



Transactions Report

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Overview

The Transaction Report will allow you to report on anything related to the transactions that have been processed in your database or through your Registration Forms, including which products members have purchased, whether or not members are paid or unpaid, which payment method the member used, and more.

Step-by-Step

Step 1: Head to the Reports section

In the left-hand menu, select **REPORTS**

The screenshot shows the GAMEDAY web interface for the Silverwood Sports Association. The left-hand navigation menu is visible, with the 'Reports' option highlighted with a red box. The main content area displays the association's details, including its name, address (185 Cremorne Street, Cremorne, VIC, AUSTRALIA, 3121), phone number (0390001000), and email (sophie@email.com). It also lists the President (Darryl Monk) and Administrator (Sophie Jones) with their contact information. Below this, there is a 'Stats' section with several empty charts for 'Members', 'Players by Gender', 'Coaches', 'Umpires', 'New Members', and 'Members registered via forms'. The 'Reports' option in the left-hand menu is highlighted with a red box.

Step 2: Open the Finance folder

Select the **FINANCE** tab to open a folder of finance-related reports

Reports

Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left. There are two types of reports present in the system.

Quick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.
Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

Quick Reports

- Quick Report: Funds Received From Braintree**
A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report. [Run](#)
- Quick Report: Transactions** [Run](#)
- Quick Report: Members in current Season** [Run](#)

Popular Reports

- Transactions**
Set your own parameters etc for reporting on Transactions. [Configure](#)
- Funds Received**
Set your own parameters etc for reporting on Transactions from which you have received funds. [Configure](#)

Step 3: Open the Transaction Report builder

Find the **Transaction Report** and click **CONFIGURE**

Finance

- Members
- Team App
- Teams
- Tribunal
- Venue

Quick Report: Funds Received From Braintree
A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report. [Run](#)

Quick Report: Transactions [Run](#)

Transactions
Set your own parameters etc for reporting on Transactions. [Configure](#)

Funds Received
Set your own parameters etc for reporting on Transactions from which you have received funds. [Configure](#)

Transactions Sold
Set your own parameters etc for reporting on Transactions that you have sold. [Configure](#)

Funds Received within Structure (Same Bank Account) - Braintree
Set your own parameters etc for reporting on Transactions from which levels below you have received funds into the Same Bank Account as yours. [Configure](#)

GD Invoices
Report to balance the GameDay monthly Payments Invoice. [Configure](#)

Step 4: Add any relevant fields to the report

Use the + button to add any fields onto the report from the left-hand field list into the central **Selected Fields** panel. The expansive list of fields available as part of the Transaction Report include transaction details, refund details, member details, custom field responses, contact

details, parent/guardian details and more

GAMEDAY Search... RS

Silverwood Sports Association

Return to Report Manager

Configure Report: Transactions

Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).
Different types of fields are available from different field groupings. Click the heading to open the group.
Click the 'Run Report' button to execute the report.

Find A Field: Transaction

- Item Cost
- Quantity
- Promo Code
- Line Item Discount
- Manual Receipt Reference
- Payment Type
- Payment Method
- Payment Gateway Reference

Selected Fields:

- Transaction ID (Filter: [input]) Remove
- Product (Filter: [input]) Remove
- Payment For (Filter: [input]) Remove
- Line Item Total (Filter: [input]) Remove

Run Report

Options:

Show: Unique Records Only Summary Data All Records

Sort by: National Number Ascending

Step 5: Run the report

When you're ready to run the report, use the **RUN REPORT** button at the bottom of the report builder

GAMEDAY Search... RS

Silverwood Sports Association

Find A Field: Transaction

- Refunds
- Personal Details
- Contact Details
- Parent/Guardian
- Other Fields
- Unlimited CFs

Selected Fields:

- Transaction ID (Filter: [input]) Remove
- Product (Filter: [input]) Remove
- Payment For (Filter: [input]) Remove
- Line Item Total (Filter: [input]) Remove
- Payment Log ID (Filter: [input]) Remove
- Transaction Date (Filter: [input]) Remove
- Payment Date (Filter: [input]) Remove
- Transaction Status (Filter: [input]) Remove

Run Report

Watch

Your browser does not support HTML5 video.
