

# Reports

myLab has two sections that contain reports... the subscriptions are emailed to you, the on-demand reports are created based on the date range you enter.

## [myLab.lucidiom.com](#) > Store Management > Report Subscriptions

- Online Sales Summary (Daily) - A snapshot of web sales by day for the past month. Delivered at 6:15am ET, 7 days a week.
- Online Order Detail (Daily) - A daily spreadsheet of every online order for the previous day. Delivered at 7:00am ET, 7 days a week.
- Online Sales by Product (Weekly) - A snapshot of product sales and quantity ordered by month for the past three months. Delivered every Monday at 6:30am ET.
- Kiosk Sales Summary (Daily) - A snapshot of kiosk sales by day for the past month. Delivery at 6:45am ET, 7 days a week.
- Online Emails (Weekly) - All email addresses for members and guests that placed orders. Delivered every Sunday at 4:30am ET.
- Sales Tax Online by Order (Weekly) - A breakdown of sales tax charges per order for all orders in the past full month. Delivered every Monday at 6:50am.
- Sales Tax Online by Order (Monthly) - A breakdown of sales tax charges per order for all orders in the past full month. Delivered on the 1st of every month at 7:20am.

## [myLab.lucidiom.com](#) > Reports

<p>Start Date (Inclusive): <input type="text" value="09/01/2016"/></p> <p>End Date (Exclusive): <input type="text" value="10/01/2016"/></p> <p><input checked="" type="checkbox"/> Use These Dates</p>	<p><b>Tips (to avoid common mistakes):</b></p> <p>The report will <b>INCLUDE</b> the start date you select and <b>EXCLUDE</b> the end date.</p> <p>&gt;&gt; For example, if you want to run a report for the month of September 2016, enter <b>09/01/16 - 10/01/16</b></p> <p>To apply the date range you select, make sure you tick the checkbox to <b>"Use these Dates"</b></p> <p>&gt;&gt; Without the box checked the report will default to the last 45 days</p>
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Set date range, then select/view report...choices are:

- Online - Accounting - [Authorize.net](#) Transactions
- Online - Accounting - Little Transactions
- Online - Accounting - Paypal Transactions
- Online - Accounting - SagePay Transactions
- Online - Accounting - Stripe Transactions
- Online - Accounting - Taxes
- Online - Catalog Subscriber Line Item Detail (added 1/30/15)
  - If you are a fulfiller and have shared your catalog out, this will give you a line item detail report for every order item sent to you, including the order's originating dealer
- Online - Coupon - Detailed
- Online - Customer Email List
- Online - Customer Email List with Products Ordered
- Online - Customer Email List with Products Ordered and Sales
- Online - Daily App Sales Totals by Store
- Online - Line Item Status by Supplier (added 1/30/15)
  - Shows the status of all order line items that went to a third party fulfiller for the time frame specified
- Online - Line Item Status by Supplier Quick View (previously named: Online - Supplier - Order Status)
- Online - Line Items Marked as New (added 1/30/15)
  - This report will show you every order line item that is marked as new (ie, has not been output by Lab 50 or Print 50)
  - It will all new items (even items sent to a third party fulfiller) for the time period you specify
- Online - Open Carts
- Online - Registered Members - All
- Online - Sales - Daily Totals
- Online - Sales - Detailed
- Online - Sales - Line Item Detail
- Online - Sales - Member vs Anonymous
- Online - Sales - Monthly Totals
- Online - Sales - Product Totals



More?!

Don't see the report you need? Let us know! Rachel: [rachel@photofinale.com](mailto:rachel@photofinale.com)

