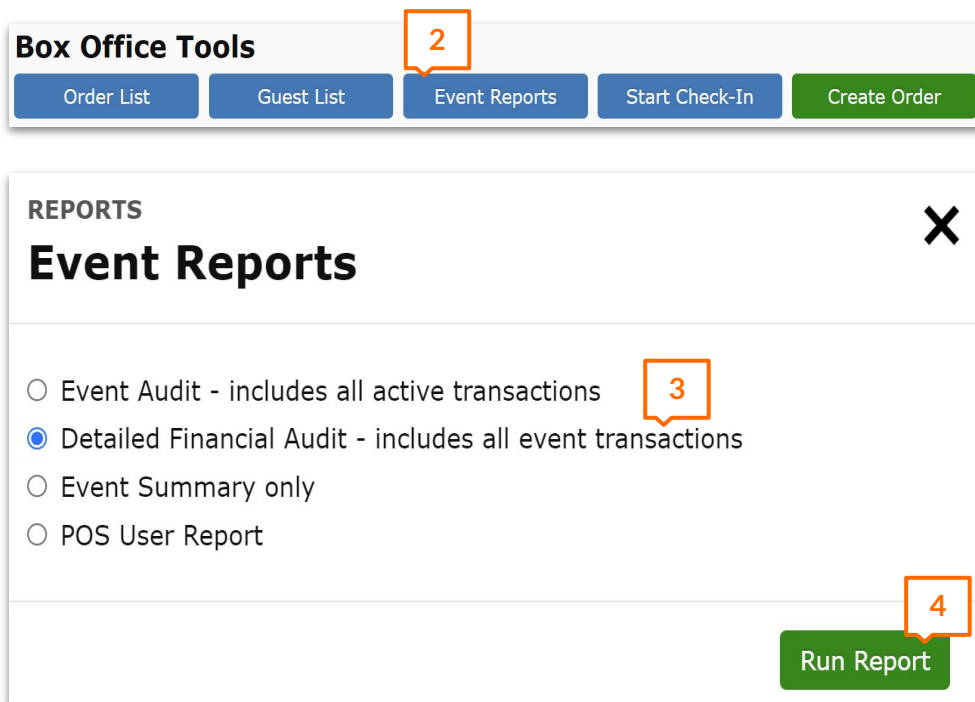


# HOW TO PULL AN AUDIT REPORT

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

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**REPORTS** ×

## Event Reports

☐ Event Audit - includes all active transactions

☒ Detailed Financial Audit - includes all event transactions

☐ Event Summary only

☐ POS User Report

**Run Report**



**Pro Tip:** This report updates in real time - you can download as a PDF to view while sales are live before an event or post event.