Reports Page Overview

A real-time snapshot of revenue, items, users, payments, and more. Filter reports by pre-event, during, post, all, or custom date ranges. Search, sort, and export all available report details.
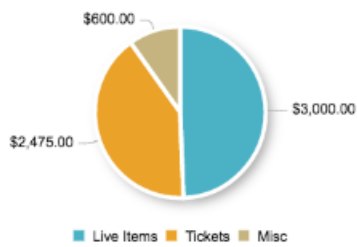
Watch a video

Reports review

Most of the available reports include a Summary and Details section.

Summary section

Review the details for the selected report.

Summary

Revenue: $6,075.00

Type	Quantity	Available	List	Discount	Amount
Auction Items	1	9	$300.00	$0.00	$300.00
Donations	1	0	$100.00	$0.00	$100.00
Instant Items	10	30	$200.00	$0.00	$200.00
Live Items	1	1	$3,000.00	$0.00	$3,000.00
Processing Fees	0	0	$0.00	$0.00	$0.00
Tickets	9	25	$2,700.00	$-225.00	$2,475.00
Vote Items	0	0	$0.00	$0.00	$0.00
Total:	22	65	$6,300.00	$-225.00	$6,075.00

Details section

Line by line breakdown. Section headers vary by report. Search, sort, and export the details.

Details

Show [All ▼] entries   Search: [_____]   [Copy] [CSV] [Excel] [PDF] [Print]

Time	Item #	Type	Item Name	Quantity	FMV	Cost	Start	Price	Discount	Tax
Mar 06, 2023 12:54:49 PM	4	Auction Items	Spa Day	1	$0.00	$0.00	$100.00	$1,000.00	$0.00	$0.00
Mar 06, 2023 12:54:49 PM	113	Auction Items	Covepets	1	$326.00	$0.00	$85.00	$105.00	$0.00	$0.00
Mar 06, 2023 12:54:49 PM	119	Auction Items	Beer and Q	1	$30.00	$0.00	$10.00	$10.00	$0.00	$0.00
Mar 06, 2023 12:54:49 PM	124	Auction Items	Two Treats in One	1	$136.00	$0.00	$30.00	$30.00	$0.00	$0.00
Mar 06, 2023 12:54:49 PM	130	Auction Items	Head to Toe Training	1	$480.00	$0.00	$120.00	$280.00	$0.00	$0.00

Manage and filter reports

Details

Sort by Headers

Sort by any of the headers.

Search

Use a keyword search to locate report information.

Export

Copy, CSV, Excel, PDF, or Print report details. CSV, Excel or PDF automatically downloads to your desktop. Copy report detail to your Clipboard or Print.

Report summaries

Revenue

Breakdown by Auction, Donations, Instant, Live, Raffle Tickets, Tickets, Transaction Fees, and Vote items to see the revenue generated for each item type.

Visit Revenue Report for more information.

Outstanding Balances

Review Unpaid or Pending balances. A pending balance indicates bidding is still occurring on the silent or live item, or the item is not reconciled.

Visit the Outstanding Balance Report for more information.

Payments Received

Cash, check, credit, or other payments are reflected.

Visit Payments Received Report for more information.

Top Items

Review items that generated the most activity by Bidders, Bids, Price, or percentage of FMV.

Visit Top Items Reports for more information.

Top Donors

Review top donors by the number of placed bids or generated revenue.

Visit Top Donors Report for more information.

Registered Users

Campaign registered users. Campaign Admins, Assistants, Checked In Guests, Did Not Check-In Guests, GiveSmart, and Volunteers are listed.

Visit Registered Users Report for more information.

Presentations

Viewers

Review the total number of Viewers, Registered Users and Guests on a Presentation Page.

Items

Inventory

List of all items by type along with their sold and paid status.

Donated By Report

Item donor information along with procurement status.

Watched Items

Users who clicked the star to watch an item from their My Activity.

Visit Items Reports for more information.

Bids

Bid History

Review all placed bids by item. Deleted bids appear in the report.

Visit Bid History for more information.

Tickets

Ticket Orders

All ticket purchasers and confirmed attendees.

Attendees

All ticket purchasers, along with invited and confirmed attendees are listed. Attendees not assigned a Table Group in Seating Management are included. Answers to ticket questions are visible.

Visit Ticketing Reports for additional information.

Vote

Vote History

Review all Vote Items and vote history.

Raffle

Entries

Review all Raffle Items and purchase details.

Disbursements

Batch Report

Review credit card transactions by batch date. The batch date, gross raised, adjustment and fees deducted, reversals, funded amount after deductions, and the attached account is listed.

All Batch Activity

A complete list of all batched credit card transactions.

Note: Transactions are batched at 8:50 PM CST each business day and deposited in your account within five business days of the batch date.

Visit Batch Report and All Batch Activity for more details.

Exports

Greater Giving

Campaign activity in a compatible format for a Greater Giving. First, export a list of your members with their constituent ID's to properly use this report. A "Supporter Export Filtered with Both Members "export works with the system.

Visit Greater Giving Instructions for more information.

Greater Giving Go Time

Same as above, but uses the updated header of the price for compatibility with the newest version of Greater Giving.

Millennium

Details of Purchaser, Item, and Payment information. Excludes pending purchases.

Visit Millennium - Exporting Event Purchaser Details Reports for more information.

FR50

Detail of Purchaser, Item, and Payment information. Excludes pending purchases.

Visit FR50 - Exporting Event Purchaser Details Report for additional information.

Purchaser Details

All purchaser details, including custom fields as well as activity and payments made on their accounts. See who has paid and who remains unpaid. Includes custom purchaser question responses from order form purchases.