

TWO WAYS TO RUN YEAR END PRODUCTION REPORTS

If using the Agent Production Report, it accounts for closed transaction and not closed transaction sides so agents will not get credit for double-sided transactions if they simply run that report.

They will need to manually double the 'Sold \$ Volume' for the line labeled 'Listed | Sold' in order to account for double-sided transactions. (This is how the report was designed by Corelogic for all their customers – Bright has asked that it be updated to include transaction sides, but no luck yet.)

Another approach agents can take is to simply run inventory reports of their closed listings for the year. They'll need to run one report for those listings where they were the listing agent and another report for those listings where they represented the buyer. That will show a clear breakdown of transaction sides.

Running a year-end inventory report

Running a year-end inventory report is useful for calculating year-end sales numbers and reporting for awards.

1. Click the Search menu.
2. Under Office or Agent, click Inventory.
3. For 'List Side' info, start typing your name or login ID into the Agent field under the List Office and Agent Information section. Select your name from the list that appears. This will look for listings where you were the listing agent or co-listing agent with the buyer and/or seller.
4. For 'Sell Side/Buyer Side' info, start typing your name or login ID into the Agent field under the Buyer Office and Agent Information Section. Select your name from the list that appears. This will look for listings where you were the Buyer or Co-Buyer agent.
5. Select the appropriate Property Type(s)
6. Select Closed under the Status - Dates or Days section. (Be sure that Closed is the only status selected.)
7. Type the date range for the year in the date field next to Settled. Example: 1/1/2018-12/31/2018.
8. Click Results.