Produce the Transaction Log Your State Requires

Last Modified on 09/04/2026 11:13 am EDT

Your state calls it a log of contracts. Pipeline calls it a transaction spreadsheet, and it already holds every column the auditor is asking for.

Introduction

An auditor's letter names a report. It says *log of contracts*, or *transaction log*, or *register of files*, and then you go looking for something with that name on the *Reports* page and don't find it.

Nothing in Pipeline carries that title, and nothing needs to. A transaction spreadsheet is a row per deal with the date it was opened, the property, the status, the agent, and the parties, which is the list every version of this request is describing. Washington offices hand it over as their Transaction Log. Arizona brokers use it for the numbered file register the Department of Real Estate asks for. The work isn't finding a report; it's picking the right download for the period and giving it the shape the auditor reads in.

When to Use This

- Your state licensing board or a broker audit asked for a log of contracts or a transaction log.
- You need every deal in a date range on one sheet with the date, address, status, agent, and parties.
- Arizona's ADRE wants a unique file number on every transaction and you don't see a field for one.
- Your download came back with exactly 1,000 rows and you know you have more than that.
- The audit period reaches back further than the year buttons on the Transactions page go.

Why This Beats Hunting the Reports Page

The natural move is to open *Reports* and look for the thing the letter named. It isn't there, and after ten minutes of looking, the reasonable conclusion is that Pipeline can't do this and the log will have to be built by hand from the transaction list.

It doesn't. The named report is a state's word for a table Pipeline already produces, and the entire difference between the export and the log is a sort and a couple of deleted columns. Start from the download and you're finished in ten minutes. Start from the Reports page and you're building a spreadsheet from scratch that was already sitting behind a button.

1. Pick the Download That Covers Your Period

Three downloads, and the audit period picks one. A year button covers a single calendar year in a click. A search on *More Search Options* with an **Added On** or **Close Date** range covers anything narrower or anything that straddles two years. The *Full Spreadsheet* covers everything the account has ever held, including the older years that no longer have a button of their own.

Take your transactions out of Pipeline as a spreadsheet — search and sort first, and download exactly the list you shaped.

See Transaction Spreadsheet Downloads

> A year spreadsheet holds the transactions *added* in that calendar year, not the ones that closed in it. If the auditor's period is defined by closing dates, filter by close date and download those results instead, or the log will quietly miss every deal opened in December and closed in March.

2. Get Past the 1,000-Row Limit

Downloading search results stops at 1,000 transactions, and a busy brokerage hits that inside a single audit period. There are two ways through, and which one you want depends on whether you'd rather do the trimming in Pipeline or in the spreadsheet.

Break the search into date-range segments small enough to come in under the cap and download each one, or take the whole account in a single file and cut it down afterward.

One click gives you every transaction your account has ever had, with every column, in a single file.

See Full Spreadsheet

3. Sort It Into a Chronological Register

A log is a spreadsheet in date order, which is a one-column sort once the file is open. Sort by**Added On**, oldest first, and the file reads the way a register reads: the first transaction your office opened at the top, the most recent at the bottom, every file in between numbered by its position on the sheet.

That ordering is what turns an export into a log, and it's also what lets you show an auditor continuity — no gaps, nothing inserted after the fact, one line per deal in the order the deals happened. Delete the columns the auditor didn't ask for before you send it.

4. Carry the File Numbers Your State Requires

Some states want their own identifier on every file, alongside the MLS number. Arizona is the one that comes up most, where the Department of Real Estate expects a unique, sequential file number the brokerage assigns itself.

There's no separate field for that, but there doesn't have to be. Enter the numbers in the **MLS or Transaction Number** field separated by forward slashes, and Pipeline treats them as distinct identifiers: they show separately on the transaction, and they arrive in the spreadsheet as their own **ID1**, **ID2**, and **ID3** columns. One field, up to three numbers, three columns on the log.

Every transaction carries identifying numbers that tell it apart from every other one in your account.

See Transaction ID

> There's a trade-off worth knowing before you adopt this across the office. Pipeline warns you when an MLS number already exists on another transaction, which is what catches a duplicate file. A slash-separated entry doesn't match that check the same way, so you lose the warning on those transactions.

5. Hand It Over With the Rest of Your Records

The log is the index. An auditor who has it will usually name a handful of files off it and ask for the contents, and that's a different job with its own answer — the log itself never has to carry documents.

An auditor named a period that reaches back years, and every transaction in it is already in your backups. This is how to get them out and into the auditor's hands.

See Produce Your Records for a State Audit

> For the specific files an auditor calls out, hand over those and nothing else. See Give an Auditor What They Need, Not Your Whole Account.

> Run the log from an account that can see everything. A search only reaches the transactions the person running it has access to, so an admin without **View All Transactions** in every location will produce a log that looks complete and isn't. When in doubt, have the master admin download it.