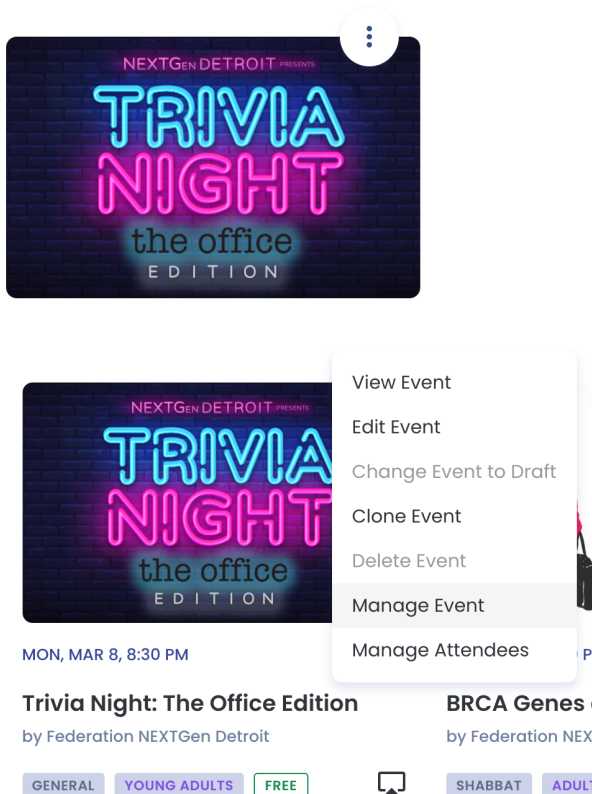


# Download Order Reports

Jlive makes it easy to download Order Reports for each event you host. Additionally you may download an Organization-wide Order Report that contains all orders across all of your events for a given time period.

## Event-specific Order Reports

You can easily view the Orders on a particular event by clicking Manage Event and navigating to the Orders Page. In the top right corner is a button to download the CSV file.



Once on the Manage Orders Page for a specific event, you can click on the Download CSV button in the top right corner.

**Orders (37)**

ALL (37) PENDING (0) CANCELED (0) NOT YET PAID (0) PAID OFFLINE (0)

ADD NEW ORDER

Download Csv

ORDER ID	BUYER	STATUS	DATE	TOTAL CHARGED	
000000-0000-0000-0000-0000	00000000000000000000	Paid	05:43 PM 03.08.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	05:34 PM 03.08.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	05:30 PM 03.08.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	01:56 PM 03.08.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	04:38 PM 03.06.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	05:45 PM 03.05.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	07:59 AM 03.05.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	01:47 PM 03.04.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	01:09 PM 03.04.2021	\$0	VIEW ORDER
000000-0000-0000-0000-0000	00000000000000000000	Paid	08:31 AM 03.04.2021	\$0	VIEW ORDER

Rows per page 10 1-10 of 37

## Organization-wide Order Reports

In addition to the Event Order Report, you may also download an Organization-wide Orders Report from the Reports Tab on the left side of the Manage Organization page. This will include all Orders from ALL Events at your organization and your sub-organizations for a given time range.

