Transactions Report

19/06/2025 1:53 pm AEST

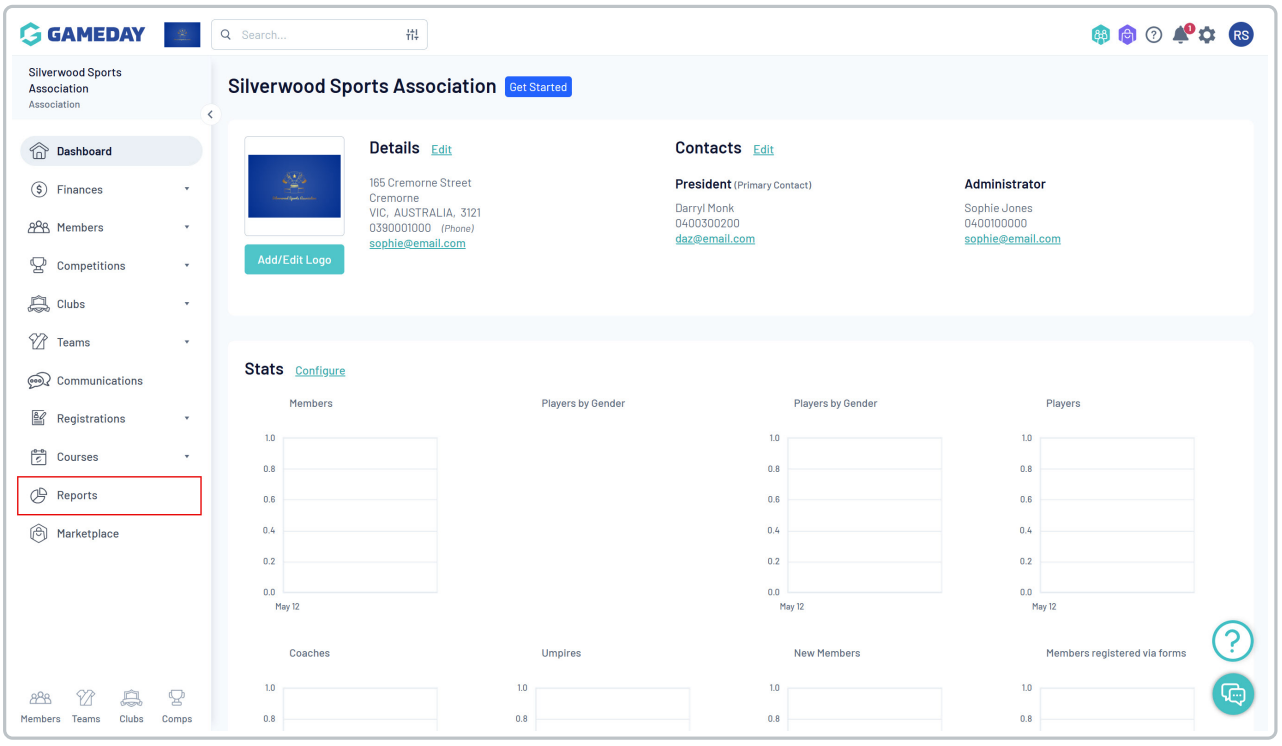
Overview

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

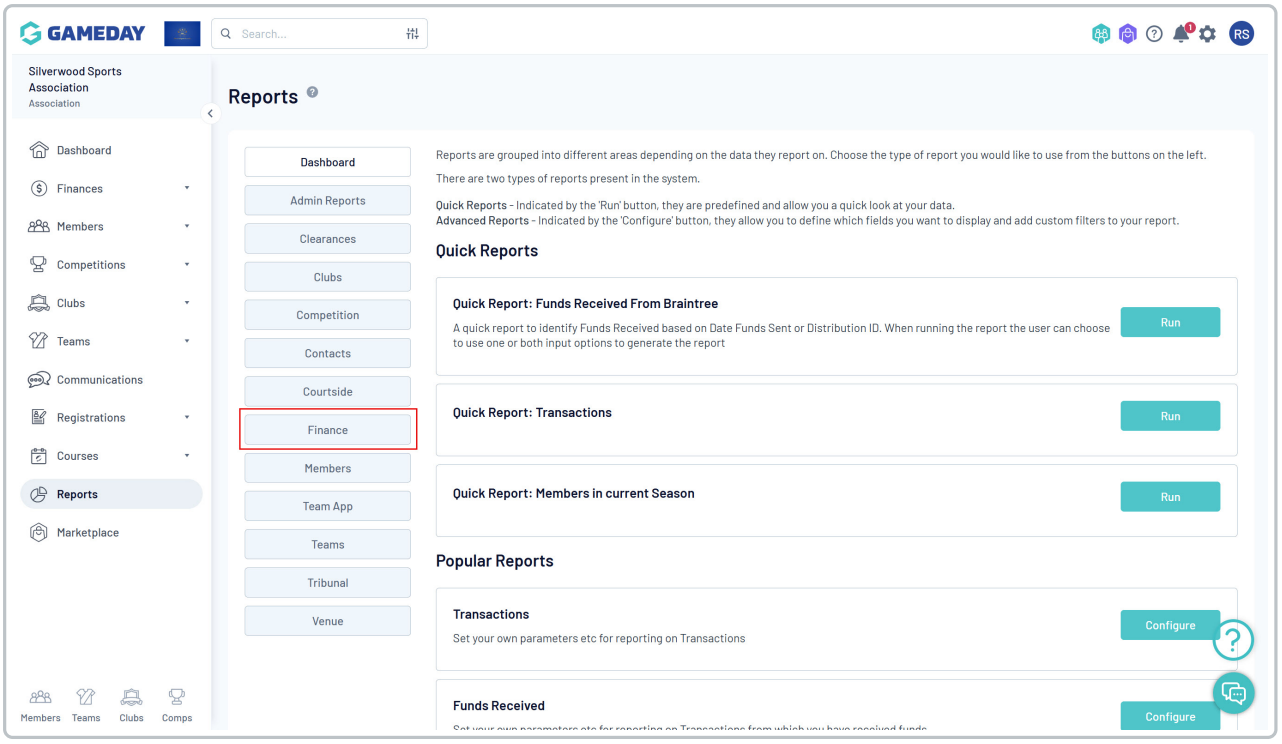
