

Agent Contribution Report

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

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*.

Agent Contribution

This report allows you to view agent contributions to the brokerage with respect to a given time period. ×

Closing period

Agent's Current Fiscal Year

Location

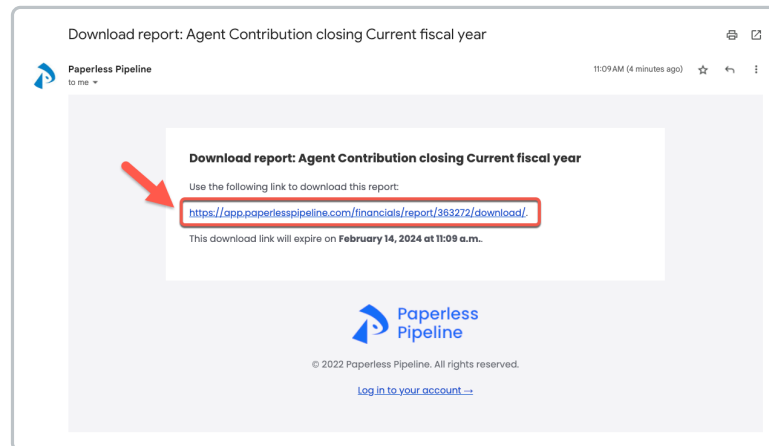
Company-wide

Label

Any Label

[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.

	A	B	C	D	E	F	G	H
1	Agent Contribution				Report generated by Paperless Pipeline for Heidi Holcomb on Feb. 7, 2024, 11:09 a.m. PT			
2	Kings Coast Real Estate - Current fiscal year							
3								
4	Agent Name	Start Date	Fiscal Year	Commission to Brokerage	Transactions	Current Split	Next Split Threshold	Amount to Next Split
5	Amanda Holmes	2024-01-01		\$490.50	1	70	\$10,000.00	\$9,509.50
6	Bobby Summers	2024-01-01		\$9,030.00	2	70	\$10,000.00	\$970.00
7	Christy Dennis	2024-01-01		\$2,920.50	2	80	\$10,000.00	\$7,079.50
8								
9	Totals				\$12,641.00	5		
10								
11								
12								
13								
14								
15								
16								
17								
18								
Data								

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*.