**Orders Reports**

Type: Orders Report Start End GENERATE REPORT

BY	TYPE	DATE RANGE	FILENAME	FINISHED	SIZE	
00000000000000000000	Orders	06.30.2022 - 07.31.2022	orders_67_2022-06	12:01 PM 08.01.2022	222.36 KB	DOWNLOAD
00000000000000000000	Orders	06.30.2022 - 07.31.2022	orders_67_2022-06	08:03 AM 08.01.2022	222.36 KB	DOWNLOAD
00000000000000000000	Orders	05.31.2022 - 06.30.2022	orders_67_2022-05	12:31 PM 07.05.2022	138.73 KB	DOWNLOAD
00000000000000000000	Orders	06.01.2022 - 06.30.2022	orders_67_2022-06	10:21 AM 06.30.2022	113.22 KB	DOWNLOAD
00000000000000000000	Orders	04.22.2022 - 06.01.2022	orders_67_2022-04	12:39 PM 06.20.2022	407.66 KB	DOWNLOAD
00000000000000000000	Orders	04.30.2022 - 05.31.2022	orders_67_2022-04	11:47 AM 06.03.2022	321.66 KB	DOWNLOAD
00000000000000000000	Orders	05.01.2022 - 05.31.2022	orders_67_2022-05	10:03 AM 06.01.2022	312.32 KB	DOWNLOAD
00000000000000000000	Orders	05.29.2022 - 05.31.2022	orders_67_2022-05	09:58 AM 06.01.2022	23.08 KB	DOWNLOAD
00000000000000000000	Orders	05.01.2022 - 05.31.2022	orders_67_2022-05	10:06 AM 05.31.2022	302.09 KB	DOWNLOAD
00000000000000000000	Orders	05.01.2022 - 05.26.2022	orders_67_2022-05	12:01 PM 05.26.2022	275.5 KB	DOWNLOAD

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# Sample Orders CSV File

Here is an actual Sample File you can download.

[Sample-Jlive-Orders-ReportDownload](#)

Here is a vertical depiction of the headers included in the file.

HEADER	VALUE
Transaction Date	Oct 06 2022
Transaction Time	22:35:06
Transaction ID	5b8fe871-64gt-4c91-9afb-724zb12e3c84
Order ID	604f77b3-dqf9-3442-91bb-06ff2456604c
Organization name	JFamily Detroit
Event name	JPlay Daddy & Me with Jfamily, Come Play Detroit & Hillel Day School
General Ledger Number	2344-01-950
Org ID	73
Event ID	2908
Buyer First Name	Steve
Buyer Last Name	Gold
Buyer Email	email@email.com
Buyer Address	1234 Main Street
Buyer City	Detroit
Buyer Province/State	MI
Buyer Zip	48301
Buyer Country	US
Stripe Payout ID	po_1LrZlZRSjed6dXfiADAUvW9d
Stripe Payout Descriptor	
Stripe Payout Expected Date	10/12/22 0:00
Stripe Date Paid	10/12/22 0:00
Registered By	-
Total Tickets Cost	18
Total Addons Cost	0
Donations Charged Amount	0
On behalf of	-
Is Donation Required	-
Stripe Transaction Fees	0.82
JLIVE Transaction Fees	0
Total Transaction Fees	0.82
Taxes	0
Promo Code	-
Promo Code Discount	-
Total charged	18
Refunded by Jlive	-
Total Refunded	-
Net to host	17.18
Stripe account ID	acct_1pdfRYRSjed4dWdl
Stripe transaction ID	pi_3Lq6P0lo4kDTxA0824BJFNly
Currency	usd
Payment method	card
Credit Card Type	amex
Cardholder Name	Steve Gold
Last4 CC	3239
Payment status	succeeded
Refunded By	-
Refunded Date	-

## Note

The Orders Report does not include Registrant Question Responses. It only gives you details about the Buyer and the transactions.

The Registrant Report includes data on each person who registers, including the Question Responses.

To better understand how you can use these CSV files and view or manipulate them in Excel,

see [How to download a CSV file into Excel](#)

## Daily Payouts to Bank

Jlive uses [Stripe](#) as our exclusive secure payment processor. Stripe aggregates Payouts to your Bank into a single **Daily Payout**. These Daily Payouts to your connected bank account are a lump sum of all revenue collected since the last payout, less any Stripe transaction fees. *The Stripe transaction fees 2.9% + 30 cents per transaction.*

The Orders Reports include transaction details as well as the Stripe Payout Expected Date and Stripe Date Paid for each transaction.

To learn all about Stripe Payouts and how you receive funds into your bank account, please visit the link below.

See: [View Payouts on Stripe](#)

## Other Reports

[Download Registrants Reports](#)

[Download Events Reports](#)