Product Reference Document
Matrix Productivity Reports

Productivity Reports Overview
The Productivity Reports are tools for Brokers and Managing Brokers to view sold listings and current inventory for a specific date range within the REcolorado MLS. Only REcolorado data is included in these reports.

Productivity Reports Benefits
These reports have been requested by customers so they can quickly review sold data and current inventory in the MLS.

- All members are easily able to run the Listing Counts report to see how many Active REcolorado listings are currently in the MLS. This report can be run based on any Status or Property Type.
- All members can generate an Office Ranking Report to see how their office's selling activity compares to other REcolorado offices.
- All members can generate a My Production and Inventory Report to see a summary of all their sold listings and current inventory during a specific time period.
- All members can run a report to see all the sold listing and current inventory in their office during a specific time period.
- Managing Brokers and Office Admins can generate a Ranking Report for My Agents to see how well their agents are doing in their office.
- Managing Brokers and Office Admins can run a My Agents Production and Inventory Report to view the sales activity and current inventory for each agent in their office.

Additional Help with Productivity Reports
- Learn more about these reports by taking the Market Intel class that is offered by REcolorado
- For additional assistance, click on the Help Tab in Matrix
  - Click on Reports → Productivity Reports
  - You’ll be able to access the Productivity Reports Reference Document and a video to walk you through the reports.

Accessing the Productivity Reports
- In Matrix, go to the Stats tab and click the Productivity Reports link.

- Everyone has access to six reports: Listing Counts, Office Ranking Report, My Production and Inventory Report, My Office Production and Inventory Report, Ranking Report and Ranking Report for Rentals.
Productivity Reports

This page displays a list of the available Productivity reports. You can set the criteria for any report by clicking on the report name.

For more information on the reports, go to the Matrix Help tab, Reports, and then Productivity Reports, or review the Product Reference Document.

General

Listing Counts
- Provides a snapshot of the number of listings by status and property type.

Office Ranking Report
- Ranks REcolorado MLS offices by total transaction volume, number of transaction sides, and other criteria.

My Production and Inventory Report
- Provides statistics on your sold listings and your current inventory.

My Offices Production and Inventory Report
- Provides statistics on your office’s sold listings and your office’s current inventory.

Ranking Report
- Ranks agents or offices by total transaction volume, number of transaction sides, and other criteria.

Ranking Report for Rentals
- Ranks agents or offices by total transaction volume, number of transaction sides, and other criteria.

Listing Counts Report

- Available to all users
- Provides a snapshot of the current number of listings by status and property type.
- Click on Listing Counts to access the report search form. Select the Status, Property Type and any desired location criteria (MLS, County, City, Zip Code), then click Generate Report.
  - Entering location criteria will return counts for only that area.
- The count is all REcolorado listings currently in a particular status by property type.
  Note: If you enter a date range for a status, the count of listings is based on the status change date. For example, if 0-180 is entered for Sold status, you’ll receive the number of listings that have a Sold Date in the past 180 days.
Listing Counts

For each selected status, the report displays the count of listings currently in that status by property type. For more information on this report, go to the Matrix Help tab, Reports, and then Productivity Reports.

Status - Date or Range
- [ ] Active
- [ ] Under Contract
- [ ] Sold
- [ ] Withdrawn
- [ ] Expired
- [ ] Leased

Property Type
- [ ] Attached Single Family
- [ ] Detached Single Family
- [ ] New Home Communities
- [ ] New Home Plans
- [ ] Income
- [ ] Land
- [ ] Rental
- [ ] Commercial
- [ ] Farm and Ranch
- [ ] New Home Spec Home

MLS
- [ ] REcolorado
- [ ] REcolorado (ROCC)
- [ ] REcolorado (SSBR)

County
- [ ] Or [ ] Not

City
- [ ] Or [ ] Not

Zip Code
- [ ]

Listing Counts Report

### Attached Single Family

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
<th>Volume Total Price</th>
<th>Average Price</th>
<th>Average CDOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>1,018</td>
<td>$525,720,784</td>
<td>$517,642</td>
<td>133</td>
</tr>
<tr>
<td>Expired</td>
<td>1,124</td>
<td>$483,384,315</td>
<td>$430,067</td>
<td>116</td>
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<tr>
<td>Sold</td>
<td>7,292</td>
<td>$1,068,570,038</td>
<td>$260,523</td>
<td>35</td>
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<tr>
<td>Under Contract</td>
<td>1,950</td>
<td>$609,456,885</td>
<td>$312,541</td>
<td>73</td>
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<tr>
<td>Withdrawn</td>
<td>246</td>
<td>$96,600,216</td>
<td>$303,060</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>11,626</td>
<td><strong>$3,680,830,238</strong></td>
<td><strong>$316,549</strong></td>
<td><strong>59</strong></td>
</tr>
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</table>

