

Pending Inventory Report FAQ

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The Pending Inventory Report reads the Sales Price and Total Commission on every pending transaction with a Close Date in your reporting period. Answers to the common questions about criteria, filters, and how it differs from the Commission Summary.

Which transactions are included?

Transactions in a Pending status category with a Close Date inside the reporting period. Both conditions have to hold. Closed transactions don't appear, and a pending deal with no Close Date entered isn't counted anywhere.

Does a transaction need a CDA to be included?

No. The Pending Inventory Report isn't built on CDAs, so every pending transaction with a Close Date is counted whether or not one has been generated.

What's the difference between this and the Commission Summary?

One forecasts, the other counts. The Pending Inventory Report projects the commissions riding on transactions that are pending now with a close date ahead. The Commission Summary is a period-by-period count of pending and closed transactions with their combined commission beside them.

Why is my Sales Volume or Pending Commission blank?

A transaction is missing its Sales Price or its Total Commission. The report is built from those two fields, so when either is empty you'll see an asterisk and an error flagging the missing information. Fill the field in on the transaction and run the report again.

What days does the Current Week period cover?

Monday through Sunday.

Can I filter the report by side or label?

Yes, both. Set your side and Transaction Label filters before you download and the report counts only the pending transactions that match.

Why does the report show fewer transactions than I expected?

Almost always a status or a Close Date that doesn't match the window you picked. Work through [Why Are Transactions Missing From My Report?](#) for the full checklist.

Why does a location we stopped using still appear?

Deactivating a location hides it from transaction and user dropdowns, but it still shows in some search and report dropdowns, sorted to the bottom. Locations aren't deleted outright, because the transactions and history filed under them have to stay reachable.

Learn More

Forecast what's coming: the Pending Inventory Report totals the sales volume and the commissions sitting in your pending transactions.

See [Pending Inventory Report](#)

Still Have Questions?

Didn't find your answer above? Email us at help@paperlesspipeline.com and we'll help.
