closed units, sales volume, fees, deductions and commission together, so the whole office fits on one screen. It's built from the CDAs your office has generated, which means it reflects the commissions you've actually entered rather than everything that's been sold. Agent Income is the companion when you need to go deep on one person and itemize their deductions.

Most offices lean on it at year-end, since it carries fees, taxes and net payables per agent in one place, and that's the raw material for 1099s. Pipeline doesn't produce the forms themselves. If an agent's total comes in lower than you expected, the cause is usually a closed deal you haven't entered commissions on yet rather than anything wrong with the report, and the figures come right as soon as you do.

How It Works

The report reads the CDAs your office has generated, so it reflects the commissions you've actually entered.

Where to Find It

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

Pending and Closed Together

Closed units come from closed transactions. Pending units come from transactions in a Pending status with a close date in the period and commissions entered, so the report shows both what's banked and what's coming.

You Filter by Location, but Rows Don't Break Out by It

The **Location** filter narrows which transactions the report covers. The download itself doesn't split results out by location, so run it once per location when you need them separated.

Sales Volume Is Allocated, Not Calculated

Volume comes from what you entered for each agent at commission entry, not from the transaction's sale price.

Totals Are Yours to Add

The report is rows of data. Sort or total the columns you care about in your spreadsheet app, which is also how you rank agents by any stat.

Download an Agent Production Report

Get every agent's pending and closed units, sales volume, fees, deductions, and commission in one file.

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 Production report:

1. Click [Reports] from the top menu.
2. Click [Agent Production] from the **Financials** section of the left menu.
3. Select a **Location**, **Closing Period**, and optionally a **Label**.
4. Click [Download Agent Production].

The file downloads to your computer. Open it in your spreadsheet app, and sort by any column to rank agents by that stat.

Frequently Asked Questions

Does the report include pending transactions?

Yes, as pending units. A pending transaction counts when it has a close date in the period and commissions entered. Closed units are reported separately, so you can see both.

What's the difference between Agent Production and Agent Income?

All agents versus one. Agent Production puts everyone in a single file for a company-wide view. Agent Income takes one agent and breaks their transactions down in detail.

Why is an agent missing from the report?

Check their CDAs. Commission reports need a closed status, a close date in the range, and a CDA. A CDA generated with a blank Sales Volume will also leave an agent out, and re-entering the volume brings them back.

Can I break the report out by location?

Only by running it once per location. The Location filter narrows what's included, but the download doesn't carry a location column.

Why are canceled transactions showing up?

Your Canceled status is in the Closed category. Move it to the Fell Through category in your transaction status settings and those transactions drop out of commission reports.

What's the difference between sale price and sales volume?

Sale price is the deal; sales volume is the agent's share of it. Sale price is what was entered on the transaction. Sales volume is the amount allocated to that agent on the CDA.