### Detached Single Family

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
<th>Volume Total Price</th>
<th>Average Price</th>
<th>Average CDOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>4,237</td>
<td>$3,461,163,264</td>
<td>$816,890</td>
<td>139</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,237</td>
<td><strong>$3,461,163,264</strong></td>
<td><strong>$816,890</strong></td>
<td><strong>139</strong></td>
</tr>
</tbody>
</table>
Office Ranking Report

- Available to all users
- For the selected time period and location, ranks REcolorado offices by total sold transaction volume, number of transaction sides, and other criteria.
- Click on Office Ranking Report and enter your search criteria.
  - **Sort**: Sorts results by Average Price, List Side Transaction, Sale Side Transaction, Total Transaction and Total Volume.
  - **Top**: Indicates the number of offices for which to display ranking details. For example, if you enter Top 25 and run this report for all offices, you’ll only see the details for the top 25 ranking offices.
  - **Office Name**: By default, the report runs for all REcolorado offices. Enter office names(s) or ID(s) to compare specific offices.
  - **Location**: By default, the report runs for all REcolorado listings, in all areas. Enter MLS, County, City or Zip Code to narrow down results within a specified location.

- Ranking Report is based on sold status listings, and calculates the following for each office:
  - **List Transactions**: The number of sold listings where the office was the listing or co-listing office. The office gets 50% credit for a listing when there was a co-listing office.
  - **Sold Transactions**: The number of sold listings where the office was the selling or co-selling office. The office will get 50% credit for a listing when there was a co-selling office.
  - **Total Transactions**: Sum of list and sold transaction sides.
  - **Total Volume**: Total $ volume of the office’s total transactions.
  - **Average Price**: Total Volume divided by Total Transactions
  - **Market Share**: Office’s share of the total $ volume shown on the report.

- **Note**: The “Other” row displays the totals for all other offices included in the report.
My Production and Inventory Report

- Available to all users
- **Note:** If the agent does not have any listings during the time period selected, then the My Production & Inventory Report generates a blank report.
- Provides statistics on your sold listings and your current inventory.
- Click on My Production and Inventory Report and enter your date and location criteria.
  - Location criteria will narrow the returned results to listings within that area.
The report is divided into three sections: Production Section, Inventory Summary, and Inventory Detail Section.

**Production Section:** Each category (row) of the Production Section is determined as follows:

- **Total Sold / Entire MLS:** includes all REcolorado listings (Resi Attached, Resi Detached, Land, and Income) for the selected time period.
- **Listed | Sold:** includes listings where this agent was entered as the Listing Agent AND Selling Agent.
- **Listed | In-House Sold:** includes listings where this agent was entered as the Listing Agent and the Selling Office is this agent’s office.
- **Listed | Coop Sold:** includes listings where this agent was entered as the Listing Agent and the Selling Office is an office other than this agent’s office.
- **Listed In-House | Sold:** includes listings where this agent’s office was the Listing Office and the Selling Agent is this agent.
- **Coop Listed | Sold:** includes listings where the Listing Office is an office other than this agent’s office and the Selling Agent is this agent.
- **CoList | CoSold:** this agent is the Co-listing or Co-selling Agent.

**Note:** All rows display in the Production Section even if you don’t have any listings that match that criteria.

Each column in the Production Section is calculated as:

- **# of Listings:** total number of listings for a specific category
- **List $ Volume:** total of the List Price for a specific category
- **Sold $ Volume:** total of the Sold Price for a specific category
- **Average List Price:** List $ Volume divided by the # of Listings in the category
- **Average Sold Price:** Sold $ Volume divided by the # of Listings in the category
- **Average SP % LP:** Average of the Sale Price / List Price ratio for each listing in the category.
- **Inventory Summary Section**: Shows the count of your Active and Under Contract listings by Property Type.

### Inventory Summary

**Residential**

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
<th>Total Price</th>
<th>Average Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>16</td>
<td>$10,986,700</td>
<td>$686,669</td>
</tr>
<tr>
<td>Under Contract</td>
<td>48</td>
<td>$18,794,900</td>
<td>$391,560</td>
</tr>
</tbody>
</table>

**Property Type Total**: 64  

| Total Price   | $29,781,600 | $465,338 |

**Land**

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
<th>Total Price</th>
<th>Average Price</th>
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</thead>
<tbody>
<tr>
<td>Active</td>
<td>13</td>
<td>$3,047,100</td>
<td>$234,392</td>
</tr>
</tbody>
</table>

**Property Type Total**: 13  

| Total Price   | $3,047,100 | $234,392 |

**Income**

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
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<tbody>
<tr>
<td>Under Contract</td>
<td>1</td>
<td>$495,000</td>
<td>$495,000</td>
</tr>
</tbody>
</table>

**Property Type Total**: 1  

| Total Price   | $495,000 | $495,000 |

**Grand Total**: 78  

| Total Price   | $33,323,700 | $427,227  |
- **Inventory Detail Section**: Lists each of your Active and Under Contract listings by Property Type.

