



Search



MERLIN SUPPORT > Merlin Back Office > Reports

Ticket Sales Report

[Follow](#)

The ticket sales report allows you to see how many tickets have sold for particular days or sessions. It also allows you to see specific user information for tickets that have been purchased online.

If you can't see this report, you may need to add it. To do so, view ["How to add new menu options"](#)

RECENTLY VIEWED ARTICLES

[Booking-In Stock](#)

[Using Stock Take](#)

[Creating different Pack Sizes and Booking-In](#)

[Removing Stock Items](#)

[Till Reconciliation](#)

To see Tickets sold via the entry date of the ticket:

1. Open "Admissions" from the left sidebar and select the "Ticket Sales Report" section.
2. Select "Entry Date"

3. Select a date range to look at tickets sold (This is the date the ticket is valid for, not when sold)
4. Select the "**earliest sale date**". Usually this will be when the tickets were first published.
(This is to run the reports faster so Merlin doesn't look from the beginning of time.)
5. Type in "**WWW**" in "**Salesperson**" to show *Online Sales only*. Leave Blank to see all sales including EPOS.
6. Report Detail. Select the option that shows you the level of detail you'd like to see.
7. Select "**Walk in/online split**" to see online and EPOS ticket sales.
(Remember to see this, leave "**Salesperson**" blank)
8. Click "**Report**"
9. Select "**Preview**" to see the report.

Printed On: 08/06/2017 15:04:07 Neelam Enterprises Page: 1

Sales of Tickets by Customers & Variants Report

Entry date range: 01/11/2015 to 08/09/2017; Sale date range: 01/11/2015 to 08/09/2017; Salesperson: WWW
Terminal number: All
Locations: All
Walk in and online split: False
Suppress Sub Sub Totals: False

Master Product Code	Master Product Description	Quantity	Sales Inc VAT
E000002	Laser Quest1		
02/12/2016, 14:00:00			
Lodhia, Nee	neelam@merlinsoft.co.uk		
T000006 - Adult		11	£0.00
	Lodhia, Nee	11	0.00
	02/12/2016, 14:00:00	11	0.00
08/12/2016, 14:00:00			
Lodhia, Nee	neelam@merlinsoft.co.uk		
T000006 - Adult		5	£0.00
	Lodhia, Nee	5	0.00
	08/12/2016, 14:00:00	5	0.00
	E000002	16	£0.00
	Grand Total	16	£0.00

To see Tickets sold via Sale date:

1. Open "**Admissions**" from the left sidebar and select the "**Ticket Sales Report**" section.
2. Select "**Sale Date**"
3. Select a date range to look at tickets sold based on sale date.
4. Type in "**WWW**" for "**Salesperson**" to show *Online Sales only*. Leave Blank to see all sales including EPOS.
5. Report Detail. Select the option that shows you the level of detail you'd like to see.
6. Select "**Walk in/online split**" to see online and EPOS ticket sales.
(Remember to see this, leave "**Salesperson**" blank)

7. Click **“Report”**
8. Select **“Preview”** to see the report.

Exporting Information:

1. After you have specified the requirements for the report, click on **'Export'** at the bottom of the window.

The screenshot shows the 'Sales of Tickets Report' dialog box. It contains several sections for configuring the report:

- Selection date:** Radio buttons for 'Entry date' and 'Sale date' (selected).
- Sale date range:** 'From date' (01/05/2017) and 'To date' (29/06/2017) dropdowns.
- Earliest sale:** Dropdown set to 01/05/2017.
- Salesperson:** Empty text field.
- Terminal Number:** Check box and spinner set to 1.
- Location:** Check boxes for 'ALL LOCATIONS' and 'NEE-Neelam Enterprises'.
- Report Detail:** Radio buttons for 'Master ticket and session', 'plus variant detail', 'plus customer detail', 'plus variant & customer detail' (selected), and 'plus customer & variant detail'.
- Walk in/online split:** Check box (checked).
- Selling price:** Radio buttons for 'Inc VAT' (selected) and 'Exc VAT'.
- Buttons:** 'Report', 'Export' (highlighted with a yellow box), and 'Cancel'.

