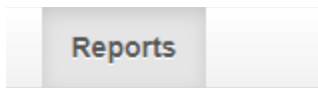

HOW TO VIEW REPORTS IN TOUCHBASE

Go to <https://az-mesa.intouchrecepting.com/manage/signin.aspx>

Login with the Username and Password given to by Student Activities.

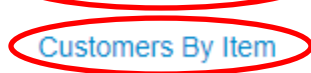
In the upper left corner of your screen you will see two report options:



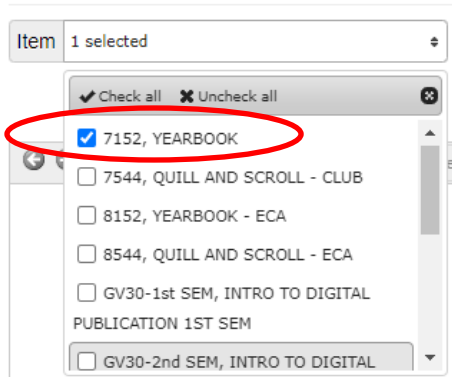
Purchases by Item will show you a list of students who purchased an item from the account you selected. This report is used when you need to see who or how many people have made a purchase.



Customers by Item, will give you information about the students who purchased an item from the account you selected. This report would be used if you needed to create refund claim forms, or mail home information about a trip they are paying towards.



Purchases By Item



Choose which report works best for your needs.

From the Item dropdown menu, select which item you wish to run a report for.

Select your Date Range

From 07/01/2019
to 12/31/2019

- Exclude Data Elements
- Exclude \$0.00 Receipts
- Purchased On TouchBase

You can also choose to include or exclude things from your reports:

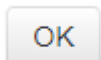
Exclude Data Elements will print a continuous list of students instead of printing the Data Titles above each student.

Exclude \$0.00 Receipts excludes customers who have a fee waived.

Purchase On Touchbase will show *only* customers who paid online through Webpay.

All reports include both Webpay and Bookstore purchases for the item selected.

When ready, click OK



SAMPLE REPORTS IN TOUCHBASE

Purchases By Item 7/24/2020 12:08:46 PM

This report reflects the net result of all adjustments made to the receipts.
It does not show voided receipts, however it does reflect NSF checks, full/partial refunds, and wrong customer or item adjustments.

7152 - YEARBOOK

| Receipt # | Date | Last Name | First Name | Customer ID | Grade | Email | Memo | Qty | Total |
|-----------|-----------|-----------|------------|-------------|-------|-------|------|-----|-------|
| 1991122 | 7/29/2019 | Adams | Anna | 209157 | 12 | | | 1 | 60.00 |
| 1987768 | 7/25/2019 | Adams | Brayden | 251084 | 10 | | | 1 | 60.00 |
| 1991178 | 7/29/2019 | Alexander | Marcella | 282089 | 12 | | | 1 | 60.00 |

Purchases By Item Excluding Data Elements 7/24/2020 12:09:25 PM

This report reflects the net result of all adjustments made to the receipts.
It does not show voided receipts, however it does reflect NSF checks, full/partial refunds, and wrong customer or item adjustments.

7152 - YEARBOOK

| Receipt # | Date | Last Name | First Name | Customer ID | Grade | Email | Memo | Qty | Total |
|-----------|------------|-----------|------------|-------------|-------|-------|------|-----|-------|
| 1991122 | 7/29/2019 | Adams | Anna | 209157 | 12 | | | 1 | 60.00 |
| 1987768 | 7/25/2019 | Adams | Brayden | 251084 | 10 | | | 1 | 60.00 |
| 1991178 | 7/29/2019 | Alexander | Marcella | 282089 | 12 | | | 1 | 60.00 |
| 1990042 | 7/28/2019 | Andrea | Mia | 210876 | 12 | | | 1 | 60.00 |
| 1990748 | 7/29/2019 | Andrews | William | 280296 | 12 | | | 1 | 60.00 |
| 2044886 | 11/14/2019 | Anton | Destiny | 217160 | 12 | | | 1 | 69.00 |
| 2056857 | 12/15/2019 | Ashton | Emily | 242891 | 10 | | | 1 | 60.00 |
| 1985952 | 7/23/2019 | Backlund | Lisa | 227924 | 12 | | | 1 | 60.00 |
| 1991092 | 7/29/2019 | Barnett | Alicia | 363120 | 10 | | | 1 | 60.00 |

Customers By Item 7/24/2020 12:10:14 PM

This report reflects the net result of all adjustments made to the receipts.
It does not show voided receipts, however it does reflect NSF checks, full/partial refunds, and wrong customer or item adjustments.

7152 - YEARBOOK

| Last Name | First Name | Customer ID | Grade | Email | Phone | Street | City | State | Zip |
|-----------|------------|-------------|-------|-------|------------|--------------|--------|-------|-------|
| Adams | Anna | 209157 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85203 |
| Adams | Brayden | 251084 | 10 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85201 |

Customers By Item Excluding Data Elements 7/24/2020 12:10:42 PM

This report reflects the net result of all adjustments made to the receipts.
It does not show voided receipts, however it does reflect NSF checks, full/partial refunds, and wrong customer or item adjustments.

7152 - YEARBOOK

| Last Name | First Name | Customer ID | Grade | Email | Phone | Street | City | State | Zip |
|-----------|------------|-------------|-------|-------|------------|--------------|--------|-------|-------|
| Adams | Anna | 209157 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85203 |
| Adams | Brayden | 251084 | 10 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85201 |
| Alexander | Marcella | 282089 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85252 |
| Andrea | Mia | 210876 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85213 |
| Andrews | William | 280296 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85205 |
| Anton | Destiny | 217160 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85021 |
| Ashton | Emily | 242891 | 10 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85207 |
| Backlund | Lisa | 227924 | 12 | | XXXXXXXXXX | XXXXXXXXXXXX | XXXXXX | AZ | 85213 |