My Commissions Report

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Agents can pull their own commission figures without asking anyone. It sits in your personal profile, labeled Your Commissions.

Introduction

You closed four deals this quarter and you'd like to know where that leaves you, without emailing the office to ask and then waiting on somebody's spreadsheet.

Your commissions report answers that from your own profile. It's labeled Your Commissions, it sits in your personal profile rather than on the admin Reports page, and it gives you your sales volume and commission figures for any date range you pick. If your office has set a split threshold for you, your progress toward it reads on the report too, so how far you are from your next split is something you can see rather than estimate.

The numbers you're working from are the office's numbers, then, not a reconstruction of them. If a closing you know about isn't there, it's waiting on commissions being entered on that transaction, which is admin work rather than anything on your side. Ask the office to enter them and the deal joins your figures on the next run.

How It Works

The report is built from the same commission entries as the office's reports, so what you see matches what your admin sees.

Where to Find It

It's in your personal profile, listed as **Your Commissions** in the left menu.

No Permission Needed

Every user in an account with the Commission Module can run their own. It's one of two financial documents agents can pull without help, alongside the per-transaction commission statement.

Pick Your Own Date Range

Choose a closing period from the list or enter a custom date range.

Summary or Detailed

Summary gives you the totals. Detailed breaks them down transaction by transaction.

What's Included

Transactions in the period you chose where commissions have been entered. A deal without commissions entered yet won't appear.

Download Your Commissions Report

Pull your own sales volume and commission figures for any period, without going through an admin.

Who Can Do This: Anyone in an account with the Commission Module. No financial permission is needed to run your own.

To download your commissions report:

1. Click [Gear] in the upper-right corner, then [My Info].

2. Click [Your Commissions] from the left menu.

3. Choose a **Closing Period**, or enter a custom date range.

4. Choose whether you want a **Summary** or a **Detailed** report.

5. Download the report.

The file saves to your computer. Open it to see your commission figures for the period you chose.

My Commissions Report FAQ

Every agent can download their own commission figures from their personal profile, with no admin and no special permission needed. Answers to the common questions about access, date ranges, and what the numbers include.

See My Commissions Report FAQ