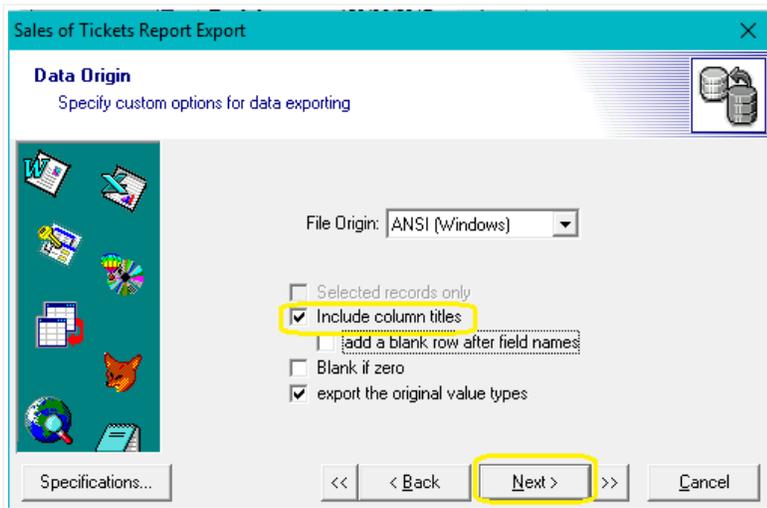
The title bar of the window is 'Sales of Tickets Report' and the footer text is 'Ticket Sales Report'.

2. A window will open, Click on **Excel Spreadsheet** and then **'Next'**.

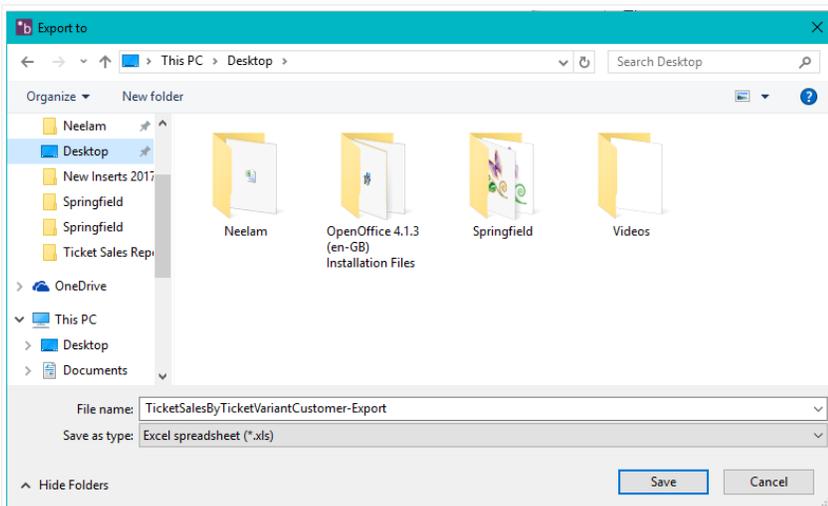
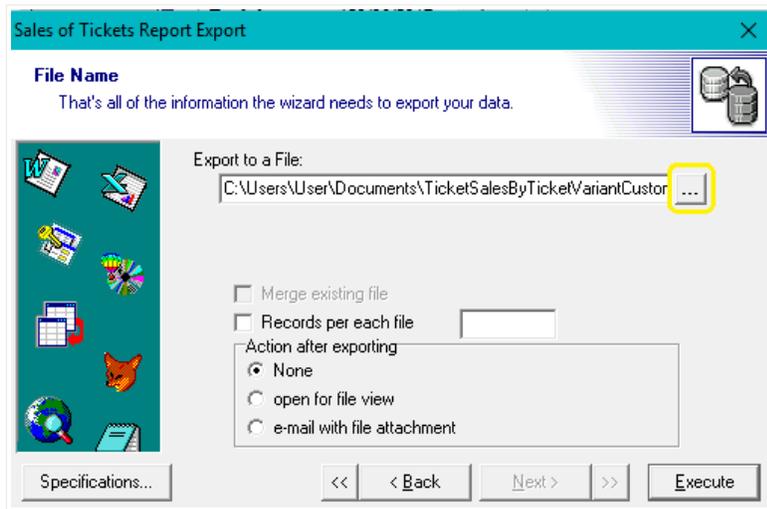
The screenshot shows the 'Sales of Tickets Report Export' dialog box. It is titled 'File Format' and contains the following information:

