

# Running an Event Transaction Summary

Updated: August 21, 2014

The Event Transaction Summary is a canned report that allows you to quickly produce a PDF or Word document listing the events that have been created, updated with a different status or canceled on individual days within a specified timespan. This report is useful for getting a high-level overview of the work that is being done with events within your organization.

## Daily Transaction Summary - 8/5/2014

### New Bookings

Status	By	Account/Event	Start	Day	End
CONF	JD	Nova Beta	8/5/2014	Tue	8/5/2014

### Cancellations

Status	To	By	Account/Event	Start	Day	End
CONF	CANC	JD	Kansas Route Ten	7/30/2014	Wed	7/30/2014

### Status Changes

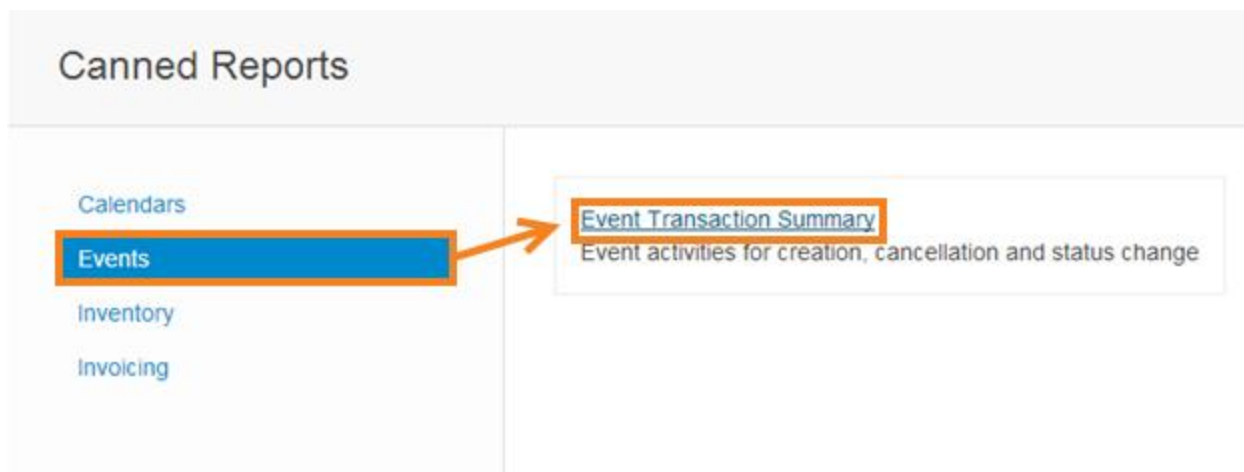
Status	To	By	Account/Event	Start	Day	End
GH1	CONF	JD	Pilgrims Progress Theater Production	7/28/2014	Mon	7/28/2014

To generate this report:

1. Hover over **Reports**.
2. Click **Canned Reports (new)**.

The screenshot shows the eventbooking.com website interface. The navigation menu at the top includes Home, Calendars, Sales, AddressBook, Resources, Invoicing, Reports, and My Website. The 'Reports' menu is open, showing options: Overview, New Custom Form, New List, New Advanced List, New Grid, New Non-Spanning Calendar, New Spanning Calendar, History, Canned Reports, and Canned Reports (new). An orange arrow points from the 'Reports' menu item to the 'Canned Reports (new)' option. The main content area shows a 'Confirmed Events' list with items like 'DID KNOT on Tour - EB Beta Arena' and 'Event City Livestock Fair - Grounds'.

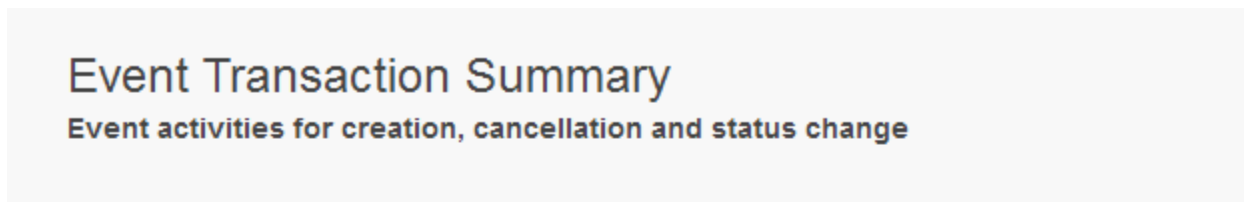
3. Click **Events** on the left side of the screen.
4. Click **Event Transaction Summary**.



5. Enter your date range by either manually typing in dates or by selecting the desired start and end from the date picker that pops up when you select the fields.

Note: The longer your date span, the longer it will take the program to generate your report. We recommend running the report for no longer than a five-day span, even less if you have a large account. You cannot run this report for a date span that exceeds fourteen days.

6. Click **PDF** under output. If you want to export the report as a Word document, click the down arrow next to *PDF*, then click **MS Word – download as file**.



**CRITERIA** [Hide Criteria](#)

Date Range  -

**OUTPUT**

Format  ▾

- PDF - download as file
- MS Word - download as file

7. Open your downloaded report in your preferred program.

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