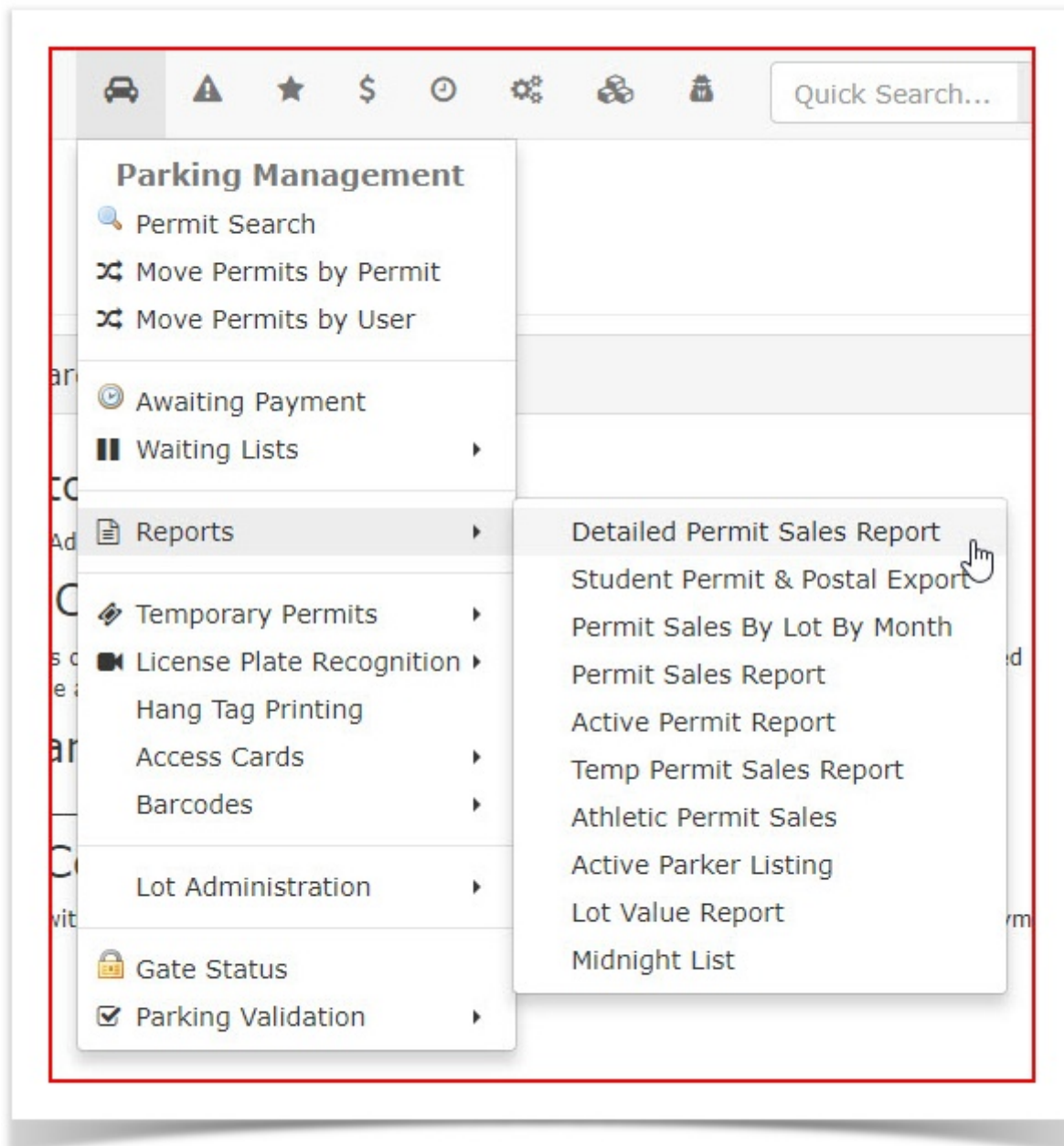


Detailed Permit Sales Report by Lot

1. Hover over **Parking Management, Reports** and click **Detailed Permit Sales Report**.



2. The **Detailed Permit Sales Report by Lot** search screen will display. Enter the date range you wish to report on. In this example we are looking at the month of **October 2018**. Click the **List Payments** button to generate the report.

Detailed Permit Sales Report by Lot

Start Date	<input type="text" value="Oct 01, 2018"/>
Up to and including	<input type="text" value="Oct 31, 2018"/>
Archived Status	<input type="text" value="All Records"/>

[List Payments](#)[Export to Excel](#)

3. The screen will refresh with the report listed below the search fields.

The first section of the report is grouped by lot and displays the payment details for permits in each specific lot.

The second section of the report shows a summary of all lots.

- There will be one line item for each permit included on an invoice. If an invoice is only for a single item, it will have a single line. If an invoice has multiple permits, then the report will display a line for each.