Step 1: Head to the Reports section

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



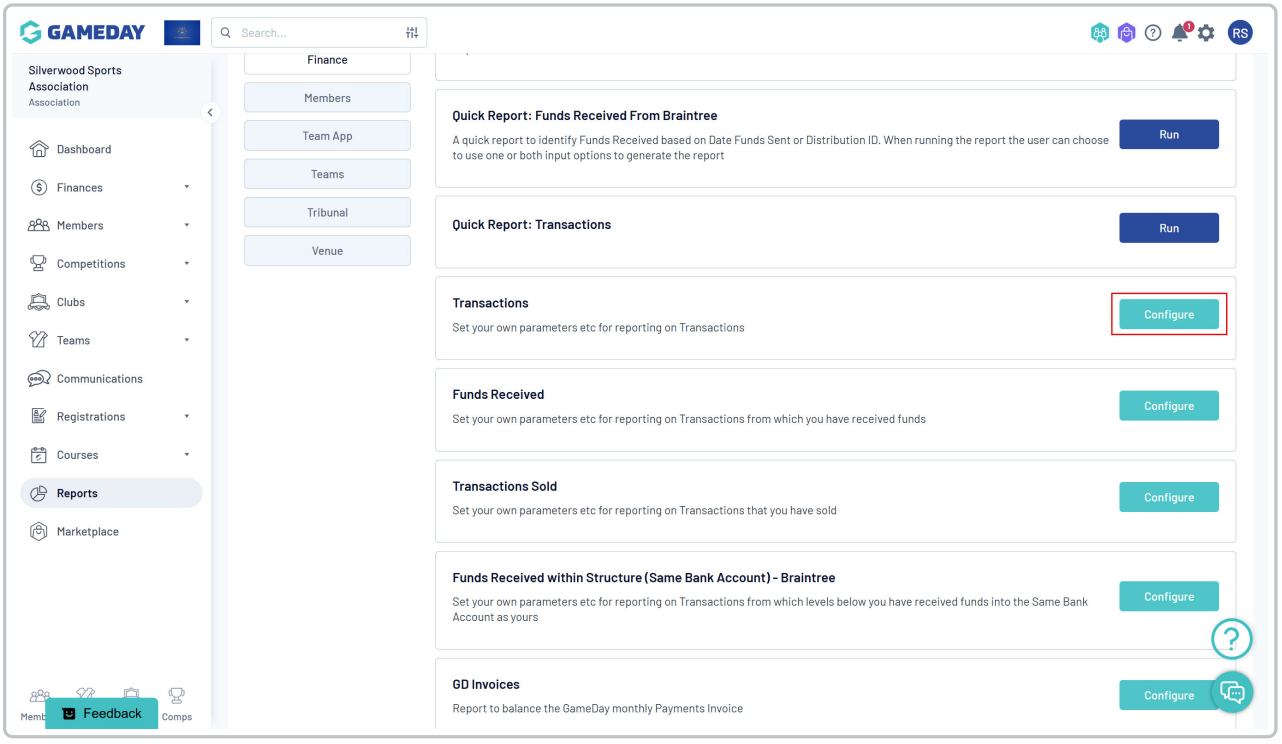
Step 2: Open the Finance folder

