

# Agent Income Report

## SUMMARY

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## Introduction

The *Agent Income* report lists a specific agent's transaction and commission figures for your chosen time period.

## Who Can Do This?

Only admins with permission to *Enter Financial Data* or *View Financial Reports* have access to run the *Agent Income* report.

## Download an Agent Income Report

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 the agent when they appear in the dropdown menu.
- 4 Choose your desired *Closing Period* range from the dropdown menu. By default, the *Last Month* is chosen.
- 5 Optionally, select a Label.
- 6 Select your desired *Transaction Status* to report on *Closed* or *Pending* transactions.
- 7 Optionally, check [Include Deduction Details] to include a breakdown of deduction amounts on the report. To continue to view deduction totals only, leave the option unchecked.
- 8 Click [Download Agent Income].

## View the Download

To view the downloaded *Agent Income* report:

- 1 Open the document from the saved location on your computer.

Location	Close Date	Status	Label	Transaction	Site	MLS / Trans ID	Agent Role	Sale Price	Commission Basis	Volume	Gross Commission	Referral Commission	Net Comm
Dallas	2018-06-04	Closed	Residential	6732 Branch Crossing Lane, Argyle TX 76226	Listing	53272325	Listing	\$567,899.00	\$567,899.00	\$567,899.00	\$17,036.97		\$1
Plano	2018-06-21	Closed	Land and Lot	4212 Santa Fe Way, Plano TX 75226	Listing	72325374	Listing	\$56,000.00	\$56,000.00	\$56,000.00	\$1,680.00		\$1
Plano	2018-07-17	Closed	Residential	8257 Meadow Lane, Frisco TX 76279	Listing	72345678453	Listing	\$423,000.00	\$423,000.00	\$423,000.00	\$12,690.00		\$1
			Closed with Home										
	2018-11-20	Warranty	Single Family Residence	1111 Main Street	Listing	5456456	Listing	\$567,800.00	\$567,800.00	\$567,800.00	\$17,034.00		\$1
Dallas	2019-01-30	Closed	Townhouse (Rowhouse)	2129 Kingsley Road, Richardson TX 76148	Listing	53464576	Listing	\$376,999.00	\$376,999.00	\$376,999.00	\$11,309.97	\$226.20	\$1
Dallas	2019-02-13	Closed	Residential	1347 Navarro Lane, Argyle TX 76226 (#2)	Listing	6156784434	Listing	\$543,789.00	\$543,789.00	\$108,757.80	\$21,751.56		\$1
Dallas	2019-07-18	Closed	Duplex	363 Crane Lane, Dallas TX 75215 (Jones) (#3)	Listing	66347875	Listing	\$437,899.00	\$437,899.00	\$437,899.00	\$13,136.97		\$1
			Closed with Home										
	2020-01-07	Warranty	Single Family Residence	1295 W 15th Street Dallas TX 76233 (#3)	Listing & Buying	345346456	Listing	\$545,000.00	\$545,000.00	\$545,000.00	\$35,425.00	\$307.88	\$1
Dallas	2020-02-13	Closed	Single Family Residence	1235 W 15th Street Dallas TX 76233 (#2)	Listing	345346456	Listing	\$500,000.00	\$500,000.00	\$500,000.00	\$15,000.00	\$727.50	\$1
Allen	2020-10-13	Closed	Single Family Residence	2356 Nebraska Ave Allen TX 75036	Listing		Listing	\$160,000.00	\$160,000.00	\$160,000.00	\$9,000.00		\$1
Allen	2020-11-06	Closed	Commercial	6430 Mission Ct Allen TX 75036	Listing		Listing	\$540,000.00	\$540,000.00	\$540,000.00	\$16,200.00		\$1
Dallas	2020-12-08	Closed	Single Family Residence	4433 Ocean Road Plano TX 75055	Listing	5183816	Listing	\$450,000.00	\$450,000.00	\$450,000.00	\$13,500.00		\$1
Allen	2021-01-07	Closed	Single Family Residence	6729 Westcott Ln Allen TX 75036	Listing		Listing	\$145,000.00	\$145,000.00	\$14,300.00	\$4,350.00		\$1
Dallas	2021-01-12	Closed	Single Family Residence	673 Clarence Road Dallas TX 75036 (#2)	Listing	345454 / 74171818 / C736282	In-house Referral	\$565,750.00	\$565,750.00		\$17,072.50	\$900.00	\$1
John's Team - South	2021-02-03	Closed	Single Family Residence	9914 Washington Place North Park TX 76234	Listing	7069012	Listing	\$400,000.00	\$400,000.00	\$400,000.00	\$12,000.00		\$1
Allen	2021-02-09	Closed	Condo	4723 Glen House Parkway Dallas TX 75063	Listing & Buying		Listing	\$5,000,000.00	\$5,000,000.00	\$5,000,000.00	\$45,000.00	\$4,500.00	\$25
Dallas	2021-02-19	Closed	Single Family Residence	2088 Cliff Lane Dallas TX 76234	Listing & Buying		Listing	\$450,000.00	\$450,000.00	\$450,000.00	\$36,000.00	\$1,080.00	\$1
Dallas	2021-03-01	Closed	Single Family Residence	5112 Cambridge Pl Dallas TX 76234	Listing & Buying		Listing & Buying	\$5,788,000.00	\$5,788,000.00	\$11,576,000.00	\$467,280.00		\$34
Allen	2021-04-21	Closed	Land and Lot	378 N Berry Chapel Rd Georgetown TX 76233 (#3)	Listing		Listing	\$500,000.00	\$500,000.00	\$25,500.00	\$2,205.00		\$1
Colwell/Banker - TC	2021-05-07	Closed	Single Family Residence	6357 Nebraska Lane Plano TX 75055	Listing	2138491	In-house Deduction Recipient	\$450,000.00	\$450,000.00		\$18,360.00	\$1,836.00	\$1
Dallas	2021-05-13	Closed	Single Family Residence	3800 McNeil Rd Dallas TX 76234 (#2)	Listing		Listing	\$400,000.00	\$400,000.00	\$400,000.00	\$12,000.00		\$1
Dallas	2021-07-23	Closed	Single Family Residence	8723 Branch Crossing Dallas TX 67333	Buying	467768768	In-house Deduction Recipient	\$999,999.00	\$999,999.00		\$43,299.96	\$6,733.14	\$1
<b>Total</b>								<b>\$49,876,136.00</b>	<b>\$49,876,136.00</b>	<b>\$22,821,654.80</b>	<b>\$999,126.99</b>	<b>\$18,515.22</b>	<b>\$98</b>

