**Click Bid for Treasury**

Sales Reports and Funds Transfer Process from Click Bid to Chase Bank

Sales Reports

1. **Event Sales** - under main menu “Reports”
* Report shows **all sales** including silent auction bids + ticket sales
* Key fields shown by purchase
	+ Purchaser info.
	+ Purchase date
	+ Amount paid after credit fee
	+ Amount paid before credit fee
	+ Payment method
	+ Discount amount (if any)
	+ Payout date (corresponds to date funds are deposited to our bank account
1. **View Ticket Sales** - under menu “Event Tickets”
* Report shows all **ticket** **sales** specifically
* Key fields shown by purchase
	+ Purchaser info.
	+ Purchase date
	+ Amount paid after credit fee
	+ Amount paid before credit fee
	+ Payment method
	+ Discount amount (if any)
	+ Payout date (corresponds to date funds are deposited to our bank account

Event Admin Home Page

* “Event Total” under Event Totals section on page are gross sales (before discounts if applicable) for ticket revenue vs. Event Sales report under column “Amount” is after any discounts

Click Bid payment types

* Credit card subject to 3.6312% fee
* Check (purchaser is to send to personal check to Linda Gaines @ homes address or pay through **Chase Bill Pay** and check will be sent to Linda Gaines)
* Cash (**Zelle payment)**

Funds Transfer process from Click Bid to bank

1. Frequency - weekly on Wednesdays
2. Cut-off is Sunday prior to Wed. payout date
3. Only Credit card payment type are included in funds transfer
4. Included in funds transfer is difference between credit card fee charged to BBB = 3.5% and credit card fee charged to purchaser = 3.6312%