

Purchaser Detail Report

Last Modified on 04/29/2022 6:54 pm EDT

Includes date and time of purchase, purchaser, bid number, item number, item type, item name, the purchase amount, FMV, and purchaser's contact information. Payment details are also included, providing the payment amount and method. Excludes pending purchases and/or purchases marked as "Pledged".

Watch a video

Locate

1. From the **Admin Navigation**, select **Reports > Purchaser Detail**.

Summary section

Provides a breakdown by individual transactions and individual payments.

- Defaults to sort in alpha order by purchasers last name
- Search, sort, and extract details.
- Includes custom [purchaser question](#) responses.

Note: Revenue generated through champion personal fundraising pages is listed in the report as "Type" - Champion and "Item Name" - Individual champion page title.