Permit Sales by Lot by Month

> The **Permit Sales by Lot by Month** report provides OperationsCommander (OPSCOM) administrators with a detailed breakdown of permit revenue and volume. It allows users to analyze sales performance for specific months, categorized by parking lot and payment method.

Setup & Configuration

This report is a standard feature of the **Permit Management** module. No additional configuration is required to enable the report, provided the administrator has the necessary permissions to access **Reports**.

Instructions for managing the lots that appear in this report can be found on the Lot Administration page.

Using this Feature

The **Permit Sales by Lot by Month** report is used to track financial trends and volume across different parking areas within a specific timeframe.

1. Hover over **Permit Management** and click **Reports** then **Permit Sales by Lot by Month**.
2. Select the desired month from the **Month** drop-down menu.
3. Select the desired year from the **Year** drop-down menu.
4. Click the **Retrieve** button to generate the report.

Key Information Displayed

- **Lot Name**: The specific parking lot or zone associated with the sales.
- **Payment Type**: The method used for the transaction (e.g., **Credit Card**, **Payroll Deduction**, etc.).
- **Amount**: The total monetary value of permits sold, formatted as currency.
- **Sold**: The total count of individual permits sold within the selected parameters.

Available Actions & Buttons

- **Copy**: Copies the current table data to the clipboard.
- **CSV**: Exports the report data into a Comma Separated Values file.
- **Excel**: Downloads the report as an .xlsx spreadsheet.
- **PDF**: Generates a portable document format version of the report.
- **Print**: Opens the system print dialog to create a hard copy of the data.

Best Practices & Considerations

- **Reconcile regularly** by comparing the **Amount** column against your financial processor reports to ensure all **Payment Types** are being recorded correctly.
- **Use the Export features** to archive monthly data, as this provides a helpful historical snapshot for year-over-year growth analysis.
- **Verify Lot names** periodically in *Lot Administration* to ensure that the data remains organized and easy for accounting teams to interpret.

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