

# Agent Commissions Report FAQ

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Agent Commissions gives the office a single agent's sales volume and commission figures for a period, while the per-transaction statement covers one deal at a time. Answers to the common questions about running, reading, and sharing them.

## What's the difference between the report and the statement?

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A period versus a single deal. The Agent Commissions report covers an agent's figures across a closing period. The Agent Commission Statement covers their commission on one transaction, and it's the document offices hand over with a check.

## Can agents download their own?

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Yes, and no permission is needed. An agent can download their own statement from a transaction they have access to, and run their own commissions report from their personal profile.

## Will an agent see another agent's commission on a shared transaction?

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No. On a transaction with more than one agent, each agent can only download their own statement. They don't see the other agent's data or commission.

## I don't see a Download option next to the agent's name. Why?

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The statement is part of the Commission Module. Without the add-on, commission entry, CDAs, and the financial reports aren't available. A master admin can start a free trial from your Pipeline settings.

## Can I email a statement to an agent from inside Pipeline?

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Not directly. Download the statement, then send it the way you'd send any file. Several offices have asked for a one-click send, and it's a request we're tracking.

## What period does the report cover by default?

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The agent's current fiscal year. Change the Closing Period dropdown for any other stretch.

## What do the year-to-date figures on the statement include?

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Closed transactions that have a CDA. Anything without a CDA isn't reflected in the year-to-date totals.

## Can I adjust the commission on a transaction that's already closed?

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Yes. Re-enter commissions on the transaction and save; a new CDA is generated and the reports pick up the corrected figures.

## Learn More

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The office's view of one agent's commissions, with the sales volume and commission figures for whatever period you ask for.

See [Agent Commissions Report](#)

## Still Have Questions?

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Didn't find your answer above? Email us at [help@paperlesspipeline.com](mailto:help@paperlesspipeline.com) and we'll help.

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