Agent Contribution Report

Download the *Agent Contribution Report* to view agents' commission contributions to the brokerage.

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DEFINITIONS

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Introduction

The *Agent Contribution Report* allows admins to view the transaction and referral commission contributions made by agents to the brokerage. Run this report to track agents' contributions for a specified period or to monitor their progress toward their Next Commission Split.

Download an Agent Contribution Report

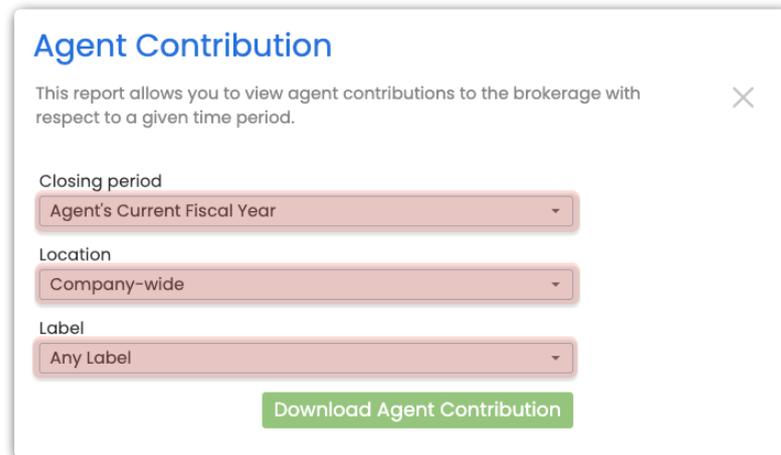Download an *Agent Contribution Report* to view commission contributions made by agents to the brokerage or to monitor their progress toward their Next Commission Split.

Who Can Do This? Master admins and admins with permission to *View Financial Reports* can run the *Agent Contribution Report*.

To download an *Agent Contribution Report*:

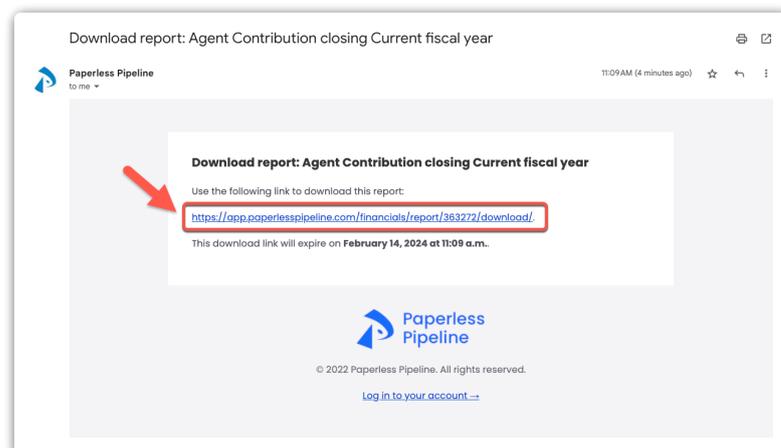1. **Go to the Reports page** by clicking [Reports] from the top menu.

2. **Select [Agent Contribution]** from the *Financials* section of the left menu.

3. Optionally, filter the report by *Closing Period*, *Location*, and / or *Label*. By default, the report will include data for the *Agent's Current Fiscal Year* on transactions in all *Locations* and all *Labels*.

4. **Click [Download Agent Contribution].** Your report will be prepared and emailed to you within 15 minutes.

5. **Open the email** you receive and **click the link** to download the report.

View an Agent Contribution Report

View an *Agent Contribution Report* to see agents' commission contributions to the brokerage.

Who Can Do This? Master admins and admins with permission to *View Financial Reports* can run

To view an *Agent Contribution Report*:

1. **Open the saved report** in your preferred app for spreadsheets.

2. **View the included commission figures.**

Agent Name

Agent Name displays each agent in their own row. The report only includes agents who contributed to the brokerage based on the filters selected when you downloaded it.

Start Date

Start Date displays the *User Start Date* entered in the agent's user profile.

Fiscal Year

Fiscal Year displays the starting date of the current financial year for the agent.

Commission to Brokerage

Commission to Brokerage displays the brokerage's total share of the agent's transaction and referral commission.

Transactions

Transactions displays the number of transactions where the agent was added.

Current Split

Current Split displays the *Commission Percent* entered in the agent's user profile.

Next Split Threshold

Next Split Threshold displays the *Next Commission Split Threshold* as entered in the agent's user profile.

Amount to Next Split

Amount to Next Split displays the amount an agent needs to contribute to the brokerage before reaching their *Next Split Threshold*.