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<thead>
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<th>MLS #</th>
<th>Street Address</th>
<th>City</th>
<th>Org Price</th>
<th>List Price</th>
<th>List Date</th>
<th>Status Date</th>
<th>CDOM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
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<td>$419,000</td>
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<table>
<thead>
<tr>
<th>MLS #</th>
<th>Street Address</th>
<th>City</th>
<th>Org Price</th>
<th>List Price</th>
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<td></td>
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<td>$1,070,000</td>
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<table>
<thead>
<tr>
<th>MLS #</th>
<th>Street Address</th>
<th>City</th>
<th>Org Price</th>
<th>List Price</th>
<th>List Date</th>
<th>Status Date</th>
<th>CDOM</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$593,000</td>
<td>$593,000</td>
<td>11/27/2015</td>
<td>11/27/2015</td>
<td>43</td>
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</table>
```
My Offices Production and Inventory Report

- Available to all users
- **Note:** If your office does not have any listings during the time period selected, then the My Offices Production & Inventory Report generates a blank report.
- Provides statistics on your office’s sold listings and current inventory.
- Click on **My Offices Production and Inventory Report** and enter your date and location criteria.
  - Location criteria will narrow the returned results to listings within that area.
- The report is divided into three sections: Production Section, Inventory Summary, and Inventory Detail Section.

![My Offices Production and Inventory Report](image)

Production Section: Each category (row) in the Production Section is determined as follows:

- **Total Sold / Entire MLS:** includes all REcolorado listings (ResiAttached, ResiDetached, Land, and Income) for the selected time period.
- **Listed | Sold:** includes listings where this office was entered as the Listing Office AND Selling Office.
- **Listed | Coop Sold:** includes listings where this office was entered as the Listing Office and the Selling Office is a different office.
- **Coop Listed | Sold:** includes listings where the Listing Office is a different office and the Selling Office is this office.

- For the calculations in each column, please refer to **My Agent Production & Inventory Report**.
- **Note:** This is a large report if the office has a lot of activity or it is run for a long date range. You may want to check the number of pages before printing or adjust the date ranges.
Rating Report

- Available to all users
- For the selected time period and location, ranks REcolorado agents by total sold transaction volume, number of transaction sides, and other criteria.
- Click on Ranking Report and enter your search criteria.
  - **Sort**: Sorts results by Average Price, List Side Transaction, Sale Side Transaction, Total Transaction and Total Volume.
  - **Top**: Indicates the number of offices for which to display ranking details. For example, if you enter **Top 25** and run this report for all offices, you’ll only see the details for the top 25 ranking offices.
  - **Agent Name**: By default, the report runs for all REcolorado agents. Enter agent names(s) or ID(s) to compare specific agents.
  - **Office Name**: By default, the report runs for all REcolorado offices. Enter office names(s) or ID(s) to compare specific offices.
  - **Location**: By default, the report runs for all REcolorado listings, in all areas. Enter MLS, County, City or Zip Code to narrow down results within a specified location.
Product Reference Document
Matrix Productivity Reports

- Ranking Report is based on sold status listings, and calculates the following for each office:
  - **List Transactions**: The number of sold listings where the office was the listing or co-listing office. The office gets 50% credit for a listing when there was a co-listing office.
  - **Sold Transactions**: The number of sold listings where the office was the selling or co-selling office. The office will get 50% credit for a listing when there was a co-selling office.
  - **Total Transactions**: Sum of list and sold transaction sides.
  - **Total Volume**: Total $ volume of the office’s total transactions.
  - **Average Price**: Total Volume divided by Total Transactions
  - **Market Share**: Office’s share of the total $ volume shown on the report.
- **Note**: The “Other” row displays the totals for all other offices included in the report.
Ranking Report for Rentals

- Available to all users
- For the selected time period and location, ranks REcolorado agents or offices by total Leased transaction volume, number of transaction sides, and other criteria.
- This report is identical to the Ranking Report but is limited specifically to rental properties.
Managing Broker and Office Admin Reports
Managing Brokers and Office Admins have access to two additional reports: Ranking Report for My Agents and My Agents Productions and Inventory Report.

- **Ranking Report for My Agents**
  - Managing Brokers and Office Admin can run individual Ranking reports on each agent in their office.
  - For the selected time period, ranks the agents in your office by total transaction volume, number of transaction sides, and other criteria.
  - Click on **Ranking Report for My Agents** and enter your search criteria.
    - **Sort**: Sorts results by Average Price, List Side Transaction, Sale Side Transaction, Total Transaction and Total Volume.
