How To Read Product Sales Reports

- **Sales reports give you details of who your members are**
- **When memberships start & expire**
- **Lists different memberships i.e. Mailing lists, Standard Memberships**
- **Check ticket & Product Sales**
- **Go to www.su.nottingham.ac.uk**
- **Log on**
- **Go to** [My Admin Tools] **'Sales Reports'**

Select Sales Reports

Select Date Range – from when the product/membership went on sale

Sales Report	Purchasers Report	Customisations
Shows product sales for your society i.e. Memberships sales from Website and Tills **See Example below**	Gives detailed purchasers report Name, transaction number, date of purchase & expiry date. **See Example Below**	If you are selling clothing on-line this gives detailed information for example: name of purchaser, size, and colour of clothing. You use this report to send this to your clothing supplier. You can also use this to collect next of kin telephone number for anyone buying tickets on-line for a trip **See Example Below**

Product Sales Report

Report generated Fri 15 Oct 2010 11:19 by GREEN\msl_WebsiteReportUsr

Report Details

Product #	Name	Organisation	From Date	To Date
* ALL *	* ALL *	Society Name	Sun 08 Aug 2010 00:00	Sat 16 Oct 2010 00:00

Shop	Product	Qty	Unit Price	Total
[10006360] Society- Mailing List		79	Sale	0.00
[10000980] Society - Standard Membership		131	Sale	393.00
Total for all products		**210**		**393.00**

Product Purchasers Report

Report generated Fri 15 Oct 2010 12:20 by GREEN\msl_WebsiteReportUsr

Report Details

Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
* ALL *	* ALL *		##########	##########	* ALL *	* ALL *

Trans #	Name	Under 18	Card Number	Shop	Qty	Purchase Date
Standard Membership						
30070840	Student		4444444	Membership Sales	1	Fri 08 Oct 2010 14:08
30071713	Student		4444444	Website	1	Mon 11 Oct 2010 15:44
30071984	Student		4444444	Membership Sales	-1	Tue 12 Oct 2010 12:52
30071118	Student		4444444	Website	1	Sat 09 Oct 2010 16:53
30072081	Student		4444444	Website	1	Tue 12 Oct 2010 16:04
Mailing List						
30071710	Student		4444444	Website	1	Mon 11 Oct 2010 15:40
30070940	Student		4444444	Website	1	Fri 08 Oct 2010 17:46
30073107	Student		4444444	Website	1	Fri 15 Oct 2010 11:27
30071184	Student		4444444	Website	1	Sat 09 Oct 2010 22:20
30072022	Student		4444444	Website	1	Tue 12 Oct 2010 14:16
30070741	Student		4444444	Website	1	Fri 08 Oct 2010 11:31
30072411	Student		4444444	Website	1	Wed 13 Oct 2010 16:20

Product Customisations Report

Report generated Fri 15 Oct 2010 11:57 by GREEN\msl_WebsiteReportUsr

Report details

Product #	Product / organisation name		From date	To date
	Society Name		01 Aug 2010	16 Oct 2010

Txn #	Purchase date	Customer name	Card number
[10014800] Society Hoodies- Hoodies			
30067421	01 Oct 2010 10:38	Student Name	4444444
Name on Hoodie		T.Hart	
Sizes Available		Small	
30067582	01 Oct 2010 14:24	Student Name	4444444
Name on Hoodie		Jenny	
Sizes Available		Small	
30067909	02 Oct 2010 11:25	Student Name	4444444
Name on Hoodie		Kirsty	
Sizes Available		Medium	
30068905	04 Oct 2010 17:32	Student Name	4444444
Name on Hoodie		Peter	
Sizes Available		Medium	
30068931	04 Oct 2010 18:32	Student Name	4444444
Name on Hoodie		Rosie	
Sizes Available		Small	