# Find the Deals With Something Missing

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The commission nobody entered, the close date nobody filled in, the deal nobody has touched since March. Pipeline has no "show me the blanks" button — it has four techniques that do the same job.

## Introduction

There's no filter for *this field is empty*. That's the thing to know before you go looking for one, because it's the reason this job feels harder than it should.

What exists instead is a set of specific approaches, each fitted to a particular gap. One of them is the commissions sweep, and it's the one most offices run monthly, because it's the difference between financial reports you trust and financial reports that are quietly short a few deals.

## When to Use This

- It's month end and you need every closed deal that still has no commission entered.
- You're preparing 1099s and the totals don't match what you know closed.
- An agent's closed transaction isn't showing up in their production report.
- You need the pending deals that have no close date on them.
- You want to find deals that have gone quiet and nobody has updated in months.

## 1. Run the Commissions Sweep

This is the important one. In the search options, combine a close date range — this month, this year — with the **commissions not entered** filter. What comes back is every closed deal with no commission recorded against it.

That list matters more than it looks. Financial reports only count transactions that are closed *and* have commissions entered with a CDA generated, so every row on this list is a deal missing from your production numbers, your agent's totals, and your year-end figures.

Narrow the Transactions page to exactly the deals you need — search by name, filter by any field, sort the result, and download it.

See Transaction Search

> One way a transaction lands on this list without anyone realising: updating an existing commission deletes the current CDA at the first step so a new one can be generated. Stop partway and the transaction is left with no CDA at all, and it drops out of the reports it used to appear in. Always run a commission update through to the end.

## 2. Read the Blank Column for Missing Close Dates

For a gap that shows on the list itself, the fastest route is to narrow to the right status and just look. Filter to pending, and the close date column shows blank exactly where the date is missing — no download, no export.

The Transactions page lists every transaction you have access to — shaped by the columns you pick, the order you sort, and the scope you set.

See Transactions List

## 3. Scan a Spreadsheet for Everything Else

For any other blank — an acceptance date, an optional field, a custom field — download and scan. Take the spreadsheet with all columns, freeze the first column so the address stays visible as you scroll sideways, and read down the column you care about.

It's unglamorous and it's reliable, and for a once-a-year clean-up it beats building anything cleverer.

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

See Transaction Spreadsheet Downloads

## 4. Surface the Deals That Have Gone Quiet

Sometimes what's missing isn't a field, it's activity. Filter by **Updated On** with a custom range that ends sixty or ninety days ago, add a status like pending, and sort by that column — what surfaces is the deals nobody has touched since, which is usually a shorter and more alarming list than anyone expects.

Statuses mark where each transaction stands in its lifecycle — so your team reads any file at a glance.

See Transaction Statuses

## 5. Save the Sweeps You'll Run Again

Every one of these is a search you'll want next month. Save them and they sit in your left menu — the commissions sweep, the stale deals, the pendings with no close date — rebuilt for you each time you click.

A search you run every morning doesn't need rebuilding every morning. Save it once and it's one click away in your left menu, for as long as you want it there.

See Custom Shortcuts

> If a transaction still isn't appearing in a report after you've entered the commission, that's worth asking us about rather than hunting further. See Get Help.