Temp Permit Sales Report

> The Temp Permit Sales Report allows administrators to review temporary permit sales data within a specified date range, categorized by parking lot. Its primary purpose is to help staff track revenue and temporary permit usage across different locations for auditing and reconciliation. This article is intended for OperationsCommander (OPSCOM) administrators.

Setup and Configuration

No special setup is required to generate this report, as it relies entirely on the existing configuration of your organization's parking lots and temporary permit offerings. However, administrators must have the appropriate reporting and financial viewing permissions assigned to their user role to access this page.

Using this Feature

Administrators can generate this report to view high-level summary data across all properties, with the ability to drill down into lot-specific transactional details.

Accessing the Report

1. Hover over **Parking Management** and click **Reports** then **Temp Permit Sales Report**.
2. Select the desired timeframe using the **Start Date** and **Up To and Including** calendar pickers.

3. Click the **Payment As** drop-down menu and choose the payment status to filter by (e.g., Processed, Not Processed, or Any).
4. Click the **Search** button to generate the report.

Key Information Displayed

Once generated, the system displays a summary of temporary permit sales for each lot that had activity within the selected timeframe.

Summary Report Data:

- **Lot Name:** The name of the parking lot where temporary permits were sold.
- **Total Permits:** The total number of temporary permits sold for that lot.
- **Total Amount:** The total revenue generated from temporary permit sales for that specific lot.

Detailed Report Data (By Lot):

- **Permit No:** The unique permit number assigned to the transaction.
- **Username:** The account profile name of the purchaser.
- **Amount:** The financial cost of the permit.
- **Date:** The date the permit sale occurred.
- **Type:** The duration the permit is valid for (e.g., a specific number of hours, or 'daily' for a full day).
- **Pay Method:** The specific method of payment used during checkout.
- **Processed Date:** The date the payment was officially processed.
- **Vehicles:** The license plate number associated with the temporary permit.

Available Actions and Buttons

- **Magnifying Glass:** Click this icon located beside a specific lot's name on the summary page to navigate to the detailed report, which lists every individual temporary permit transaction for that location.
- **CSV**, **Excel**, **PDF**, **Print:** Click any of these export buttons located at the top of the report to download or print the on-screen data in your preferred format.

> The export buttons are available on both the high-level summary screen and the lot-specific detailed screens. Ensure you are viewing the exact data level you wish to export before clicking the download buttons.

Best Practices and Considerations

- **Reconcile finances regularly:** Organizations should use this report on a regular weekly or monthly basis to reconcile temporary permit sales against overarching financial records.
- **Utilize data granularity:** Export the main summary report for high-level administrative overviews, but always click the Magnifying Glass icon to investigate the detailed transactional data when auditing discrepancies within specific lots.

Revision #10
Created 7 May 2024 08:10:52
Updated 19 August 2026 08:40:30