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



Step 3: Open the Transaction Report builder

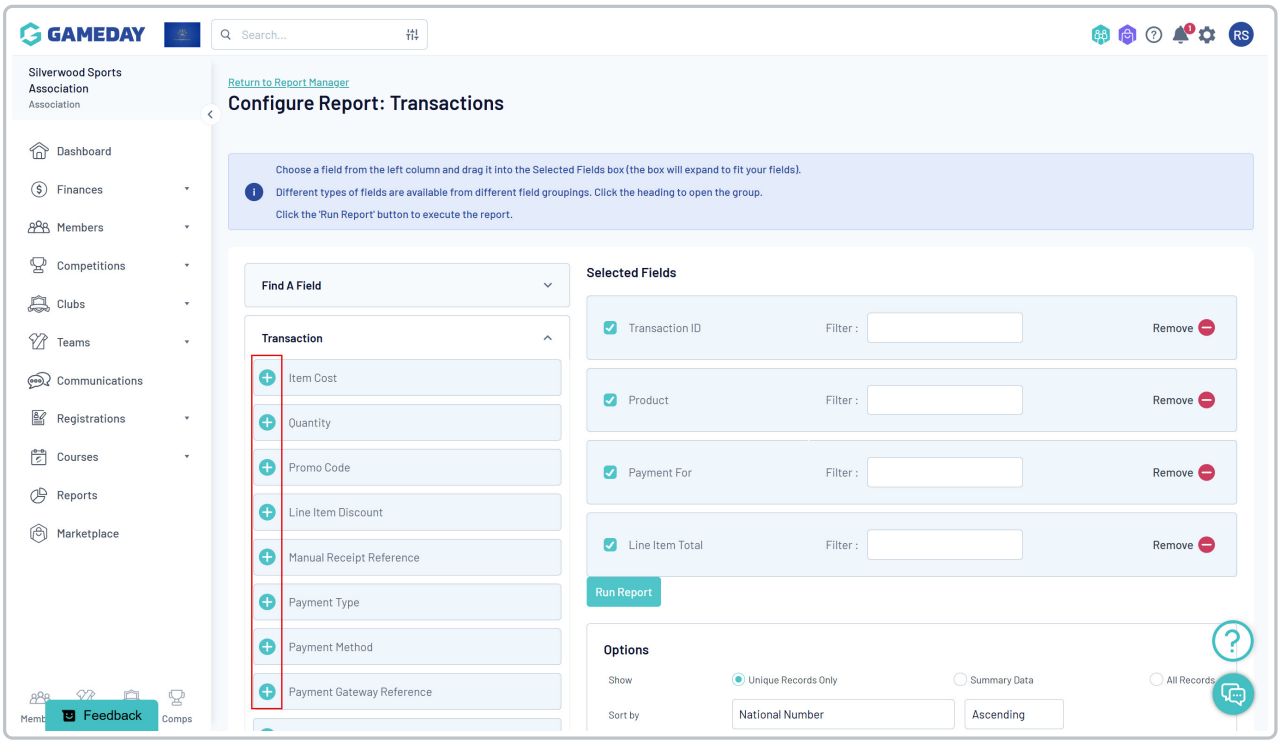
Find the **Transaction Report** and click **CONFIGURE**



