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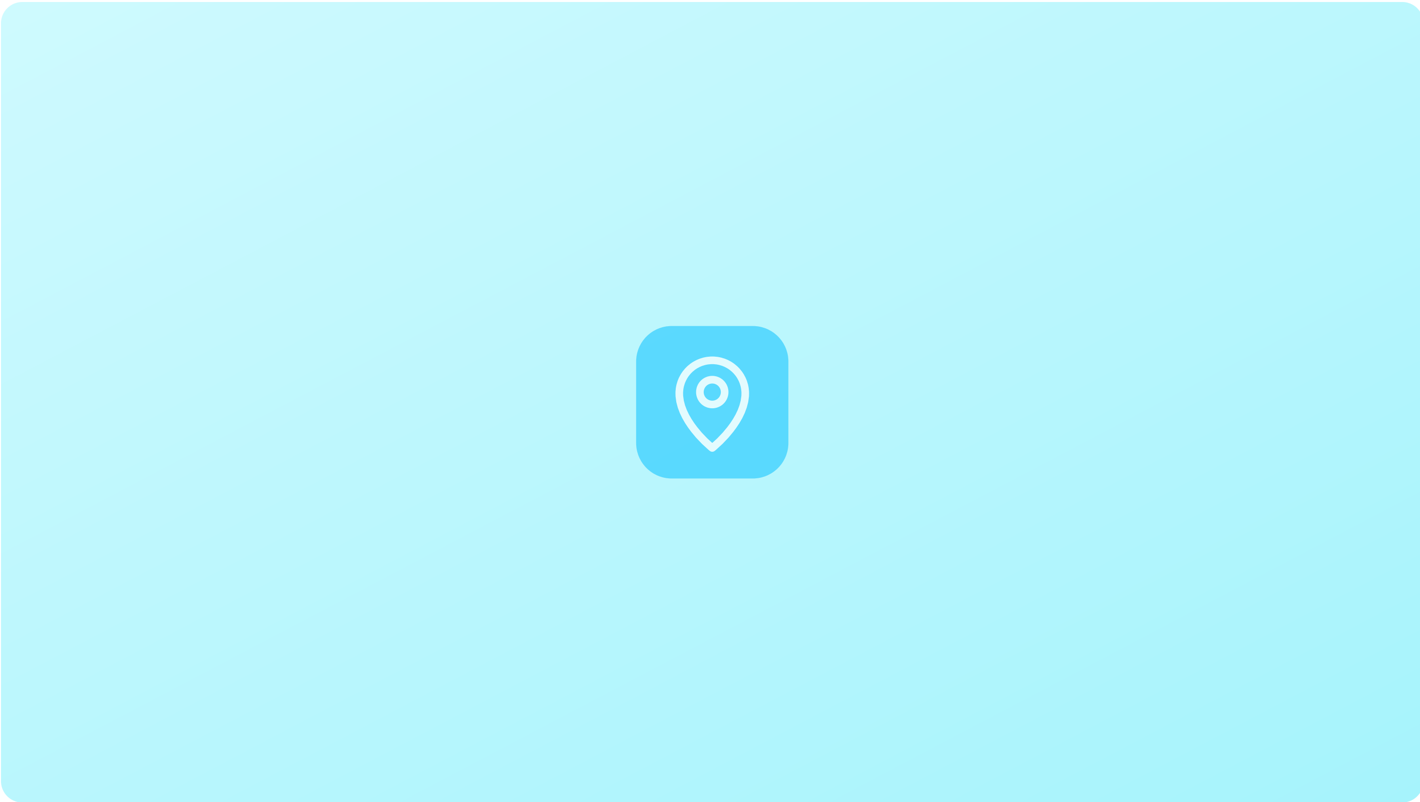

TRIPS

Commission reports

The two commission reports — Commission report and Aging + forecast — explained in depth: how received vs expected dates drive the numbers, what the YTD / 90-day / current-year / Overdue buckets mean, the 6-month forecast chart, the overdue follow-up table, CSV export, and the drilldown into the Commission Manager.

