

Pending Inventory Report (Commission Module) FAQ

Last Modified on 09/04/2026 11:17 am EDT

The Pending Inventory Report reads the Sales Price and Total Commission on every pending transaction with a close date, CDA or no CDA. Answers to the common questions about what's counted, which pending report to run, and why two reports disagree.

Does a transaction need a CDA to appear on this report?

No. This is one of the few reports in the Financials menu that reads the transaction instead of the CDA. Every pending transaction with a close date is counted, whether or not commissions have been entered on it.

Why does this report show more pending transactions than the Commission Summary?

Because they're built on different things. This report counts every pending transaction with a close date in the period. The Commission Summary counts only those that also have commissions entered and a CDA generated. Both numbers are right for the question each report is asking.

Which pending report should I run?

The one that matches how far along your paperwork is. Run the Pending Inventory Report when you want the whole pipeline, including deals nobody has entered commissions on yet. Run Pending Commissions when you want commission detail on the deals that have been through Manage Commissions. When you want a list of files rather than totals, a transaction search filtered by Pending gives you that and downloads as a spreadsheet.

Why is sales volume or pending commission blank on a row?

A transaction is missing its Sales Price or its Total Commission. The report flags the gap with an asterisk and an error rather than reporting a total it can't stand behind. Fill the field in on the transaction and download the report again.

Why is a pending transaction missing entirely?

Check its status, its Close Date, and your filters. It needs a Pending status right now and a Close Date inside the period you chose, and it has to match any side or label filter you set. A deal that has since closed drops out, and a pending deal with no Close Date has no period to land in.

What days does the Current Week period cover?

Monday through Sunday. The Current Week period runs on that week, not on a rolling seven days.

Why is a deactivated location still in the location dropdown?

Deliberately. Offices often still need to report on a location after it stops taking new business, so deactivated locations stay available in report dropdowns.

Can agents run this report?

No. It's limited to master admins and admins granted the View Financial Reports permission. Being able to grant that permission to an admin who isn't a master admin is itself something the Commission Module makes possible.

Learn More

Forecast the whole pipeline, not just the part you've done the paperwork on: the Pending Inventory Report totals sales volume and commissions on every pending transaction that carries a close date.

See [Pending Inventory Report \(Commission Module\)](#).

Still Have Questions?

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