    - **Top**: Indicates the number of agents for which to display ranking details. For example, if you enter **Top 25** and run this report for all your agents, you'll only see the details for the top 25 ranking agents.
    - **Agent Name**: By default, the report runs for all agents in your office. Enter agent names(s) or ID(s) to compare specific offices.
      - **Note**: You can only run this report on agents in your office.
    - **Location**: By default, the report runs for all REcolorado listings, in all areas. Enter MLS, County, City or Zip Code to narrow down results to performance within a specified location.
      - This report uses the same calculations as the **Office Ranking Report**.
Ranking Report for My Agents

Start Date: 01/01/2018  
End Date: 11/27/2019  
Sort: Total Volume  
Top: 25

By default, this report is generated for all agents in your office, with details displayed for the number of agents entered in "top". You can enter specific agent names or IDs to display rankings for individuals agents.

For more information on this report, go to the Matrix Help tab, Reports, and then Productivity Reports.

Agent Name or MLSID

Type

Attached Single Family
Detached Single Family
New Home Communities
New Home Plans
Income
Land
Rental
Commercial
Farm and Ranch
New Home Spec Home

MLS

REcolorado
REcolorado (ROCC)
REcolorado (SSBR)

County

City

Zip Code

Void 

Generate Report

Ranking Report

Date Range: 10/1/2015 to 12/31/2015
Criteria: Type is one of 'Attached Single Family, Detached Single Family'
Grouping: Agent
Sort Order: Total Transactions
Top: 10

<table>
<thead>
<tr>
<th>Rank</th>
<th>Agent Name</th>
<th>Office</th>
<th>Transactions</th>
<th>Volume</th>
<th>Average</th>
<th>Market</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>List</td>
<td>Sold</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
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<tr>
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<td></td>
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<td>4.0</td>
<td>7.5</td>
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<td>1,029,890</td>
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<td>3.0</td>
<td>2.0</td>
<td>5.0</td>
<td>1,659,600</td>
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</table>

Other

<table>
<thead>
<tr>
<th>Rank</th>
<th>Other</th>
<th>Total</th>
<th>Transactions</th>
<th>Volume</th>
<th>Average</th>
<th>Market</th>
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<tr>
<td>1</td>
<td>36.5</td>
<td>65.0</td>
<td>122.0</td>
<td>28,390,439</td>
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<tr>
<td>2</td>
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<td>122.0</td>
<td>28,796,098</td>
<td>306,988</td>
<td>100.0</td>
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</tbody>
</table>
My Agents Production and Inventory Report

- Managing Brokers and Office Admins can run this report for each agent in their office.
  - This report is identical to My Production and Inventory Report, but returns results for the agents in the office.
  - By default, the report runs for all agents in your office. Enter agent names(s) or ID(s) to limit results to specific agents.
- For report details and calculations, refer to the My Production and Inventory Report section of this document.
- **Note:** This is a large report for a very active office or a long date range. You may want to check the number of pages before printing or adjust the date ranges.
FAQs

General
- Do these reports contain IRES or PPAR listings?
  - No, these reports are only based on REcolorado listings

- Why are the numbers different now than the report I printed a month ago?
  - The reports generate based on the current information in the MLS at the time the report is generated.
  - The reports may not be the same because there could have been a compliance issue and listings may have been corrected or updated.

Listing Counts Report
- What is the best report to see how many REcolorado listings are in a particular status (for example, the number of Active status listings)?
  - The Listing Counts Report provides a snapshot of the number of listings in a particular status.
  - To get a count of the number of Active listings, go to the Listing Counts Report, select Active status and Property Types, then generate the report.

- Does the number of Active listings in the Listing Counts Report provide the same information as Historical Count of Active Listings?
  - No, these reports are actually calculating two different things.
  - Listing Counts is calculated based on current status of listings when the report is generated.
  - Historical Count of Active Listings calculates how many listings were active in a given month or year.

Ranking Reports
- On the List, Sold, and Total Transactions why are there totals that have .5 on them?
  - This report splits the list or sold side of the transaction when there is a Co-listing of Co-selling Agent/Office.
  - Noted at the bottom of each Ranking report is this text: When there is a co-listing agent/office, the listing agent/office and co-listing agent/office each receive 50% credit (so 0.5 transaction and 50% of the $ amount).

- Do the Ranking Reports pull suspended or inactive agents?
  - Yes, if a date range is selected that includes when a listing was first set as Active.

Production and Inventory Reports
- Why is my report blank?
  - If you (or your office) do not have any listings during the time period selected, then the production & inventory report generates a blank report.

- Do the Productivity and Inventory Reports pull suspended or inactive agents?
  - Yes, if a date range is selected that includes when a listing was first set as Active.