Viewing the club sales report

Step 1: Open the MONSU Website and make sure you are LOGGED IN



Step 2: Click on "ADMIN" up the top and select your club name from the selection





Step 3: Click on the sales report icon





Step 5: Click on 'Sales report'

Paramedic Society, Monash University (PARASOC) (change)
Sales Reports
Back to admin tools
View sales and purchase information for your organisation's memberships and products.
Date range * 1/01/2023 12:00 AM ♥ → 31/01/2023 12:00 AM ♥
Choose report Sales Report Purchasers Report Customisations

Step 7: We suggest you save as an excel file

⊲	1 of 1 > ▷I ◯ @		Word
			Excel
Produc	t Sales Report		PowerPoint
Report gener	ated Mon 12 Dec 2022 13:59		PDF
			TIFF file
Report De	tails		MHTML (web archive)
Product #	Name	Organisation	
ALL	ALL	Paramedic Society, Monash I	CSV (comma delimited)
		(PARASOC)	XML file with report data
Summary			Data Fred
Tennenction	tuna		Data Feed

Step 6: You can view your ticket sales like this or save for easier viewing by clinging on the save button

Back to a	dmin tools						
iew sales	and purchase in	formation for you	r organisatior	n's mem	berships	and pr	oducts.
	Date range *	1/01/2023	12:00 AM				
	-	31/01/2023	12:00 AM				
Id K	I of I see))) ()) Dort 13:59	e 100%	~		9	
Product Report genera	I of I Sales Reputed Mon 12 Dec 2022	→ ▶I Ù Drt 13:59	6	•		8	
Produc Report Det Product #	I of I Sales Reputed Mon 12 Dec 2022	→ ▶I Ù Drt 13:59	© 100%	~		Fr	rom Date

Step 4: Enter the date range (dd)/(mm)/(yyyy)