

# Agent Contribution Report

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

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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

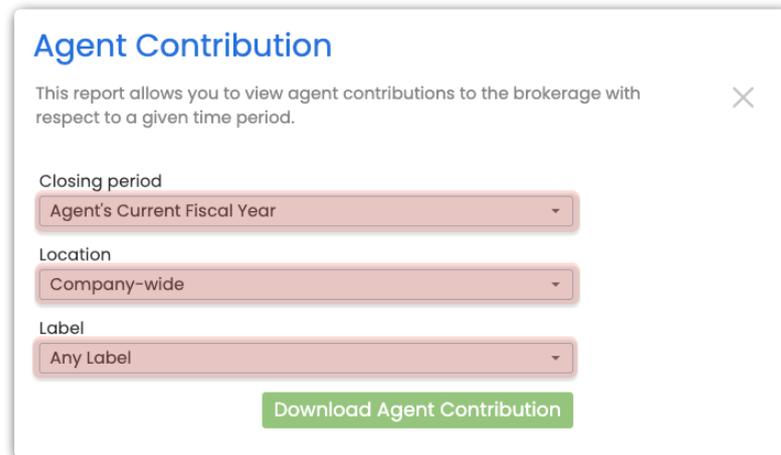
Download an *Agent Contribution Report* to view commission contributions made by agents to the brokerage or to monitor their progress toward their [Next Commission Split](#).

**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*:

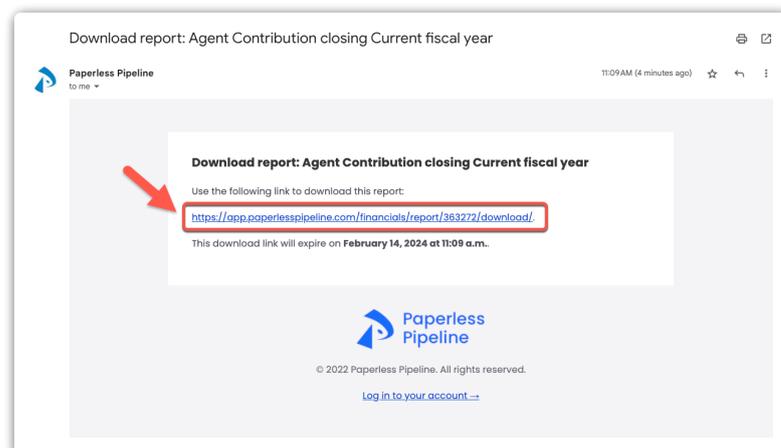
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- 1 Go to the **Reports** page by clicking [Reports] from the top menu.
- 2 Select [**Agent Contribution**] from the *Financials* section of the left menu.
- 3 Optionally, filter the report by *Closing Period*, *Location*, and / or *Label*. By default, the report will include data for the *Agent's Current Fiscal Year* on transactions in all *Locations* and all *Labels*.



The screenshot shows a dialog box titled "Agent Contribution" with a close button (X) in the top right corner. Below the title, there is a descriptive sentence: "This report allows you to view agent contributions to the brokerage with respect to a given time period." There are three dropdown menus: "Closing period" with "Agent's Current Fiscal Year" selected, "Location" with "Company-wide" selected, and "Label" with "Any Label" selected. At the bottom center, there is a green button labeled "Download Agent Contribution".

- 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

## the Agent Contribution Report.

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	Start Date	Fiscal Year	Commission to Brokerage	Transactions	Current Split	Next Split Threshold	Amount to Next Split
Amanda Holmes		2024-01-01	\$490.50	1	70	\$10,000.00	\$9,509.50
Bobby Summers		2024-01-01	\$9,030.00	2	70	\$10,000.00	\$970.00
Christy Devitt		2024-01-01	\$2,920.50	2	80	\$10,000.00	\$7,079.50
<b>Totals</b>			<b>\$12,441.00</b>	<b>5</b>			

### 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*.