

Reports Download Guide

E-commerce Reports




- All transactions

- Tickets

- General site donations

Step 1 : Navigate to Reports

Site Builder Administration Promote **Reports**

 E-commerce  My Account  Custom Forms

REPORTS

Transaction summary

Online Total	Fees	Net	Offline Total	Total
\$16,641.66	\$1,072.54	\$15,569.12	\$2,125.00	\$18,766.66

All funds are in US dollars

E-commerce Reports

- All transactions
- Tickets
- General site donations

My Account

- Payouts
- Subscriptions

Other Reports

- Custom form

Step 2 : Select E-commerce > Donations

Select Show all Items and click [Download](#)

Site Builder Administration Promote **Reports**

E-commerce My Account Custom Forms

Transactions Tickets **Donations**

REPORTS >> ECOMMERCE >> DONATIONS

Donations report

Donations received					Payments received				
Entered	Gross	Net	Goal	Donors	Balance	Available	On Hold	Requested	Paid Out
\$2,825.00	\$2,891.66	\$2,777.28	\$0.00	7	\$3,740.16	\$584.40	\$3,155.76	\$0.00	\$11,829.38
All funds are in US dollars					All funds are in US dollars				

Filter your donations ⓘ

Show all donations Enter a donor's name Page 1 25 items per page

Date Range All Donations

Select a "From" date and a "To" date

[Search](#) [Reset](#) [Download](#) [Offline Donation](#)

10 items per page
25 items per page
50 items per page
100 items per page
[Show all items](#)

TN	Date	First name	Last name	Entered
51483793 ⓘ	2024/08/12	Alden	Metcalfe	1000.00
51399381	2024/06/11	Bruce	Wanta	500.00
51355627	2024/05/22	Pamela	Allen	100.00
51339709	2024/05/17	Craig	Peal	125.00

step 3: Select E-commerce > Tickets

Select Show all Items and click [Download](#)

Site Builder Administration Promote **Reports**

E-commerce My Account Custom Forms

Transactions **Tickets** Donations

REPORTS >> ECOMMERCE >> TICKETS

Filter your tickets ⓘ

Search for a name Show all tickets Page 1 25 items per page

All Tickets Date Range

Select a "From" date and a "To" date

[Search](#) [Reset](#) [Download](#) [Offline Tickets](#)

10 items per page
25 items per page
50 items per page
100 items per page
[Show all items](#)

step 4: Select E-commerce > Transactions

Select Show all Items and click **Download**

Site Builder Administration Promote Reports

E-commerce My Account Custom Forms

Transactions Tickets Donations

REPORTS » ECOMMERCE » TRANSACTIONS

Transactions report

Filter your transactions ⓘ

Enter a name Page 1 25 items per page Date Range

All Transactions No archive Select a "From" date and a "To" date

To view an archive please select one above

Search Reset **Download** Download Detailed Archive All Transactions Show all items

Step 5: View the excel sheet reports on your computer

Downloads Search Downloads

New Sort View Details

Name	Date modified	Type	Size
Today			
donations-	9/2/2024 0:42 PM	Microsoft Excel C...	2 KB
tickets-	9/2/4024 1:42 PM	Microsoft Excel C...	8 KB
transactions-	9/2/2024 1:92 PM	Microsoft Excel C...	5 KB

IMPORTANT : Make sure to **SELECT ALL ITEM during step 2, step 3 and step 4**