

Sales Rep Commission

04/30/2025 3:26 pm CDT

Overview

In this article, you will learn about Sellercloud's **Sales Rep Commission** report. This report calculates the commission earned by sales representatives based on their set commission rate and the profit of each order.

The report can also take into account a **Sales Rep Cost**, which is an optional additional percentage added to the cost of an item to account for external costs such as warehousing fees.

The commission is calculated by subtracting the total costs (including the **Sales Rep Cost**) from the total payments and then multiplying that number by the sales rep's commission rate. The report also allows for multiple sales reps on one order, with the commission being divided among them.

You can generate the report based on:

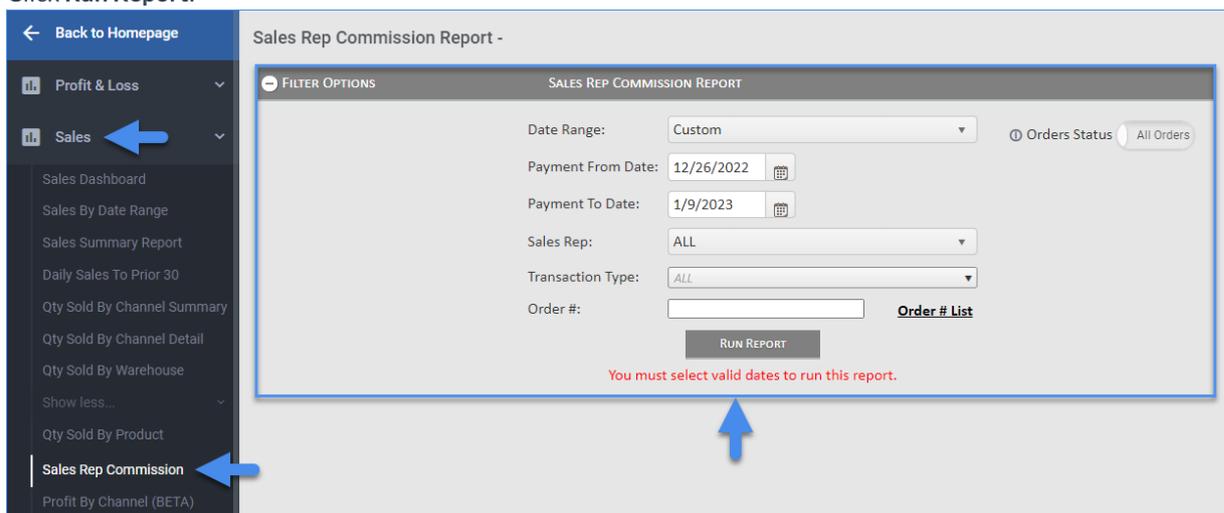
- **Date range:** Date Range, Payment From Date, and Payment To Date.
- **Sales information:** Sales Rep, Transaction Type, and Order Number.

A sales rep can be added to a manually created order.

Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports > Sales > Show more > Sales Rep Commission**.
2. Set up the **Filter Options** to have the report show precisely what you need.
3. Click **Run Report**.



The screenshot displays the 'Sales Rep Commission Report' interface. On the left is a navigation sidebar with a 'Sales' menu item highlighted by a blue arrow. The main content area is titled 'SALES REP COMMISSION REPORT' and contains a 'FILTER OPTIONS' section. This section includes several input fields: 'Date Range' set to 'Custom', 'Payment From Date' set to '12/26/2022', 'Payment To Date' set to '1/9/2023', 'Sales Rep' set to 'ALL', and 'Transaction Type' set to 'ALL'. There is also an 'Orders Status' dropdown set to 'All Orders' and an 'Order #' input field with an 'Order # List' link. A 'RUN REPORT' button is visible below the filters. A red error message at the bottom of the filter options reads 'You must select valid dates to run this report.' A blue arrow points to this error message.

4. To export the report to a spreadsheet, click the **Export to Excel** icon.
5. To create a scheduled task that automatically runs this report periodically, click the **Schedule a task to run this report** icon.



| ORDER # | TRANSACTION TYPE | TRANSACTION DATE | SALES REP COST | SHIPPING INCOME | SHIPPING FEE | GRAND TOTAL | TOTAL PROFIT | SALES REP |
|----------------|------------------|------------------|--------------------|-----------------|--------------------|-------------------|----------------------|-------------------|
| 5132740 | Credit | 12/2/2022 | \$0.00 | \$0.00 | \$0.00 | (\$264.98) | (\$264.98) | @sellercloud.com |
| 5135575 | Credit | 12/2/2022 | \$0.00 | \$0.00 | \$0.00 | (\$78.25) | (\$75.00) | @sellercloud.com |
| 5135940 | Debit | 12/5/2022 | \$1,986.58 | \$0.00 | \$0.00 | \$1,000.00 | (\$805.98) | @sellercloud.com |
| 5136067 | Debit | 12/7/2022 | \$4,551.04 | \$0.00 | \$0.00 | \$169.60 | (\$3,967.71) | @sellercloud.c... |
| 5136090 | Debit | 12/8/2022 | \$324.20 | \$0.00 | \$0.00 | \$150.00 | (\$144.73) | @sellercloud.com |
| 5136209 | Debit | 12/9/2022 | \$1,118.06 | \$0.00 | \$889.84 | \$0.00 | (\$1,906.26) | @sellercloud.com |
| 5136216 | Debit | 12/9/2022 | \$135.30 | \$0.00 | \$0.00 | \$100.00 | (\$23.00) | @sellercloud.com |
| 5136248 | Debit | 12/9/2022 | \$1,118.06 | \$0.00 | \$531.38 | \$0.00 | (\$1,547.80) | @sellercloud.com |
| 5136268 | Debit | 12/9/2022 | \$1,118.06 | \$0.00 | \$575.53 | \$0.00 | (\$1,591.95) | @sellercloud.com |
| 5136282 | Debit | 12/12/2022 | \$25.30 | \$0.00 | \$0.00 | \$0.00 | (\$23.00) | @sellercloud.com |
| Totals: | | | \$52,695.34 | \$2.00 | \$11,022.88 | \$2,685.99 | (\$56,275.30) | |

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Filter and Column Definitions

Click the drop-downs below for filter and column descriptions.

Filter Options

Report Data