Step 4: Add any relevant fields to the report

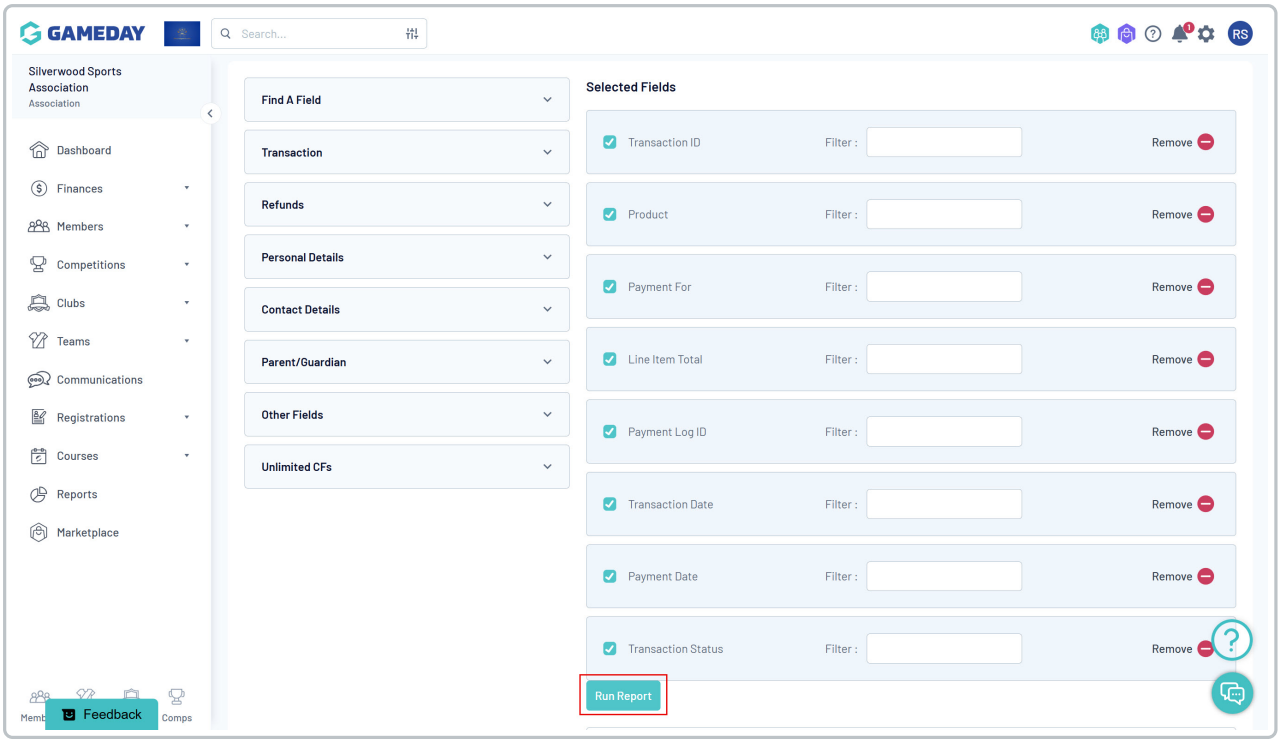
Use the **+** button to add any fields onto the report from the left-hand field list into the central **Selected Fields** panel.

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



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



Watch

Your browser does not support HTML5 video.