

CDA Lock FAQ

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Once a CDA exists, Pipeline holds the buyer, sale price, total commission, and earnest money to the figures on it. Answers to the common questions about what locks, why, and how to change it anyway.

Which fields lock when a CDA is generated?

Buyer, Sale Price, Total Commission, and Earnest Money Amount — on the *Edit Transaction* page. The *Commission Summary* locks too, either when a CDA is generated or when the transaction reaches a Closed status, whichever comes first.

Can I turn the lock off?

No — it's by design, and no permission unlocks it. What you can do is change the figures through the Commission Module, which moves the transaction and the CDA together.

Why can't my agent edit their own transaction anymore?

Because a CDA has been generated on it. Those fields lock for everyone on the *Edit Transaction* page, agents and admins alike. An agent who needs one changed asks an admin — and can email one directly from the transaction.

Can I change the sale price without deleting the CDA?

Yes — use [Update Commissions]. Change the sale price in the *Sale Info* step, click through the remaining steps, and [Save Commissions]. Both the transaction and the CDA update.

Can earnest money be changed without deleting the CDA?

Only when it's entered as an Earnest Money Deposit deduction in the Commission Module. That deduction has to be enabled in the location's Commission & CDA Settings. The earnest money amount on the transaction itself stays locked, and offices that don't use the deduction have to delete and regenerate.

Why does Pipeline say the transaction is locked by another user?

Another admin is in that transaction's commission entry. It's a temporary lock that stops two people overwriting each other's work. It clears after up to 15 minutes, or immediately when that admin clicks [Save Commissions].

Can I override another admin's lock?

No. Nobody can clear it early except the admin who triggered it, by saving their commissions. The fastest route is to ask them to finish.

Will Pipeline warn me if a CDA goes out of date?

No. Changing a closing date or removing an agent after a CDA has been generated doesn't prompt anyone to rebuild it, and the CDA keeps the figures it was built with. If your workflow allows late changes, make regenerating the CDA part of it.

Can I add buyer contact details after commissions are entered?

Not on the buyer fields. Once commissions are saved and a CDA is generated, the buyer and seller information locks — but you can still add the buyer as a contact directly from the transaction.

Can the Commission Summary be edited after a transaction closes?

No. The *Commission Summary* locks on a Closed status just as it does on CDA generation, so an agent who needs a change after that point contacts an admin.

Learn More

Generating a CDA locks the numbers behind it, so the transaction and the disbursement document can never quietly disagree.

See [CDA Lock](#)

Still Have Questions?

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