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	My Account	Other Reports
• All transactions • Tickets • General site donations	• Payouts • Subscriptions	• Custom form

Step 2 : Select E-commerce > Donations
Select Show all Items and click Download

step 3: Select E-commerce > Tickets
Select Show all Items and click Download

step 4: Select E-commerce > Transactions
Select Show all Items and click Download

Step 5: View the excel sheet reports on your computer

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