



Transactions Report

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The following report will allow you to report what products members have purchased and whether or not these members are paid or unpaid.

To access this report, select the **Reports** tab and select the **Finance** area. From there we will configure a **Transaction Report** and include the following fields:

- Product
- Payment For
- Item Cost
- Order Total
- Transaction Date
- Transaction Status
- Payment Date
- Transaction ID
- Payment Log ID

If you want to report on a specific product then you will need to filter the **PRODUCT** field to **EQUALS** and select a relevant product.

Transaction ID refers to the **invoice number** on a members transactions record within their profile.

Payment Log ID refer to the **receipt number** for an invoice within a members transactions record.
