

HOW TO PULL AN AUDIT REPORT

The Detailed Financial Audit is a report which includes all event transactions, including refunds, for a specific event with sales. This report is broken down by ticket level, method of purchase (Box Office, Point of Sale or Online) and fees.

Accessing the Detailed Financial Audit -

- 1) Open the *Event Details* of the event you wish to view the audit. (Events \rightarrow Event List \rightarrow View Past Events)
- 2) Under Box Office Tools, click Event Reports
- 3) Select Detailed Financial Audit includes all event transactions
- 4) Click *Run Report*





HOW TO PULL AN AUDIT REPORT

Event 1	Fraining High	School	Hometown Hig	h	Event Fee	Structure	Per Ticket
5	School Varsity		(Elise)		HomeTown	Fees	Pass Along
5	-ootball Reserved Season Tickets				Credit Card	Fees	Pass Along
Event Start 2	024-06-06	Department	Athletics		POS Home	Town Fees	Pass Along
0	8:00:00 EDT				POS Credit	Card Fees	Pass Along
Event End 2	2024-06-11	Fund/Org	Athletics -		Kiosk Home	Town Fees	Pass Along
2	22:00:00 EDT		Football		Kiosk Credi	t Card Fees	Pass Along
Venue H	IomeTown	Team			Sales Tax F	Rate	0.000%
Stad	Stadium				Box Office I	ees	N/A
					Venue Fee		N/A
					Other Fee		N/A
Event Snapshot				Financial Snapsh	ot		
	Total Issue	1 T	Ticket Revenue			Revenue	
Total Paid Tickets	0	s	\$30.00	Ticket Revenue		\$30.00	
Total Free Tickets	0	s	\$0.00	Donation Revenue		\$0.00	
Total Season Tickets	s 0	-	-	Client Fees Incurre	d	\$0.00	1 4 1
(includes packages	0	s	\$30.00	Custom Fees Reve	inue	\$0.00	7 I I
and plans)			0-0.000	Final Revenue Ex	pected	\$30.00	
Remaining Tickets	1046				Cash Revenue	\$0.00	
					CC Revenue	\$30.00	
					Check Revenue	\$0.00	
Sales by Ticket Leve	Ы				010001101010	30.00	
Sales by Ticket Leve	d			Price	, on post in the remain	Items	Line R
Sales by Ticket Leve Reserved Seating	d.	Paid	Evil Prices	Price \$0.00		Items 10	Line R
Sales by Ticket Love Reserved Seating	d	Paid - F	Full Price	Price \$0.00 \$35.00 \$0.00		Items 10 2	Line R
Salos by Ticket Love Reserved Seating	8	Paid - Fre	Full Price e Tickets	Price \$0.00 \$35.00 \$0.00 \$15.00		Items 10 2 8 2	Line R
Sales by Ticket Leve Reserved Seating Reserved Seating	d	Paid - Fre Fre	Full Price le Tickets Full Price	Price \$0.00 \$35.00 \$0.00 \$15.00 \$15.00		Items 10 2 8 2 2	Line R
Sales by Ticket Leve Reserved Seating Reserved Seating	d 	Paid - F Fre Paid - F	Full Price •• Tickets Full Price	Price \$0.00 \$35.00 \$0.00 \$15.00 \$15.00		Items 10 2 8 2 2 12	Line R
Sales by Ticket Leve Reserved Seating Reserved Seating Refunds	8	Paid - F Fre Paid - F	Full Price e Tickets Full Price	Price \$0.00 \$35.00 \$0.00 \$15.00 \$15.00 \$16.00	liems R	Items 10 2 8 2 12 sfunded	Line R 1 Line R
Selos by Ticket Leve Reserved Seating Reserved Seating Refunds Reserved Seating	8	Paid - F Fre Paid - F	Full Price e Tickets Full Price	Price \$0.00 \$35.00 \$0.00 \$15.00 \$15.00 Price \$35.00	Items Re	Items 10 2 8 2 12 sfunded -2	Line R S Line R
Sales by Ticket Leve Reserved Seating Reserved Seating Refunds Reserved Seating	2	Paid - F Fre Paid - F	Full Price e Tickets Full Price Full Price	Price \$0.00 \$35.00 \$15.00 \$15.00 Price \$35.00 \$35.00	Items Re	ltems 10 2 8 2 12 sfunded -2 -2	Line R \$ Line R !
