

# 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 → Event List → View Past Events)
- 2) Under **Box Office Tools**, click **Event Reports**
- 3) Select **Detailed Financial Audit - includes all event transactions**
- 4) Click **Run Report**

**Box Office Tools**

Order List Guest List **Event Reports** Start Check-In Create Order

**REPORTS** ×

**Event Reports**

☐ Event Audit - includes all active transactions

☒ **Detailed Financial Audit - includes all event transactions**

☐ Event Summary only

☐ POS User Report

**Run Report**

# HOW TO PULL AN AUDIT REPORT

Event	Training High School Varsity Football Reserved Season Tickets	School	Hometown High (Else)	Event Fee Structure	Per Ticket
Event Start	2024-06-06 08:00:00 EDT	Department	Athletics	HomeTown Fees	Pass Along
Event End	2024-06-11 22:00:00 EDT	Fund/Org	Athletics - Football	Credit Card Fees	Pass Along
Venue	HomeTown Championship Stadium	Team		POS HomeTown Fees	Pass Along
				POS Credit Card Fees	Pass Along
				Kiosk HomeTown Fees	Pass Along
				Kiosk Credit Card Fees	Pass Along
				Sales Tax Rate	0.000%
				Box Office Fees	N/A
				Venue Fee	N/A
				Other Fee	N/A

  

Event Snapshot		Financial Snapshot	
Total Issued	Ticket Revenue		Revenue
Total Paid Tickets	0	Ticket Revenue	\$30.00
Total Free Tickets	0	Donation Revenue	\$0.00
Total Season Tickets	0	Client Fees Incurred	\$0.00
(includes packages and plans)	0	Custom Fees Revenue	\$0.00
Remaining Tickets	1046	<b>Final Revenue Expected</b>	<b>\$30.00</b>
		Cash Revenue	\$0.00
		CC Revenue	\$30.00
		Check Revenue	\$0.00

  

Sales by Ticket Level				
	Price	Items	Line Revenue	
Reserved Seating	\$0.00	10	\$70.00	
Paid - Full Price	\$35.00	2	\$70.00	
Free Tickets	\$0.00	8	\$0.00	
Reserved Seating	\$15.00	2	\$30.00	
Paid - Full Price	\$15.00	2	\$30.00	
		12	\$100.00	
Refunds				
Reserved Seating	\$35.00	-2	-\$70.00	
Refund - Full Price	\$35.00	-2	-\$70.00	
		-2	-\$70.00	

  

Sales by Channel				
	Items	Cash	CC	Check
Box Office Sales	10	\$0.00	\$30.00	\$0.00
Reserved Seating	8	\$0.00	\$0.00	\$0.00
Reserved Seating	2	\$0.00	\$30.00	\$0.00
HomeTown Gate (POS)	0	\$0.00	\$0.00	\$0.00
HomeTown Kiosk	0	\$0.00	\$0.00	\$0.00
Online Sales	0	\$0.00	\$0.00	\$0.00

The Event Audit Report will include:

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

Fee Breakout				
	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	
	<b>\$8.58</b>	<b>\$8.58</b>	<b>\$0.00</b>	
<b>Custom Fees</b>				
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
				<b>\$0.00</b>