



Your business always on

Purchase Reports

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PURCHASE REPORTS

The Purchase Report is used to determine what payment transactions occurred within a selected date range. This report lists all the items that were purchased including paid bookings and promotion purchases. It is accessed via the 'Report' page from the Tools Tab. Select the 'Purchase' Tab and a date range. You will be able to view the results or screen or export booking details to an Excel CSV file.

Purchase Report

Booking
Purchase
Voucher
Activity

Filter: None

Show Column (25/25):

- All / None
- Purchase Date
- Item Type
- Item ID(s)
- Item
- Item Details

Display Order:

- Purchase Date
- Item Type
- Item ID(s)
- Item
- Item Details
- Invoice

Student First Name:

Student Last Name:

Email:

Date range: Last 7 days

Search Option: All Purchases
 Only Bookings
 Only Products

Output Option: Screen
 Excel (CSV Format)

Save filter
Search
Cancel

The table below shows all the data fields that can be used in compiling purchase reports.

Column	Description
Purchase Date	The date and time of the purchase
Item Type	A booking or promotional purchase
Item ID(s)	The ID of the item
Item	The item name
Item Details	Details of the item purchased
Amount	Amount paid
Invoice	Invoice number (Also known as the transaction reference)
Payment Gateway	The name of the Payment Gateway that processed the transaction (SecurePay or PayPal)
IP Address	The internet address that was used to make the purchase
Tag	A tracking code to identify purchases made by a call centre or referrer
First Name	First name of the client that made the purchase
Last Name	Last name of the client that made the purchase
ID	Client ID reference
Company	Client's company
Address Line 1	Client's address line 1
Address Line 2	Client's address line 2
City/town	Client's city or town
Region/State/Province	Client's region or state of residence
Postal Code	Client's postal code
Mobile phone	Client's mobile phone number
Phone	Client's telephone number
Email	Client's email address
Fees	The fees charged for processing the transaction. The fees will be displayed in multiple columns

Bookitlive payment processing

As the purchase report contains the fees charged to process payments bookitlive uses this report to reconcile payment transactions that have been processed via the bookitlive payment gateway. Bookitlive generates a report on the 1st business day of the month to reconcile all payment for the last month and includes it in the email.

Report Filters

You can use report filters to refine the report options for each report type (Booking, Purchase, Voucher or Activity) to refine the report options to meet your requirements. The filters can be saved for future use.

Saving report filters

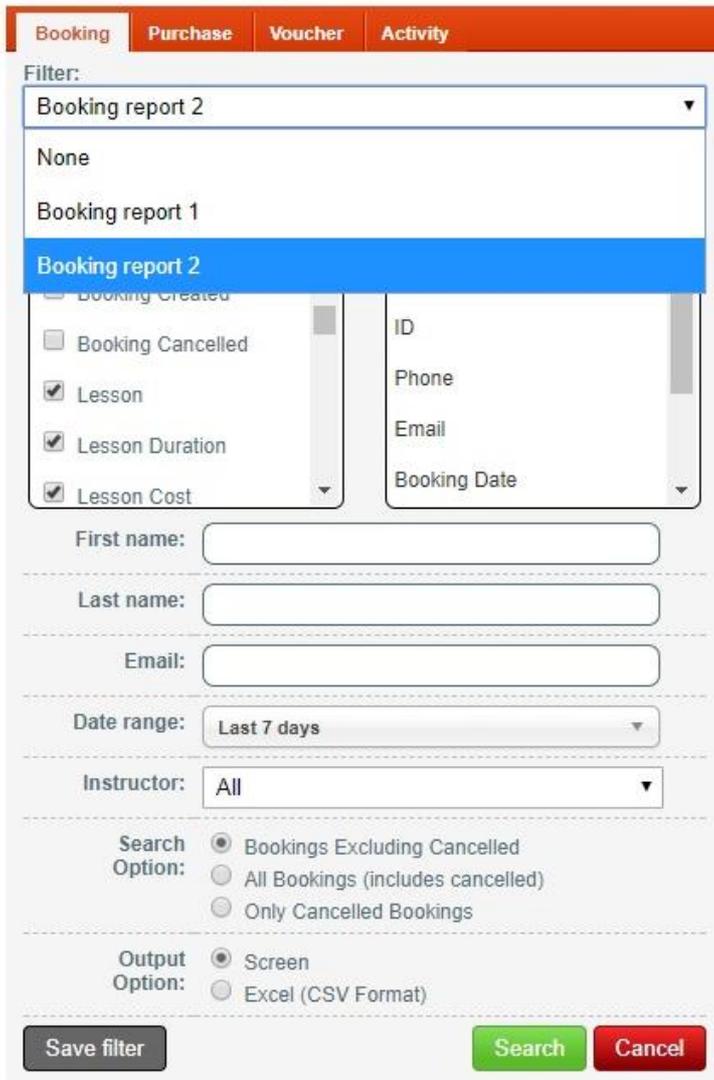
Report filters can be saved by selecting the required columns and output option and saving the filter selecting the Save Filter button.

1. Select the **Reports** tab
2. Select a report type tab (Booking, Purchase, Voucher or Activity)
3. Select the Columns you want in the report
4. Select a date range for the report. Filters do not support specific date ranges
5. Select an **output option**, use screen to display on the screen or Excel (CSV Format) to create a file to use in Excel
6. Select **Save Filter** button
7. Type a name for your Report Filter

Using report filters

Saved Report filters appear at the top of the page in a pull down list.

Booking Report



The screenshot shows the 'Booking Report' filter interface. At the top, there are four tabs: 'Booking', 'Purchase', 'Voucher', and 'Activity'. Below the tabs is a 'Filter:' dropdown menu currently set to 'Booking report 2'. The dropdown list shows 'None', 'Booking report 1', and 'Booking report 2' (highlighted in blue). Below the dropdown are two columns of checkboxes for report options. The left column includes 'Booking Created', 'Booking Cancelled', 'Lesson', 'Lesson Duration', and 'Lesson Cost'. The right column includes 'ID', 'Phone', 'Email', and 'Booking Date'. Below these are input fields for 'First name:', 'Last name:', and 'Email:'. There is a 'Date range:' dropdown set to 'Last 7 days' and an 'Instructor:' dropdown set to 'All'. Below these are two sections of radio buttons: 'Search Option' with 'Bookings Excluding Cancelled' selected, and 'Output Option' with 'Screen' selected. At the bottom are three buttons: 'Save filter', 'Search', and 'Cancel'.

1. Select the **Reports** tab
2. Select a report type tab (Booking, Purchase, Voucher or Activity)
3. Select a saved filter from the filter pulldown
4. If required make any adjustments to the report option
5. Select **Search** button

Deleting report filters

Report filters can be deleted by selecting the filter and using the **Delete Filter** button to remove.

Booking Report

Booking Purchase Voucher Activity

Filter: Booking report 2

Show Column (9/52):

- Booking Date
- Booking Created
- Booking Cancelled
- Lesson
- Lesson Duration
- Lesson Cost

Display Order:

- First Name
- Last Name
- ID
- Phone
- Email
- Booking Date

First name:

Last name:

Email:

Date range: Last 7 days

Instructor: All

Search Option: Bookings Excluding Cancelled
 All Bookings (includes cancelled)
 Only Cancelled Bookings

Output Option: Screen
 Excel (CSV Format)

Save filter **Delete filter** **Search** **Cancel**

1. Select the **Reports** tab
2. Select a report type tab (Booking, Purchase, Voucher or Activity)
3. Select a saved filter from the filter pulldown
4. Select **Delete Filter** button