

MONITOR YOUR ONLINE SALES

It's important that your society regularly monitors both income and expenditure so you always know how much money is available in your account.

At the end of each month, UUSU will provide a finance report detailing all society transactions. This ensures you have an accurate overview of the funds available to spend. You can generate sales reports at any time to track income from:

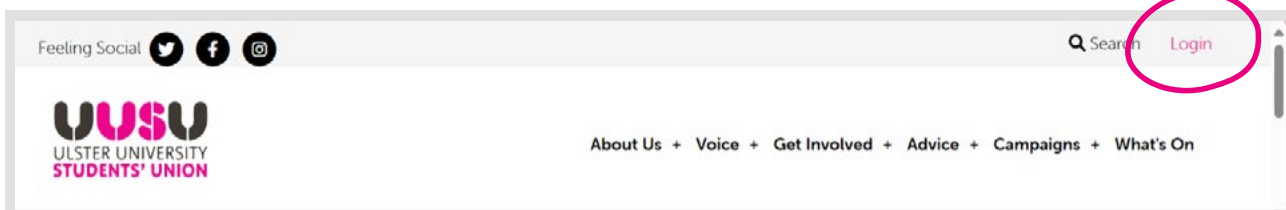
- Ticket sales
- Society memberships
- Merchandise sales

Regularly reviewing these reports will help you manage your budget effectively and make informed spending decisions.

HOW TO GENERATE A SALES REPORT

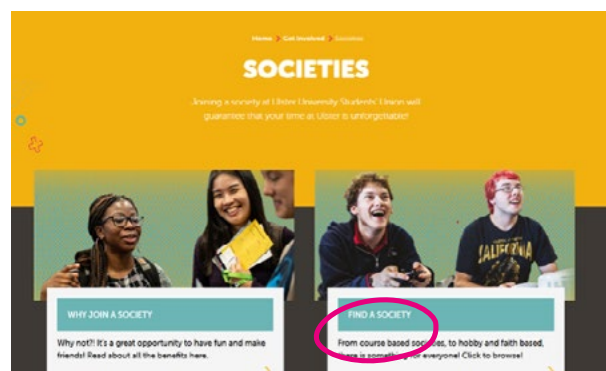
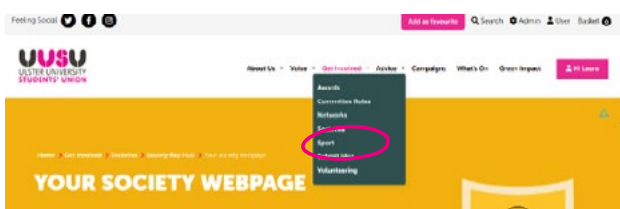
STEP 1: LOG IN

Visit the UUSU website at www.uusu.org
Click "log in" and enter your B code and password

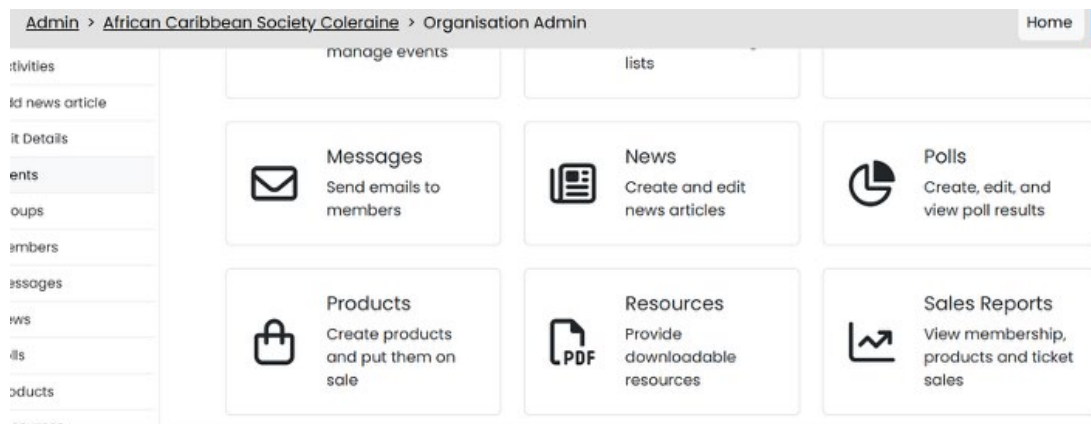


STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Get Involved"** and **"Societies"**
Click on the **"Find a Society"** tile
Select your society from the list



Click on **"Admin"** and select your society **"Admin Tools"** (in this example ACS Society)
Click on **"Sales Reports"**



Enter the date range you are interested in. For example, you may choose the date ticket sales opened or you may select the first day of the month.

Sales Reports

View sales and purchase information for your organisation's memberships and products.

Date range*

01/04/2026 00:00 18/04/2026 00:00

[Sales Report](#) [Purchasers Report](#) [Customisations](#)

AVAILABLE REPORTS

There are 3 types of report you can run and download

1. Sales Report

Shows the total income generated during a selected time period, broken down by date and product.

2. Purchasers Report

Lists everyone who has purchased a membership, ticket, or product.
This report is useful for:

- Event sign in sheets
- Distributing products such as hoodies or merchandise

3. Customisations Report

Displays responses to any custom questions added during ticket or product setup, such as:

- Dietary requirements
- Accessibility needs
- Hoodie or merchandise sizes



It is the responsibility of the Society Finance Rep to keep track of all society finances using the 'Incomings & Outgoings' budget template, which can be downloaded [here](#)