Agent Commission Statement

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An agent commission statement is the one-page breakdown of what one agent earned on one deal, downloaded from the transaction and handed over with their check.

Introduction

When a commission check goes out, the agent wants to see how the number was reached: the gross, the split, the fees that came off, the net. The CDA has that for the whole deal and every party on it, which is more than one agent needs and often more than an office wants to hand around.

The agent commission statement is that breakdown for one agent on one transaction. It's generated from the commissions you've already entered, so there's nothing extra to fill in, and each agent on a deal gets a statement that shows only their own part. Agents can pull their own from the transaction without asking, which is what makes it safe to leave in their hands.

How It Works

Enter the deal's commissions once, and the statement is ready to download for each agent on it.

One Agent, One Deal

The statement covers a single agent's commission on a single transaction: their share of the gross, the fees and deductions applied to them, and what they're owed. It also carries year-to-date figures, which reflect closed transactions that have a CDA.

Each Agent Sees Only Their Own

On a deal with more than one agent, every agent can download their own statement and no one else's. The figures for other agents on the transaction never appear on it.

How It Differs From the Report and the CDA

The Agent Commissions Report totals an agent's production over a period, across deals. The CDA sets out the whole transaction for the closing party. The statement sits between them: one agent, one deal, in the agent's hands.

Download an Agent Commission Statement

Get the commission breakdown for one agent on one transaction, ready to hand over with their check.

Who Can Do This: Master admins and admins with financial access, plus agents on the transaction, who can download their own statement and no one else's.

To download an agent commission statement:

1. Open the transaction.

2. Find the agent's name in the commission section.
3. Click [Download] next to their name.

The statement downloads straight away. If your browser doesn't open it, find it in your downloads folder.

Frequently Asked Questions

Can agents download their own commission statement?

Yes, from any transaction they're on. No permission is needed. They see only their own statement, never another agent's.

Can Pipeline email the statement to the agent automatically?

No. Download it, then attach it to a note or email from the transaction, or hand it over with the check. Agents who want it sooner can download their own.

Why are the year-to-date figures lower than I expect?

They count closed transactions that have a CDA. A closed deal without a CDA, or a deal still pending, isn't in the year-to-date total yet.

What's the difference between the statement, the Agent Commissions Report, and the CDA?

Scope. The statement is one agent on one deal. The Agent Commissions Report is one agent over a period, across deals. The CDA is the whole deal, every party, for the closing.

An agent wants to reconcile their figures but can't see the CDA. What do I send?

Their statement. It carries their gross, their fees and deductions, and their net for that deal, without exposing the rest of the transaction's financials.