Commission Percent

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Set an agent's share once and Pipeline fills it in every time you enter commissions on one of their transactions.

Introduction

Most agents in an office are on the same split most of the time. Typing that number in again on every transaction is the kind of small repeated task that eventually gets typed wrong, on the one deal nobody catches.

An agent's commission percent is their default share of the commission on their own transactions, and it lives on their user profile alongside their split threshold, their commission notes, and their start date. The number you enter is the agent's side of the split. Whatever's left is the brokerage's. Pipeline fills it in for you at commission entry, on every transaction that agent is on, so the arrangement you agreed with them is what shows up by default.

Treat it as a starting point rather than a rule. You can change it on any single transaction without touching the profile, which is exactly what you want on the deal that isn't like the others. The limit worth knowing early: an agent gets one default. If someone earns on two different splits depending on the kind of work, the second one lives in their commission notes and gets applied by hand at entry.

How It Works

One number per agent, stored once, applied every time you enter commissions for them.

Where the Percent Lives

Open the agent from *Manage Users* and scroll to *Commission Percent*, *Cap*, *& Notes*. Back on the *Manage Users* list, every agent's split shows in its own column — a blank means nobody has set one yet.

What the Percent Applies To

The percentage is taken from the distributable commission: the gross commission after referrals and off-the-top deductions come out, not the gross itself. If an agent's plan is written against gross, enter their share as a dollar amount at commission entry instead and Pipeline allocates the remainder to the brokerage.

One Default per Agent

Pipeline stores a single commission percent per agent. Agents whose split changes by the kind of deal — leases at one rate, sales at another, company-generated leads at a third — keep their most common rate here and the rest in their commission notes, then get adjusted transaction by transaction.

It Doesn't Change on Its Own

Passing a split threshold or starting a new plan year doesn't rewrite the percent. Pipeline tracks and warns; updating the number stays with you.

Set an Agent's Commission Percent

> Enter an agent's default share on their user profile so it fills in every time you enter commissions for them.

> **Who Can Do This**: Admins with the "Enter financial information" permission for the agent's location, and master admins.

To set an agent's commission percent:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Click [Manage Users].
3. Click the agent's name to open their profile.
4. Scroll to the *Commission Percent, Cap, & Notes* section and enter the agent's share in the **Commission Percent** field.
5. Click [Update User].

The percent now auto-fills whenever you enter commissions on one of that agent's transactions, and you can still override it on any single transaction. Repeat for each agent you want a default for.

Update Commission Percents in Bulk

> Send us a spreadsheet of your agents and their splits, and we'll load them onto the profiles for you.

> **Who Can Do This**: Admins who can manage users on the account, and master admins.

To update several agents' commission percents at once:

1. Click the [Gear] in the upper-right corner, then [Admin / Settings].
2. Click [Manage Users], then click [Download User List].
3. Open the downloaded file and add a column named **Commission Split**.
4. Enter each agent's current split in that column, then save the file.

5. Email the file to help@paperlesspipeline.com with the subject "Update Agent Commission Split".

We'll update every profile you've given a split to, so you're not opening them one at a time. The same file can carry split thresholds, commission notes, and start dates if you're setting up more than the percent.

Agents on More Than One Split

Leases at one rate, sales at another, a mentor arrangement that runs until year end. The profile stores one default per agent, so the second rate has to be applied by hand on the transactions it belongs to, by whoever is entering them.

Some of an agent's plan won't fit in a percentage field. Commission Notes hold the rest, and show up right where you enter commissions.

See Commission Notes

Commission Percent FAQ

An agent's commission percent is their default share of the commission, stored on their user profile. Answers to the common questions about what the percent applies to, changing it, and agents whose split isn't a single number. See Commission Percent FAQ.