Sales by Ticket Leve Reserved Seating Reserved Seating Refunds Reserved Seating	2	Paid - f Fre Paid - f Refund - f	Full Price e Tickets Full Price Full Price	Price \$0.00 \$35.00 \$15.00 \$15.00 \$15.00 Price \$35.00 \$35.00	Items Re	Items 10 2 8 2 2 12 sfunded -2 -2 -2 -2 -2 -2 -2 -2 -2 -2 -2 -2 -2	Line R S Line R
Sales by Ticket Love Reserved Seating Reserved Seating Refunds Reserved Seating Sales by Channel	5	Paid - F Frei Paid - F Refund - F	Full Price e Tickets Full Price Full Price	Price \$0.00 \$35.00 \$15.00 \$15.00 \$15.00 Price \$35.00 \$35.00	Items Re	Items 10 2 8 2 2 12 12 sfunded -2 -2 -2 CCC	Line R 1 Line R
Sales by Ticket Leve Reserved Seating Reserved Seating Refunds Reserved Seating Sales by Channel Box Office Sales	м	Paid - F Free Paid - F Refund - F	Full Price • Tickets Full Price Full Price	Price \$0.90 \$35.00 \$15.00 \$15.00 \$15.00 Price \$35.00 \$35.00 \$35.00 \$35.00	Items Re Cash	Items 10 2 8 2 2 12 12 12 12 12 12 12 12 12 12 12 12 12	Line R Line R :
Seice by Ticket Low Reserved Seating Reserved Seating Refunds Reserved Seating Seices by Channel Box Office Sales	Ross	Paid - F Free Paid - F Refund - F	Full Price e Tickets Full Price Full Price Ite	Price \$0.00 \$5.50 \$0.00 \$15.00 \$1	Items Ro Gash 90.00	Items 10 2 8 2 2 12 sfunded -2 -2 -2 CC \$30.00 \$0.00	Line R Line R Line R
Sales by Ticket Leve Reserved Seating Refunds Refunds Reserved Seating Sales by Channel Box Office Sales	Rose Rose	Paid - F Frei Paid - F Refund - f	Full Price e Tickets Full Price Full Price	Price \$0.90 \$35.00 \$15.00 \$15.00 Price \$35.00 \$35.00 10 8 2	Items Re Gash 50.00 50.00	Items 10 2 8 2 2 12 sfunded -2 -2 -2 530.00 \$30.00 \$30.00	Line R Line R I
Sites by Tickel Leve Reserved Seating Refunds Reserved Seating Sates by Charnel Box Office Sales Home Town Gate (P	Reso Reso NOS)	Paid - F Free Paid - F Refund - F rved Seating rved Seating	Full Price a Tickets Full Price Full Price	Price 80.00 \$35.00 \$0.00 \$15.00 \$15.00 Price \$35.00 \$35.00 10 8 2 0	Cesh 50.00 50.00 50.00	Items 10 2 8 2 2 12 12 stunded -2 -2 -2 530.00 \$	Line R Line R : : : : :
Sees by Ticke Level Reserved Seating Reserved Seating Refunds Reserved Seating Safet by Channel Box Office Sales HomaTown Gate (P	Rese Rese NoS)	Paid - F Fre Paid - F Refund - F	Ful Price Tokets Ful Price Ful Price	Pike 5000 5000 51500 51500 51500 Pike 53580 53500 9 10 8 2 2 0	Items R 50.00 50.00 50.00 50.00 50.00	Items 10 2 8 2 2 12 12 12 12 12 12 12 12 12 12 1	Line R Line R Line R

The Event Audit Report will include:

- 1) Final Revenue Expected
- 2) Event Snapshot
- 3) Sales by Ticket Level and Channel

4) Fee Breakout

10	Fees Collected (Fan)	Fees Billed	Client Fees Incurred	Other
Total Credit Card Fees	\$2.58	\$2.58	\$0.00	
Total HomeTown Fees	\$6.00	\$6.00	\$0.00	
	\$8.58	\$8.58	\$0.00	
Custom Fees				
Total Box Office Fees	\$0.00	\$0.00	\$0.00	\$0.00
Total Venue Fees	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Fees	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00