## Column Definitions

### Sale Price

Amount entered as *Sale Price* on the transaction.

### Commission Basis

The basis amount on which commissions will be calculated (most commonly *Sale Price*).

### Volume

Amount of *Sales Volume* allocated to the agent on the transaction.

### Commission Type

The type of commission (Listing, Selling, In-House Referral, or In-house Deduction).

### Transaction Gross Commission

Total commission before any off the top *Referral* or *Franchise Fees* have been subtracted.

### Franchise Fee

Amount of off-the-top *Franchise Fees* being collected and paid to brokerage. When calculated as a percentage, this is calculated as  $(\text{Gross Commission} - \text{Referral Commission}) \times \text{Franchise Fee percentage}$ .

### Commission Produced by Agent

Transaction Net Commission (Transaction *Gross Commission* - Off the Top *Referral* - *Franchise Fee*).

### Broker's Split of Commission

Broker's share of transaction's Net Commission. This is sometimes referred to as Broker Gross Commission.

### Agent's Split of Commission

Agent's share of transaction's Net Commission. This is sometimes referred to as Agent's Gross Commission.

### Referral Commission Produced by Agent

Total amount of *In-House Referral Commission* on transaction before *Broker/Agent Split, Fees, or Deductions*. When calculated as a percentage, this is calculated as  $\text{Gross Commission} \times \text{Referral Commission percentage}$ .

### Broker's Split of Referral Commission

Broker share of *Referral Commission* produced by agent.

### Agent's Split of Referral Commission

Agent's share of *Referral Commission* produced by agent (before *Fees* and *Deductions*).

### Referral Commission

Total amount of *Referral Commission* being paid to in-house or external recipients. When calculated as a percentage, this is calculated as  $\text{Gross Commission} \times \text{Referral Commission percentage}$ .

### Agent Fees

*Agent Fees* paid to broker (broken down by custom *Agent Fee* name).

### Total Agent Fees

Total of all *Agent Fees* paid to Broker from Agent's Split of Commission or Referral.

### Agent Taxes

Total of all *Agent Taxes* paid to Broker from Agent(s) Split of Commission or Referral.

## Net Commission

Calculated as: Agent Split of Commission - Total Agent Fees - Agent Taxes.

## Agent Deductions

If you opted to "Include deduction details", *Agent Deductions* will be broken down by custom *Agent Deduction* name.

## Deductions from Agent

Total *Deductions* paid to external or in-house recipients from Agent's Net Commission.

## Deductions to Agent

Total *Deductions* paid to agent.

## Client Fees

Total *Client Fees* collected from *Buyer* or *Seller* and paid to agent.

## Amount Paid to Agent

Calculated as: Agent's Net Commission - Deductions from Agent + Client Fees OR amount of Deductions to Agent.

## Buyer Lead Source

The *Lead Source* set for the *Buyer* on the transaction.

## Seller Lead Source

The *Lead Source* set for the *Seller* on the transaction.