


# Agent Commissions Report

The Agent Commissions report provides agent commission figures, including sales volumes and commissions, for the report period you specify.

## Download an Agent Commissions Report

To download an *Agent Commissions* report:

- 1 Go to the [Reports page](#) by clicking [Reports] from the top menu.
- 2 Click [Agent Commissions] 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, *Agent's current fiscal year* is chosen.
- 5 Click [Download Report].

 Agents can download their own personal commissions report. [Learn how →](#)

## Read the Report

To read the downloaded Agent Commissions report:

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

The following sample report displays the type of information contained in the agent personal commission report.



## Jane Doe

Commission figures (Jan. 1, 2021 to Oct. 7, 2021)

Current commission percent	22	Transactions closed	1
Next commission split threshold	\$20,000.00	Listings closed	1
Remaining commission to next split threshold	\$16,738.57	Sales closed	1
Commission to broker	\$3,261.43	Total units	1.75
Agent start date	Jan. 1, 2000	Listings units	1
		Sales units	0.75
		Transaction gross commission	\$31,500.00
		Sales volume	\$1,019,033.75

### Agent Commissions

Gross commission earned	\$21,946.44
Fees & taxes paid	-\$531.48
Net commission earned	\$21,414.96
Deductions paid	-\$485.66
Deductions received	\$0.00
Payable before client fees	\$20,929.30
Client fees received	\$1,766.61
Net payable	\$22,695.91

### Referral Commissions

Gross referral commission earned	\$0.00
Fees & taxes paid	-\$0.00
Net referral commission earned	\$0.00
Deductions paid	-\$0.00
Deductions received	\$0.00
Net referral payable	\$0.00