

Detailed Permit Sales Report by Lot

The Detailed Permit Sales Report by Lot provides a granular view of permit transactions categorized by specific parking areas. Its primary purpose is to help administrators audit sales volume per lot and export individual permit records for external financial data analysis. This article is intended for OPS-COM administrators.

Setup and Configuration

This report is a standard feature within the reporting module and requires no specialized system setup to run. However, administrators must have the appropriate reporting and financial viewing permissions assigned to their user role to access this page and generate the data.

Using this Feature

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

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

Generating the Report

1. Hover over **Parking Management**, click **Reports**, and select **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 on screen.

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 and Buttons

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

Best Practices and Considerations

- **Track accurate quantities: 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.**
- **Understand invoice transparency: Keep in mind that one line item represents exactly 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.

- **Reconcile regularly: Use the Summary by Lot section as a quick reference to cross-check total revenue against your financial deposits for specific parking zones.**

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