



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 on 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.

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

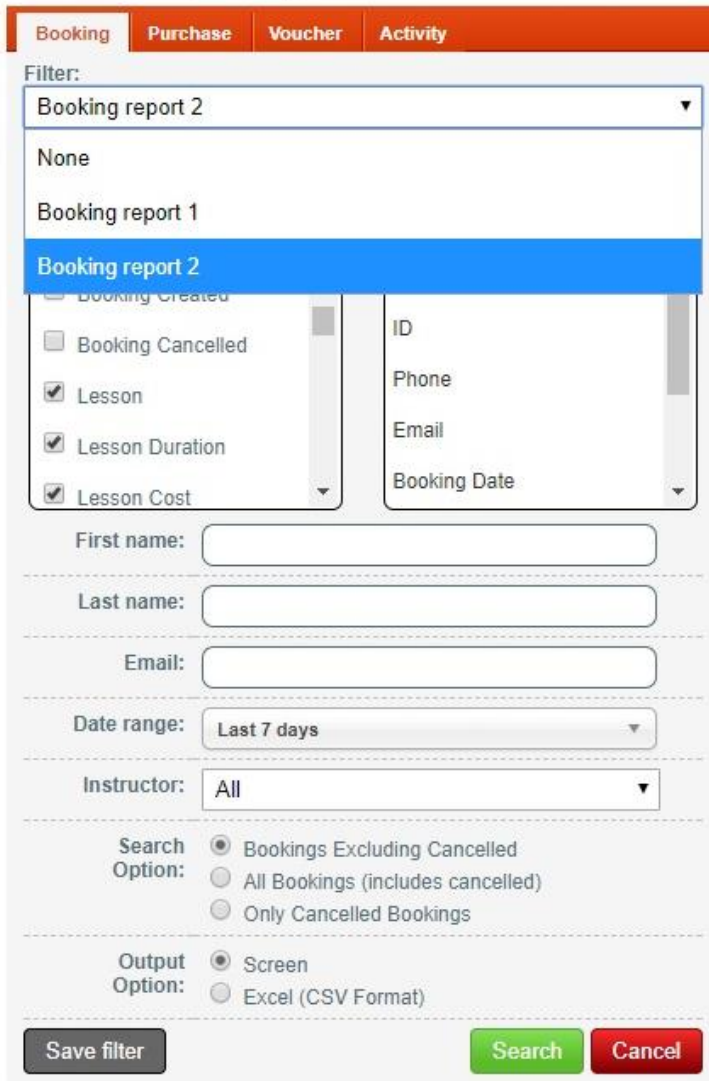
Report filters can be saved by selecting the required columns and output option and saving the filter selecting the Save Filter button.

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'. A list of filter options is shown below the dropdown, including 'None', 'Booking report 1', and 'Booking report 2' (which is highlighted in blue). Below the filter list 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 columns are several input fields: 'First name:', 'Last name:', 'Email:', 'Date range:' (set to 'Last 7 days'), and 'Instructor:' (set to 'All'). At the bottom, there are two sections for 'Search Option' and 'Output Option'. The 'Search Option' section has three radio buttons: 'Bookings Excluding Cancelled' (selected), 'All Bookings (includes cancelled)', and 'Only Cancelled Bookings'. The 'Output Option' section has two radio buttons: 'Screen' (selected) and 'Excel (CSV Format)'. At the very bottom, there 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