Pending Inventory Report

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

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

Introduction

Knowing what closed last month is history. Knowing what's about to close is the number you actually plan against, and until you run this report it usually lives in somebody's head or a spreadsheet somebody maintains by hand.

The Pending Inventory Report answers that question from the transactions you already have open. Anything sitting in a pending status with a close date inside the window you pick gets counted, so the figure moves as your files move rather than as somebody remembers to update it. It's the forecasting half of a pair: this one looks at what's coming, and the production reports look at what landed.

When a forecast has to hold up, or a staffing decision turns on it, or a bank asks what your pipeline looks like, the answer comes off the open files themselves rather than out of somebody's estimate.

How It Works

The report reads your pending transactions as they stand right now and files each one into a period by its Close Date.

Where It Lives

It's in the **Financials** section of the Reports page's left menu, under the Listing Inventory Report.

What's in the Download

Sales price volume and pending commissions for the transactions reported. When your company has more than one location, the figures are broken out by location too.

Which Transactions Are Counted

Transactions currently in a Pending status category that carry a Close Date inside the reporting period. Closed transactions don't appear, and neither does a pending deal with no Close Date entered.

Where the Dollars Come From

The totals are built from the Sales Price and Total Commission fields on each transaction. Leave either one empty and you'll see an asterisk and an error flagging the gap rather than a quietly wrong total.

Filters and Periods

Filter by side and by Transaction Label, 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 pending transaction with a Close Date is included whether or not a CDA has been generated.

Download a Pending Inventory Report

> Set your side and label filters on the Reports page, pick your periods, 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 Pending Inventory Report:

1. Click [Reports] from the top menu.

2. Click [Pending Inventory Report] from the **Financials** section of the left menu.

3. Set your side and label filters, if you use them.

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 sales price volume and pending commissions for each period.

Pending Inventory Report FAQ

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. See Pending Inventory Report FAQ.