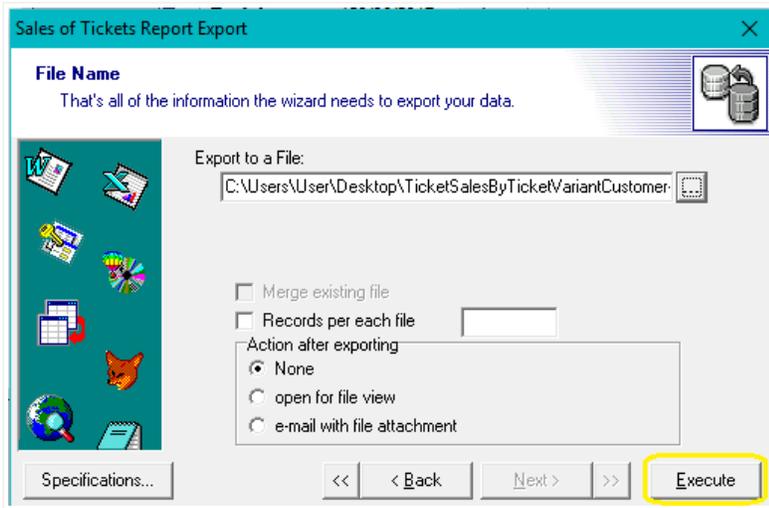
- Title:** Sales of Tickets Report Export
- Message:** This wizard allows you to specify details of how to export your data. Which export format would you like?
- Table type:** A list of export formats with radio buttons. 'Excel spreadsheet (*.xls)' is selected and highlighted with a yellow box.
- Buttons:** 'Specifications...', '<<', '< Back', 'Next >' (highlighted with a yellow box), '>>', and 'Cancel'.

3. Make sure the **'Include Column Title'** box is checked. Click **'Next'**.



4. For the next 4 pages (Data Formats, Columns, Header & Footer and Layout), click 'Next' until you get to the 'File Name' page. Here, you will need to save the file in a place where you are able to retrieve it. Click on the Ellipsis (...) and save it somewhere memorable. Then Click on 'Execute'.





5. Retrieve the file in your documents (or wherever you saved it) and open it. This is what the spreadsheet will look like. This can then be imported again elsewhere or the customer information can be used, i.e. Emails etc.

A	B	C	D	E	F	G	H	I	J	K	L	M	
MasterProductCode	SessionDate	SessionTime	SessionString	Source	VariantProductCode	MasterDescription	VariantString	CustomerLocation	CustomerCode	CustomerNameString	CustomerEmail	Quantity	
1	ADM-MEM	20/11/1990	09:00	30/12/1999	Walk in	ADM-MEMADULT	Membership	ADM-MEMADULT - Adult Membership			Cash Sale	2.00	
2	ADPTITION	00/01/1990	00:00	30/12/1999	Walk in	ADPTITIONUSER	Adopt an Animal	ADPTITIONUSER - Adopt a Tiger			Cash Sale	1.00	
4	GENE000001	10/06/2017	09:00	10/06/2017 09:00:00	Online	GENT000001	General	GENT000001 - Adult			Todd, Lee	lee@merlinsoft.co.uk	2.00
5	GENE000001	10/06/2017	09:00	10/06/2017 09:00:00	Online	GENT000003	General	GENT000003 - Child			Lotha, Nee	neelan@merlinsoft.co.uk	2.00
6	GENE000001	10/06/2017	11:00	10/06/2017 11:00:00	Online	GENT000001	General	GENT000001 - Adult			Lotha, Nee	neelan@merlinsoft.co.uk	2.00
7	GENE000001	10/06/2017	11:00	10/06/2017 11:00:00	Online	GENT000001	General	GENT000001 - Adult			Todd, Lee	lee@merlinsoft.co.uk	2.00
8	GENE000001	10/06/2017	11:00	10/06/2017 11:00:00	Online	GENT000003	General	GENT000003 - Child			Todd, Lee	lee@merlinsoft.co.uk	1.00
9	GENE000001	14/06/2017	09:00	14/06/2017 09:00:00	Online	GENT000002	General	GENT000002 - Student			Lotha, Nee	neelan@merlinsoft.co.uk	1.00
10	GENE000002	12/05/2017	09:00	12/05/2017 09:00:00	Walk in	GENT000004	Gift Aid Entry x	GENT000004 - Adult			Cash Sale	1.00	
11													

Was this article helpful? 0 out of 0 found this helpful

Have more questions? [Submit a request](#)

0 Comments

Article is closed for comments.