

Agent Production

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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.

Agent Production FAQ

Agent Production is the all-agents production download, covering pending and closed units, volume, fees, and commission. Answers to the common questions about pending deals, missing agents, and 1099 preparation.

See [Agent Production FAQ](#)

Agent Production Troubleshooting

Agents or figures missing? Start here.

- [Why Is My Commission Report Blank or Missing Transactions?](#)
- [Why Don't My Sales Volume Totals Match?](#)