

# Tickets Report

**Category:** Transactions Report

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**Reading Time:** 1 min

The **Tickets Report** contains a list of all the tickets purchased (online and offline).

By default, this report includes all transactions (online and offline). You can filter the report to view only online transactions or only offline transactions by using the "Type" dropdown. This report can also be filtered by date range.

Visit [Reports](#) → [E-Commerce](#) → [Tickets](#).

The screenshot shows the 'Tickets' report page in the MyFunRun dashboard. The left sidebar contains navigation links: Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted with a red box), and E-Commerce (highlighted with a red box). Under E-Commerce, there are links for Archives, Transactions, Tickets (highlighted with a red box), Sponsorships, Donations, Paid Registrations, P2P Donations, and Fundraising. The main content area shows the 'Starfield School - Premium' account with a MyFunRun subscription that expires on Jan 10, 2026. The 'Tickets' section displays a summary of ticket sales: \$0.00 Online total, \$0.00 Net, 1 Tickets, \$5.00 Offline total, and \$5.00 Total. Below this is a 'FILTER YOUR TICKETS' section with dropdowns for Type (Show all), Ticket (Show all), and Archive (Show unarchived tickets), and a Date range selector. The main table shows 10 entries per page, with a search bar and a table of transactions. The table has columns for Actions, ID, Transaction Number, Name, Type, Gross, Processing Fees, Taxes, Net, Ticket, Status, and Date. The first transaction is a 'Ticket Purchase' for \$5.00, processed by 'Ticket Buyer' on 2025-11-12 13:26:13. The table also shows a total of \$5.00 for Gross, \$0.00 for Processing Fees, \$0.00 for Taxes, and \$5.00 for Net. The page footer indicates 'Showing 1 to 1 of 1 entries'.

| Actions   | ID     | Transaction Number | Name            | Type    | Gross  | Processing Fees | Taxes  | Net    | Ticket       | Status  | Date                |
|---|--------|--------------------|-----------------|---------|--------|-----------------|--------|--------|--------------|---------|---------------------|
|  | 901812 | 101035535          | Ticket Purchase | Offline | \$5.00 | \$0.00          | \$0.00 | \$5.00 | Ticket Buyer | Offline | 2025-11-12 13:26:13 |
|   |        |                    |                 |         | \$5.00 | \$0.00          | \$0.00 | \$5.00 |              |         |                     |

You can also click on any transaction to see more details. If someone made several purchases at once, you'll see all of them together. From here, you can also **archive** a transaction or **download a PDF** with its details.

To view the transaction history, click the purple **history** icon. To view transaction details, click the

blue **eye** icon.

You can assign an offline ticket to a buyer who purchased it via cash or check. [Learn more here](#).

You can **download** the transactions in **CSV**, **XLSX**, or **XLS** format, or Archive all of the transactions.

You can review transactions by date range, already archived, or separate them via online or offline options.