Agent Contribution

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See what each agent has contributed to the brokerage this period, and how far they still have to go before their next commission split.

Introduction

Two questions tend to arrive together. What has each agent brought the brokerage this year, and which of them is close enough to a threshold that the next closing changes their split? Answering that one profile at a time means opening every agent and doing the subtraction yourself.

Agent Contribution answers both in one pass. You get a row per agent showing the commission they've contributed to the brokerage over the period you choose, their current split, the threshold they're working toward, and the gap still left between the two. It reads the commissions your office has entered, so the contribution figure here is the same money Pipeline counts when it flags an agent at commission entry.

That gap column is the reason to run it. It tells you who's about to move up before you're entering the deal that moves them, which is a far easier conversation than the one after the check goes out. This report doesn't download in the browser like the rest of the Financials set. Pipeline builds it and emails you a link, so run it a little ahead of the meeting you need it for.

How It Works

The report reads transaction and referral commission contributions from the commissions you've entered.

Where to Find It

It's on the **Reports** page, in the **Financials** section of the left menu.

It Arrives by Email

Unlike the other Financials reports, this one doesn't download in your browser. Pipeline prepares it and emails you a link, usually within 15 minutes.

Only Contributing Agents Appear

Agents show up only if they contributed within the filters you chose, so a quiet month means a shorter report.

What You Can Filter On

Filter by **Closing Period**, **Location**, and **Label**. The default covers the agent's current fiscal year across all locations and labels.

Fiscal Years Are Per Agent

Each agent's fiscal year starts from their own start date, which is why the report shows a fiscal year column rather than one company-wide range.

Download an Agent Contribution Report

> Run one row per agent showing commission paid into the brokerage, their current split, and the amount left before the next one.

> **Who Can Do This**: Master admins, plus admins granted the View Financial Reports permission for the location. Company-wide figures need that permission in every location, including inactive ones.

To download an Agent Contribution report:

1. Click [Reports] from the top menu.
2. Select [Agent Contribution] from the **Financials** section of the left menu.
3. Optionally, filter by **Closing Period**, **Location**, and **Label**.
4. Click [Download Agent Contribution].
5. Open the email you receive and click the link to download the report.

Pipeline builds the report and emails it to you, usually within 15 minutes. Open it in your spreadsheet app to see one row per contributing agent.

What the Columns Mean

Eight columns, and most of the questions are about the last two.

Agent Name

One row per agent. Only agents who contributed within your filters appear.

Start Date

The user start date entered on the agent's profile.

Fiscal Year

The starting date of that agent's current financial year.

Commission to Brokerage

The brokerage's total share of the agent's transaction and referral commission.

Transactions

How many transactions the agent is on.

Current Split

The commission percent on the agent's profile right now.

Next Split Threshold

The next commission split threshold set on their profile.

Amount to Next Split

How much more the agent needs to contribute to the brokerage before they reach that threshold.

Fill In the Thresholds This Report Reads

The last two columns come straight off each agent's profile. A blank Next Split Threshold means nobody has entered one, not that the agent has nothing left to contribute, and this report has no way to set one.

Agents who move up a tier after generating enough for the brokerage get tracked automatically, and Pipeline warns you on the transaction that takes them over.

See Split Thresholds

Agent Contribution FAQ

Agent Contribution shows what each agent has paid into the brokerage and how far they are from their next split. Answers to the common questions about access, delivery, and reading the thresholds.

See Agent Contribution FAQ