Listing Inventory Report (Commission Module)

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Your listing side doesn't wait on a CDA: the Listing Inventory Report counts every qualifying listing whether or not you've entered commissions.

Introduction

The Listing Inventory Report totals your listing-side inventory for the periods you pick: how many listings you took, what they were worth, and what the average list price was. Download it, open it in a spreadsheet, and you can watch your market move instead of guessing at it.

On the Commission Module it's the same report it is without the module, and that's precisely what makes it useful here. Nearly everything else in your Financials menu reads the CDA, so a listing with no commissions entered on it is invisible to those reports. This one and the Pending Inventory Report are the exceptions — they read the transaction. What the module does change is who can run it: the module is what lets a master admin hand financial report access to other admins rather than keeping it to themselves.

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.

Which Listings Are Counted

Listing-side transactions carrying a Listing Date inside the period, with a listing agent assigned. Every status counts except the Fell Through and Expired categories. No CDA is needed, and a listing is counted whether or not commissions have been entered on it.

Where the Dollars Come 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.

What the Download Holds

The number of listings, the list price volume, and the average list price for each period you chose, broken out by location when your company has more than one. Filter by Transaction Label before you download. The Current Week period runs Monday through Sunday.

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.