Prepared by System Generated · June 10, 2026

On this page

Two reports under **Commission** on `/reports`. The first looks backward at commission you have already received; the second looks forward at commission you are still waiting on, with an explicit Overdue bucket so you know who to chase.

ADVISOR TIP

Both reports read from the same place. Every invoice line item with a commission greater than zero contributes. If a line has no commission rate, fix that on the invoice itself — neither report can show a line that does not exist.

Commission report — what you have received

Open **Reports** → **Commission report**. The page is driven by **commission_received_date** — the date the host actually paid you, not the date the booking was made or the trip traveled. That makes this report the answer to *"how much commission landed this quarter?"* rather than *"how much commission did we book?"*.

The header strip

Three KPIs across the top — Gross commission, Agency net, Bookings — each compared against the immediately-prior period of the same length. A line chart below shows the agency-net trend by month with continuous x-axis (zero months are not skipped, so seasonality is honest).

Per-supplier bar chart

The top 10 suppliers by agency net, ordered descending. Useful for the host-agency conversation — *"which suppliers are actually paying us, and which ones are overrepresented in volume but underrepresented in commission?"*.

The detail table

Every received line in the period, one row per line item. Each row shows the received date, supplier, invoice number, the agent who created the invoice, gross commission, your agency share percentage, your agency net, and the host net. Two filters narrow it further:

- **Supplier** — fuzzy match on the line's supplier name. Useful when a single host pays many product lines.
- **Agent** — scoped to your org's Trips users only, so the dropdown does not leak agents from other agencies.

CSV export

Click **Download CSV** to pull the current filter + period as a spreadsheet. Columns: Date received, Supplier, Invoice, Agent, Gross commission, Agency share %, Agency net, Host net. The export respects your filters exactly — what you see is what you get.

> ADVISOR TIP
>
> **PDF is not a button.** If you need a PDF for a host or a partner, export CSV and print-to-PDF from your spreadsheet. We keep CSV first-class because it is the universal accounting input.

Aging + forecast — what you are still owed

Open **Reports → Aging + forecast**. This report does not take the period picker — it is anchored to today and always shows the same four buckets and the same six-month forward forecast. Driven by **expected_commission_date** on each line item.

The four KPI buckets

- **Received YTD** — total agency net received in the current calendar year. The headline number for "what have we earned so far this year?"
- **Expected next 90 days** — outstanding commission with an expected date inside the next 90 days. Your near-term cash visibility.
- **Expected (current year)** — every line with an expected date inside this calendar year, received or not. Your book for the year.
- **Overdue** — every line where the expected date has passed and the commission has not been received. The follow-up queue.

IMPORTANT

Buckets are not mutually exclusive. A line expected in 60 days contributes to **both** Expected next 90 days and Expected (current year). That is intentional — Expected (current year) is your full-year book, not a "later" bucket.

The 6-month forecast chart

A stacked bar chart out to six months ahead. Each bar splits into **Received** (green — already in your account that month) and **Expected** (blue — booked but not yet received). It is the cash-flow chart an agency owner reaches for when planning the next quarter.

The overdue follow-up table

Below the chart, every line with a passed expected date and no receipt, ordered by days late. Each row shows the days-late count, the supplier, the expected date, the invoice number, and your net. Click a row to jump straight into the invoice — that is where you mark a commission received or push the expected date.

Drilling into the Commission Manager

Both reports are read-only — they tell you *what* but not *how to do something about it*. When you find a line you want to mark received, the workspace for that is the **Commission Manager** at `/commissions`. It is the same line items, but with checkboxes, a deposit modal, and Books posting. The reports point you at the right line; the Manager is where you click the action.

Related

- Reports overview
- The Commission Manager
- Connecting Books
- Invoice line items and commissions