# Generate Referral Partner Commission And Payment Reports

The following reports can be used to view the financial activity of your referral partners. Go to **CRM > Reports > Referral Partner** to view the available reports that will let you see commissions due, clawbacks issued, and payments issued.

## Referral Partner Ledgers

The referral partner ledger report shows all financial activity for referral partners within a specific date range, including beginning balance (prior to date range), commissions earned (with the date range), clawbacks (due to refunds or canceled orders), payments issued (within the date range), and an ending balance (beginning balance plus commissions earned minus payments issued and clawbacks). You can filter this report by commission program, code, parent partner, referral partner status, custom fields, tags, and more. In addition to using this report to issue payments, you can use it to:

- Identify top performing referral partner and "graduate" them to the next commission level through a mass update
- Monitor clawback amounts and see which referral partner are generating customers who are a poor fit for your business
- You can also log into your Referral Partner Center with a partner's login through this report and / or view an individual partner's ledger.

## Referral Partner Payment Search

The referral partner payment search shows you payments issued to one or more affiliate within a specific date range. You can use this report to view statistics on past payments and / or research an inquiry from a specific referral partner. You can filter this report by batch id, date range, amount, referral partner, tags, and custom fields. This report will also differentiate between manual, one-off payments and batch payments.