Review the Commission Agent Selling Report

How to Review the Commission Agent Selling Report in Muhasib ERP

Overview

This guide will help you analyze sales attributed to a commission agent and validate the basis for settlement.

You get a source-backed sales population for commission review.

Who can do this

You need access to Commission Agent Selling Report plus agent and sales visibility.

Before you start

Confirm company, period, agent, allowed sales/statuses, returns, commission rules, prior payments, and expected control total.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Sales & Customers → Commission Agent Selling Report.

Review the Commission Agent Selling Report

Step 1: Set company/date/location/agent filters

Step 2: Generate the report

Step 3: Review source invoices, customers, values, returns, and attributed agent

Step 4: Confirm commission eligibility/rate basis where shown

Step 5: Drill to source sales

Step 6: Compare with agent ledger and payment history

Check your work

Eligible source sales and returns reproduce the report and compare and confirm to agent balances.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Confirm agent was assigned before sale completion.
- Do not pay directly from gross sales without applying approved rules.

Related guides

- Pay a Commission Agent
- Review Commission Agent and Person Ledgers

- Assign Service Staff or a Commission Agent

What to do next

> **Pay a Commission Agent**.

Revision #0
Created 2026-09-04 09:21:01 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed