Listing Inventory Report

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Track the health of your listing side: how many listings you took, what they were worth, and what the average list price was over the periods you choose.

Introduction

The listing side of a brokerage is easy to feel and hard to prove. You know whether it's been a good quarter for taking listings, but putting a number on it usually means counting files by hand.

The Listing Inventory Report puts that number where you can see it. It totals your listing-side inventory over whatever periods you choose, so you can set this quarter against the last one, or this spring against last spring, and read the trend instead of estimating it. Because it works from your own transactions, the picture reflects what your office actually took on rather than what the wider market did.

A recruiting conversation, a market update, or your own read on whether the listing side is growing all rest on the same number, and now it's a number rather than an impression.

How It Works

The report walks your listing-side transactions, files each one into a period by its Listing Date, and totals what it finds.

Where It Lives

It's in the **Financials** section of the Reports page's left menu, under the Commission Summary.

What's in the Download

Each period gets the number of listings, the list price volume, and the average list price. When your company has more than one location, the figures are broken out by location too.

Which Transactions Are Counted

Listing-side transactions that carry a Listing Date falling inside the period, with a listing agent assigned. Every status counts except the Fell Through and Expired categories.

Where the Dollars Come From

List price volume and average list price are built from the List Price on each listing. A listing missing that value shows an asterisk and an error flagging the gap rather than quietly reporting a wrong total.

Filters and Periods

Filter by Transaction Label when you use labels, then choose the periods you want. The Current Week period runs Monday through Sunday.

CDA Isn't a Factor

This report isn't built on CDAs. Every qualifying listing-side transaction is included whether or not a CDA has been generated.

Download a Listing Inventory Report

Set your filter and periods on the Reports page, then download the report as a spreadsheet.

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 a Listing Inventory Report:

1. Click [Reports] from the top menu.
2. Click [Listing Inventory Report] from the **Financials** section of the left menu.
3. Set your label filter, if you use labels.
4. Choose the periods you want to report on.
5. Click [Download Report].

The report saves to your computer. Open it in your spreadsheet app to see the number of listings, list price volume, and average list price for each period.

Listing Inventory Report FAQ

The Listing Inventory Report counts listing-side transactions that carry a Listing Date in the period you pick. Answers to the common questions about what's included, what the filters do, and why a figure comes back blank. See Listing Inventory Report FAQ.