Total Agent Earnings Without the Commission Module

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No Commission Module, and 1099s are due. The numbers are already sitting on your transactions, and this is how to get them into one column you can total.

Introduction

January arrives and somebody needs a figure per agent. You open the *Reports* page looking for the report that produces it and find no financial reports at all, because those come with the Commission Module and your account doesn't have it.

The numbers still exist. Every transaction that carries a commission amount is holding its piece of the total, and a transaction download brings all of those pieces out in one column. What you do next is a sort and a sum, which is a spreadsheet job rather than a Pipeline one. It takes twenty minutes for a year, and it's the same twenty minutes every year until you decide otherwise.

When to Use This

- You're issuing 1099s and need each agent's commission total for the year.
- Your *Reports* page has no financial reports and you're not sure why.
- You want total sales volume for the year and there's no report producing it.
- Your accountant asked for last year's closed transactions with the commission on them.
- You're weighing whether the Commission Module is worth turning on.

Why This Is a Spreadsheet Job

It's reasonable to assume the report is there and you haven't found it. It isn't. Agent income, agent production, commission statements: all of them belong to the Commission Module, and without the module none of them appear on the *Reports* page at all. Looking harder won't produce one.

What the base product does is store the commission on each transaction and hand it back to you in a download. That's not a report and it does answer the question, provided you accept it comes back as a column rather than a total. So the honest framing is that Pipeline gives you the data for 1099s and the module gives you the report, and knowing which one you're doing saves an afternoon of hunting.

1. Narrow to the Year You're Reporting On

Start on the Transactions page rather than at a download button. Set the status to **Closed** and set a **Close Date** range covering the reporting year, so what comes back is the deals that actually closed in the period you're filing for.

Narrow the Transactions page to exactly the deals you need — search by name, filter by any field, sort the result, and download it.

See Transaction Search

> Don't take a shortcut through the year buttons here. A year spreadsheet holds the transactions*added* in that calendar year, not the ones that closed in it, so a deal opened in November and closed in February falls on the wrong side of it. That mismatch is the usual reason a commission total doesn't tie out.

2. Download It With Every Column

Take your transactions out of Pipeline as a spreadsheet — search and sort first, and download exactly the list you shaped.

See Transaction Spreadsheet Downloads

> Choose **Include all transaction columns**, or the figures you came for won't be in the file. Once it's open, **Sale Price** sits in column U and **Commission Amount** in column V. Those two carry the whole job: volume and earnings.

3. Total It by Agent

Sort the sheet by agent so each person's transactions sit together, then sum column V for each block. A subtotal by agent does it in one move if your spreadsheet app offers one, and a pivot table does it faster still if you're comfortable with them. Column U gives you volume the same way if you want production alongside earnings.

The download is raw material, not the report. The report is a few minutes of work in a spreadsheet app, and it starts with one choice you make before you click.

See Turn a Pipeline Download Into the Report You Need

> Agents can't download these. Transaction spreadsheets are admin-only, so an agent who wants their own year-end figures is asking you for them rather than pulling them.

4. Know What the Number Is and Isn't

The column totals what was entered into each transaction's commission fields. Where your office fills those in as a matter of course, the total is real and you can file from it.

Where your office doesn't, the column is thin or empty, and no download will fix that. Offices that record commission only on the CDA, or in a doc attached to the file, have their numbers inside documents rather than in a field, and the year's totals have to come out of those by hand. Worth checking against two or three known deals before you trust a whole year of it.

5. Decide Whether the Module Is the Answer

If you're doing this every January, the arithmetic is worth running once. The Commission & Reporting Module adds the financial reports this article works around, so agent income and production totals come out of Pipeline directly rather than out of a spreadsheet you rebuild each year. There's a 30-day trial, which is enough to see the reports against your own data before you commit.

One thing to know before you switch mid-stream. The module reports on commission data that's been entered into it, so a back-report for a year you handled the spreadsheet way means entering those transactions' commissions retroactively. Turning it on in January covers the year ahead; it doesn't reconstruct the one behind you.

Three reports cover the three levels — every agent at once, one agent line by line, and the brokerage. Here is which to run, and what has to be true about a deal before any of them can see it.

See Pull the Numbers You Need for 1099s