

Listing Inventory Report

SUMMARY

The Listing Inventory Report allows you to closely monitor the health of your business and track market changes by reporting your listing side inventory for a specified period. The report includes the number of listings, list price volume, and average list price.

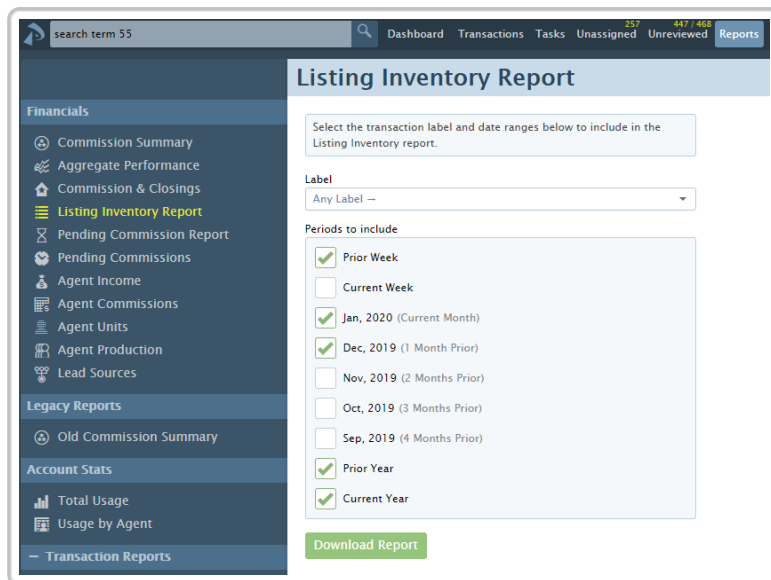
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Generate a Listing Inventory Report

To generate a Listing Inventory report:

- 1 Click **Reports** from the top menu.
- 2 Click **[Listing Inventory Report]**.
- 3 Define your filters for label (if applicable) and desired periods.
- 4 Click **[Download Report]**.
- 5 Locate the saved file and open the report in your spreadsheet software.



Reading the Report

To read the downloaded Listing Inventory Report:

The downloaded Listing Inventory Report will include the number of listings, list price volume, and average list price for the specified time periods, broken down by location if applicable.

- 1 Open the document from the saved location on the computer.

	Week of 04/20/2020	Week of 04/27/2020	March 2020*	April 2020	2019 Total*	2020 Total*
All Locations						
# of Listings	1	2	4	2	14	11
List Price Volume	\$560,000.00	\$956,000.00	\$2,376,000.00	\$2,082,000.00	\$5,286,699.00	\$4,438,000.00
Average List Price	\$560,000.00	\$478,000.00	\$594,000.00	\$520,500.00	\$480,609.00	\$557,250.00
Allen						
# of Listings	0	1	2	1	3	5
List Price Volume	\$0.00	\$500,000.00	\$1,139,000.00	\$500,000.00	\$500,000.00	\$1,639,000.00
Average List Price	\$0.00	\$500,000.00	\$569,500.00	\$500,000.00	\$500,000.00	\$546,333.33
Brian's Team- North Park Office						
# of Listings	0	1	0	1	2	1
List Price Volume	\$0.00	\$456,000.00	\$0.00	\$456,000.00	\$1,000,000.00	\$456,000.00
Average List Price	\$0.00	\$456,000.00	\$0.00	\$456,000.00	\$500,000.00	\$456,000.00
Coldwell Banker-TC						
# of Listings	0	0	0	0	0	0
List Price Volume	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Average List Price	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial						
# of Listings	0	0	0	0	0	0

FAQ (Frequently Asked Questions)

Q: Why am I missing transactions on my Listing Inventory Report?

A: Only listing side transactions that contain a listing date will be included in the report. Additionally, this will include transactions in any status except for those that are in a Fell Through and Expired status category. If you feel transactions are missing from a report, verify the following details on the transaction:

- **Listing Date:** *Confirm the transaction has a "Listing Date" and that it falls within the selected period for the report.*
- **Transaction Status:** *Make sure the transaction status is not in a Fell Through or Expired status category.*
- **Side:** *Confirm the transaction has a listing agent assigned to the transaction.*
- **Label:** *Confirm the info on the transaction matches the label you selected (if applicable).*

Q: Why is my List Price Volume or Average List Price incorrect or missing?

A: Since this report is based on the values entered for the List Price of a transaction, check to make sure you have entered a List Price for each listing side transaction. If this value is missing, you'll see an asterisk and error indicating there is missing information.

Q: What days of the week are included in the "Current Week" report?

A: The Current Week report is based on a Monday through Sunday time period.

Q: Commission Module Customers Only: Will this report include all listing side transactions or only transactions with a CDA?

A: This will include all listing side transactions that have a Listing Date, regardless of whether you have generated a CDA or not.