Detailed Permit Sales Report by Lot

Start Date

Oct 01, 2018

Up to and including

Oct 31, 2018

Archived Status

All Records

List Payments

Export to Excel

View Lot Sales Breakdown

Payments for Green Staff Lot East

CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT
21297W3423536			500	Doe, John johndoe	Oct. 12, 2018 @ 9:30am	Visa	\$113.00
Sub Total:							\$100.00
Tax Total:							\$13.00
Lilac - Daily Reserved Total:							\$113.00

View Lot Sales Breakdown

Payments for Lilac - Daily Reserved

CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT
21297D3430561			L100	G, Justin justing	Oct. 20, 2018 @ 9:31am	Cash	\$282.50
Sub Total:							\$250.00
Tax Total:							\$32.50
Red Staff Lot West Total:							\$282.50

View Lot Sales Breakdown

Payments for Red Staff Lot West

CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT
21297w3409174	00800147		0001	Ashbury, Michael mashbury	Oct. 1, 2018 @ 9:28am	Cash	\$395.50
21297M341569			0002	Birch, Patricia pbirch	Oct. 14, 2018 @ 9:29am	Cash	\$395.50
Sub Total:							\$700.00
Tax Total:							\$91.00
Red Student Lot West Total:							\$791.00

View Lot Sales Breakdown

Payments for Red Student Lot West

CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT
2129743441613	0001234		100	Rockwood, James jrockwood	Oct. 25, 2018 @ 9:34am	Cheque	\$593.25
Sub Total:							\$525.00
Tax Total:							\$68.25
Teal - Complimentary Total:							\$593.25

View Lot Sales Breakdown

Payments for Teal - Complimentary

CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT
21297A3436188	0001244		COM102	Jamieson, Steph sjamieson	Oct. 1, 2018 @ 9:32am	Cash	\$0.00
21296y5027010		1021	COM100	Williams, Bill user_25	Oct. 1, 2018 @ 1:57pm	Cash	\$0.00
Total:							\$0.00

Sub Total:

\$1,575.00

Tax Total:

\$204.75

PAGE Total:

\$1,779.75

Here is a sample of the information presented for each lot. In this case we are looking at the **Payments for Red Staff Lot West**.

View Lot Sales Breakdown								Payments for Red Staff Lot West	
CONFIRM #	STU/EMP/ACC #	INVOICE #	PERMIT #	USER NAME	PROCESSED DATE	PAY METHOD	AMOUNT		
21297w3409174	00800147		0001	Ashbury, Michael mashbury	Oct. 1, 2018 @ 9:28am	Cash	\$395.50		
21297M341569			0002	Birch, Patricia pbirch	Oct. 14, 2018 @ 9:29am	Cash	\$395.50		
Sub Total:							\$700.00		
Tax Total:							\$91.00		
Red Student Lot West Total:							\$791.00		

The **Summary by Lot** section appears as follows, listing each lot with total sales amounts for each lot.

Summary By Lot			
Green Staff Lot East		Red Staff Lot West	
Permits x 1: \$113.00		Permits x 2: \$791.00	
Total: \$113.00		Total: \$791.00	
Lilac - Daily Reserved		Red Student Lot West	
Permits x 1: \$282.50		Permits x 1: \$593.25	
Total: \$282.50		Total: \$593.25	
		Teal - Complimentary	
		Permits x 1: \$0.00	
		Invoiced Permits x 1: \$0.00	
		Total: \$0.00	

4. The report can also be exported to excel. The excel report looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Detailed Permit Sales By Lot Report																
2	Confirm Code	Account Number	Last Name	First Name	User Name	User Type	Submitted	Processed	Invoice #	Permit #	Lot	Pay Method	Item Amount	Item Taxes	Item Total	Comment	
3	21297W3423536		Doe	John	johndoe	Full Time Staff	Oct 12, 2018	Oct 12, 2018		500	GSLE	Visa	\$100.00	\$13.00	\$113.00	Online Credit Card Payment	
4	21297D3430561		G	Justin	justing	Daily Reserved	Oct 20, 2018	Oct 20, 2018		L100	Lilac	Cash	\$250.00	\$32.50	\$282.50	Online Payment	
5	21297w3409174	00800147	Ashbury	Michael	mashbury	Part Time Staff	Oct 1, 2018	Oct 1, 2018		0001	TLI	Cash	\$350.00	\$45.50	\$395.50	Online Payment	
6	21297M341569		Birch	Patricia	pbirch	Sophomore	Oct 14, 2018	Oct 14, 2018		0002	TLI	Cash	\$350.00	\$45.50	\$395.50	Online Payment	
7	2129743441613	0001234	Rockwood	James	jrockwood	Full Time Student	Oct 25, 2018	Oct 25, 2018		100	RED-STU	Cheque	\$525.00	\$68.25	\$593.25	Cheque 1133717	
8	21297A3436188	0001244	Jamieson	Steph	sjamieson	Sophomore	Oct 1, 2018	Oct 1, 2018		COM102	Teal	Cash	\$0.00	\$0.00	\$0.00	Online Payment	
9	21296y5027010		Williams	Bill	user_25	Complimentary	Oct 24, 2018	Oct 1, 2018		1021	COM100	Teal	Cash	\$0.00	\$0.00	\$0.00	Online Payment
10													\$1,575.00	\$204.75	\$1,779.75		
11																	