BOR Model Profitability Process

Friday, June 14, 2024   1:19 PM

Once the final file has been sent for import, calculate the producer comp profitability figures

- Open the "Producer Commission Profitability" file located here:

  1. ONEDRIVE Collaboration › Onboarding › Systems Implementation › Transfers › Producer Comp Profitability

  - Add a new line for the project you are reporting

- Create a new spreadsheet and name it "*Project Platform & Date*_Producer Comp Profitability" (i.e. 1MW 6-26-24_Producer Comp Profitability)
  - Copy the **Policy tab(s)** from the most recent extract to the new spreadsheet (multiple extracts if each contains different groups).
  - Rename tabs to identify they are from the extract file (i.e. 1SO Pol (Extract))
  - Copy **Policy tab(s)** from the final Import version sent to the Epic team.
  - Identify duplicates on the extract list tab first using the Unique Line column
  - Match Unique Line Identifier columns between the extract list and the final list tabs
    - On the extract tab, highlight everything in the Unique Line column (DI)
    - Click Conditional Formatting
    - Select "New Rule" and then select "Use Formula to Determine Which Cells to Format"
    - Type in =MATCH(DG2,*use mouse to select range in DI2 of the final Pol list tab* ,0). Click the Format button and select the color to use. Hit Enter
    - Filter for No Fill on the extract tab in the Unique Line column and delete those lines out
    - Confirm you have the same number of policies listed in both tabs now

- Configure the new spreadsheet to get the calculations needed for the main Producer Commission Profitability file
  - On the extract list tab(s) add 2 new columns right before column BL, naming them "Calculation" and "Total Producer Comp". Add color to the headers for improved visibility

BL	BM	BN	BO	
Calculation	Total Producer Comp	PAY1Ty	PRBR1	PRB
		PPAY	House - W	

  - Determine which column you will use for the estimated commission amount (N or AF) and put the total of that column in the "Es timated Annual Commission" column (D) on the main Producer Commission Profitability file
  - In the first cell of the new "Calculation" column (BL), enter the following applicable formula
    =N2*(BM2/100)
             or
    =AF2*(BM2/100)
  - Copy the formula all the way down (*it will show $0 for everything at first)
  - Review the "Pay" columns
    - Figure out how many Pay sections have producer data (Pay1, Pay2, Pay3, etc.)
    - Check <u>each Pay section</u> for House accounts with a commission percentage over 0% and change any you find to 0
  - In the first cell of the new "Total Producer Comp" column (BM), enter the following formula and copy down
    =SUM(BR2+BW2+CB2) *This formula adds up Pay1, Pay2 & Pay3. You can adjust if more or less are needed
  - Total up the Calculation column (BL) and put that figure in the "Original Producer Comp" column (E) on the main Producer Comm ission Profitability file

- Next determine which process to follow to get the "after figures"

  - As-Is comp import for the BOR Model > **Potential Reduction to Producer Comp (25%)**
    - Enter the same figure in F that is listed in E so the formulas work correctly
    - Drag down formula in column G
    - Back in the working file, check to see if there is any total producer comp over 25% in column BM on the extract tab
      - If you find that there are no amounts over 25% or there are but there is no commission $ on the file for those lines, just report the figure from column E in column I on the main Producer Commission Profitability file and drag down the formulas in columns J & K
      - If you find there is comp totals over 25% with commission $ on the file for those lines, continue with the instructions below
        - Add the 2 calculation columns like what was done on the extract file
        - Add the same formulas
        - Find anything over 25% commission in BM and change to 25%
        - Report the new total of BL in column I of the main Producer Commission Profitability file
        - Drag down the formulas in columns J & K

  - Negotiated comp import for the BOR Model **> Actual Negotiated Producer Comp** and **Potential Reduction to Producer Comp (25%)**
    - Do same steps you did for the extract tab on the final file tab and report the figures in column F of the main Producer Commission Profitability file
    - Drag down the formula in column G
    - Then back in the working file, add 2 more columns before the new Calculation and Total Producer Comp columns to do the 25% ca lculations.
      - Add the same formulas (adjusting column letters if needed)
      - Find anything over 25% commission and change to 25%
      - Report the figure in column I of the main Producer Commission Profitability file
      - Drag down the formulas in columns J & K

<mark>***If you have more than one Policy Tab for the project you are reporting on, you will need to do the process for each tab and then report the combined totals on the main Producer Commission Profitability file**</mark>

Platform Model Profitability Process

Once the final file has been sent for update, calculate the producer comp profitability figures

- Open the "Producer Commission Profitability" file located here:
  - 1. ONEDRIVE Collaboration › Onboarding › Systems Implementation › Transfers › Producer Comp Profitability
    - ○ Add a new line for the project you are reporting

- Create a new spreadsheet and name it "*Project Platform & Date*_Producer Comp Profitability" (i.e. 1MW 6-26-24_Producer Comp Profitability)
  - ○ Copy **Policy tab(s)** from the final update version sent to the Epic team.

- Configure the new spreadsheet to get the calculations needed for the main Producer Commission Profitability file
  - ○ Add 2 new columns right before column BL, naming them "Calculation" and "Total Producer Comp". Add color to the headers for improved visibility

BL	BM	BN	BO	
Calculation	Total Producer Comp	PAY1Ty	PRBR1	PRB
		PPAY	House - W	

  - ○ Determine which column you will use for the estimated commission amount (N or AF) and put the total of that column in the "Estimated Annual Commission" column (D) on the main Producer Commission Profitability file
  - ○ In the first cell of the new "Calculation" column (BL), enter the following applicable formula
    - =N2*(BM2/100)
      - or
    - =AF2*(BM2/100)
  - ○ Copy the formula all the way down (*it will show $0 for everything at first)
  - ○ Review the "Pay" columns
    - ▪ Figure out how many Pay sections have producer data (Pay1, Pay2, Pay3, etc.)
    - ▪ Check each Pay section for House accounts with a commission percentage over 0% and change any you find to 0
  - ○ In the first cell of the new "Total Producer Comp" column (BM), enter the following formula and copy down
    - =SUM(BR2+BW2+CB2) *This formula adds up Pay1, Pay2 & Pay3. You can adjust if more or less are needed
  - ○ Total up the Calculation column (BL) and put that figure in the "Original Producer Comp" column E & "Actual Negotiated Producer Comp" column F on the main Producer Commission Profitability file
  - ○ Drag down formula in column G
  - ○ Next figure the Potential Reduction to Producer Comp (25%)
    - ▪ First check to see if there is any producer comp over 25% with reported line commission $
      - □ If you find that there is no commission $ on the file for those lines, just report the figure from column E in column I on the main Producer Commission Profitability file and drag down the formulas in columns J & K
      - □ If you find there is commission $ on the file for those lines, continue with the instructions below
        - • Add 2 more columns before the new Calculation and Total Producer Comp columns to do the 25% calculations.
        - • Add the same formula that is now in BN to the new BL column and adjust first column letter back to N or AF
        - • Copy data in BO and paste as values in new BM column
        - • Find anything over 25% commission in BM and change to 25%
        - • Report the figure in column I of the main Producer Commission Profitability file
        - • Drag down the formulas in columns J & K

<mark>***If you have more than one Policy Tab for the project you are reporting on, you will need to do the process for each tab and then report the combined totals on the main Producer Commission Profitability file**</mark>