

My Commissions Report FAQ

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Every agent can download their own commission figures from their personal profile, with no admin and no special permission needed. Answers to the common questions about access, date ranges, and what the numbers include.

Do I need a permission to run my own commissions report?

No. Every user in an account with the Commission Module can run it, whatever their other permissions.

Where is it? I don't see it on the Reports page.

It's in your personal profile, not on Reports. The Reports page is the admin surface. Yours is listed as Your Commissions in your own profile menu.

What date ranges can I choose?

Any of the standard closing periods, or a custom range. Pick the period from the dropdown or enter your own start and end dates.

What's the difference between a summary and a detailed report?

Totals versus transaction-by-transaction. Summary gives you the period's figures; Detailed shows how each transaction contributed.

Why is a closed deal missing from my report?

Commissions haven't been entered on it yet. The report reads from entered commissions, so ask your admin to check that transaction.

Can I see my commission on a single transaction?

Yes, use the commission statement instead. Open the transaction and download the statement next to your name for the full breakdown on that one deal.

I have questions about the figures. Who do I ask?

Your office admin. The numbers come from the commissions your office entered, so your admin is the one who can review and correct them. Their contact details are on the left menu of your dashboard under Admin & Support.

Can I see my pending commissions here?

Not as a self-service report. The Pending Commissions report is admin-run. Your admin can download it and send

you your rows. Agents have asked for their own version and it's a request we're tracking.

Learn More

Agents can pull their own commission figures without asking anyone. It sits in your personal profile, labeled Your Commissions.

See [My Commissions Report](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
