

## Detailed Permit Sales Report by Lot

The **Detailed Permit Sales Report by Lot** provides administrators with a granular view of permit transactions categorized by specific parking areas. This report is essential for understanding sales volume per lot and allows for the export of individual permit records for external data analysis.

### Using this Feature

Administrators use this report to audit permit distributions and financial intake across different physical locations.

### Generating the Report

1. Hover over **Parking Management**, select **Reports**, and click **Detailed Permit Sales Report**.
2. Enter the desired date range in the search fields to define the reporting period.
3. Click the **List Payments** button to generate the data.

### Key Information Displayed

The report displays data in two primary sections to help balance granular detail with high-level overviews:

- **Lot Specific Payment Details:** Groups transactions by lot. If an invoice contains multiple permits, each permit is displayed as an individual line item to ensure accurate lot-level tracking.

- **Summary by Lot:** Located at the bottom of the report, this section aggregates the total sales amounts for each lot within the selected date range.
- **Data Columns:** Includes specific payment details, permit types, and invoice associations for every transaction.

## Available Actions

- **Excel Export:** Click the **Excel** icon (or **Export to Excel** button) to download the raw data. This is useful for performing complex summations or creating custom pivot tables outside of the OPS-COM environment.

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## Best Practices & Considerations

- **Accurate Quantity Tracking:** To determine the exact number of permits sold within a specific timeframe, export the report to Excel and use the **Sum** function on the permit line items.
- **Invoice Transparency:** Keep in mind that **one line item represents one permit**. If a user purchased three permits on a single invoice, they will appear as three separate lines in this report to ensure the lot-specific data remains accurate.
- **Reconciliation:** Use the **Summary by Lot** section as a quick reference to cross-check total revenue against your financial deposits for specific parking zones.

This report is the recommended tool for administrators who need to understand exactly what was sold and which lots those sales are attributed to.

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