



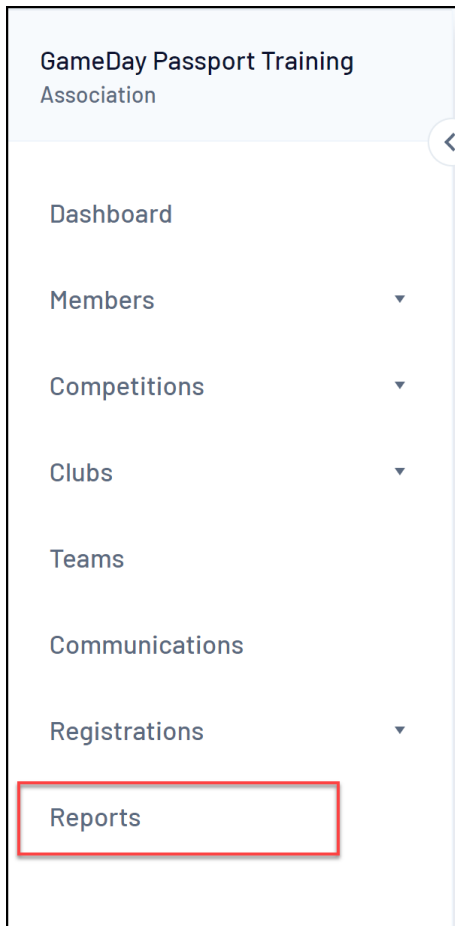
## Reporting on Promo Code discounts

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If you are offering Promo Codes as part of your registration process, you can use a Transactions Report to report on any transactions that have applied a Promo Code as part of their purchase, including the amount discounted from each transaction.

To report on Promo Codes:

1. On the left-hand menu, click **REPORTS**



2. Click the **FINANCE** tab

Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left.

There are two types of reports present in the system.

**Quick Reports** - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.

**Advanced Reports** - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

### Popular Reports

**Transactions** Configure  
Set your own parameters etc for reporting on Transactions

**Funds Received** Configure  
Set your own parameters etc for reporting on Transactions from which you have received funds

3. Find the **Transactions** report and click **CONFIGURE**

### Finance

**Transactions** Configure  
Set your own parameters etc for reporting on Transactions

**Transactions Sold** Configure  
Set your own parameters etc for reporting on Transactions that you have sold

**Funds Received** Configure  
Set your own parameters etc for reporting on Transactions from which you have received funds

**GD Invoices** Configure

4. In the list of fields, use the + symbol to add the **PROMO CODE** and **LINE ITEM DISCOUNT** fields and any other information you wish to report on into the **Selected Fields** section

**NOTE:** If you want to report on a complete list of itemised transactions, you must add **TRANSACTION ID** to your report

Find A Field v

**Details** ^

- + Transaction ID
- + Product
- + Payment For
- + Item Cost
- + Quantity
- + Line Item Total
- + Promo Code
- + Line Item Discount

**Selected Fields**

Run Report

**Options**

Show  Unique Records Only  Summary Data  All Records

Sort by Transaction ID Ascending

Secondary sort by None Ascending

Group By No Grouping

**Report Output**

Choose how you want to receive the data from this report.

Display  Email

Open the report for viewing on the screen.      Email the report in a format suitable to be imported into another product. Select format below.

Report Format Tab Delimited

5. In the Filter selector of the Promo Code field, select IS NOT BLANK







**Selected Fields**

<input checked="" type="checkbox"/> Transaction ID	Filter : <input style="width: 80%;" type="text"/>	Remove <span style="color: red;">-</span>
<input checked="" type="checkbox"/> Product	Filter : <input style="width: 80%;" type="text"/>	Remove <span style="color: red;">-</span>
<input checked="" type="checkbox"/> Payment For	Filter : <input style="width: 80%;" type="text"/>	Remove <span style="color: red;">-</span>
<input checked="" type="checkbox"/> Line Item Total	Filter : <input style="width: 80%;" type="text"/>	Remove <span style="color: red;">-</span>
<input checked="" type="checkbox"/> Promo Code	Filter : <span style="border: 2px solid red; padding: 2px;"><input style="width: 80%;" type="text" value="Is Not Blank"/></span>	Remove <span style="color: red;">-</span>
<input checked="" type="checkbox"/> Line Item Discount	Filter : <input style="width: 80%;" type="text"/>	Remove <span style="color: red;">-</span>

Run Report

6. Once you have added your desired fields into the Selected Fields section, click RUN REPORT

### Selected Fields

<input checked="" type="checkbox"/> Transaction ID	Filter: <input type="text"/>	Remove 
<input checked="" type="checkbox"/> Product	Filter: <input type="text"/>	Remove 
<input checked="" type="checkbox"/> Payment For	Filter: <input type="text"/>	Remove 
<input checked="" type="checkbox"/> Line Item Total	Filter: <input type="text"/>	Remove 
<input checked="" type="checkbox"/> Promo Code	Filter: <input type="text" value="Is Not Blank"/>	Remove 
<input checked="" type="checkbox"/> Line Item Discount	Filter: <input type="text"/>	Remove 

**Run Report**

This will generate a list of any transactions where a Promo Code has been used.

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