# **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

GAMEDAY	R Search	tt‡		🖗 🖗 🖗	📌 🌣 🖪
Silverwood Sports Association Association	Silverwood S	Sports Association Get Started			
Dashboard		Details <u>Edit</u>	Contacts Edit		
(\$) Finances	-	165 Cremorne Street Cremorne	President (Primary Contact)	Administrator	
898 Members	•	VIC, AUSTRALIA, 3121 0390001000 (Phone)	Darryl Monk 0400300200 daz@email.com	Sophie Jones 0400100000 sophie@email.com	
P Competitions	Add/Edit Logo	<u>sophie@email.com</u>		<u>Septiles citation</u>	
🛱 Clubs					
🗭 Teams					
	Stats Configu	re			
Registrations	Members *	Player	s by Gender Players by Ge	nder Players	
Courses	• 0.8		0.8	1.0	
🕑 Reports	0.6		0.6	0.6	
🕅 Marketplace	0.4		0.4	0.4	
	0.2		0.2	0.2	
	0.0 May 12		0.0 May 12	0.0 May 12	
	Coaches	Umpir	es New Member	s Members registered via forn	ns ?
28 V <u>a</u>		1.0	1.0	1.0	<b>G</b>
Members Teams Clubs C	omps 0.8	0.8	0.8	0.8	-

### Step 2: Open the Finance folder

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

GAMEDAY		Q Search	# # @ @ Ø 🍂 😨					
Silverwood Sports Association Association		Reports @						
💮 Dashboard		Dashboard	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.					
(\$) Finances	Ŧ	Admin Reports	Ouick Reports - Indicated by the Run button, they are predefined and allow you a quick look at your data.					
88 Members	×	Clearances	Advanced reports - indicated by the Comigure button, they allow you to define which neids you want to display and add custom niters to your report. Oulick Reports					
🖗 Competitions	*	Clubs						
🛱 Clubs	•	Competition	Quick Report: Funds Received From Braintree A quick report to identify Eurods Received based on Date Eurods Sent or Distribution ID. When running the report the user can choose Run					
🖓 Teams	*	Contacts	to use one or both input options to generate the report					
፼⊋ Communications		Courtside						
Registrations	٠	Finance	Quick Report: Transactions					
Courses	•	Members						
C Reports		Team App	Quick Report: Members in current Season Run					
创 Marketplace		Teams	Deputer Deporte					
		Tribunal						
		Venue	Transactions Configure					
			Set your own parameters etc. for reporting on transactions					
원임 선감 💭 Members Teams Clubs	Comps		Funds Received Set your own parameters at far reporting on Transactions from which you have received funds					

## Step 3: Open the Transaction Report builder

## Find the Transaction Report and click CONFIGURE

Ġ GAMEDAY	<u></u>	Q Search ł	11	) 🛊 🌵 🕥 🏟
Silverwood Sports		Finance		
Association Association	<	Members	Quick Report: Funds Received From Braintree	
Dashboard		Team App	A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choos to use one or both input options to generate the report	e Run
S Finances		Teams		
28 Members	÷	Tribunal	Quick Report: Transactions	Run
P Competitions	÷	Venue		
🛱 Clubs			Transactions	Configure
🖗 Teams	•		Set your own parameters etc for reporting on Transactions	
			Funds Received	
Registrations	*		Set your own parameters etc for reporting on Transactions from which you have received funds	Configure
Courses	•			
P Reports			Transactions Sold	Configure
Aarketplace				
			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
<u>88 - 97 - Ö</u>	Ŷ		GD Invoices	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	Q Sear	ch #1					🕸 🏟 ? Ք 🗘 🚯
Silverwood Sports Association Association	Return f	to Report Manager figure Report: Transactions					
Dashboard     S Finances     P     Aem Members	0	Choose a field from the left column and drag it in Different types of fields are available from differ Click the 'Run Report' button to execute the repo	to the Selecter ent field group rt.	I Fields box (the box will expand to fit y ngs. Click the heading to open the grou	bur fields). P.		
Competitions •		Find A Field	~	Selected Fields			
Clubs •		Transaction	^	Transaction ID	Filter :		Remove 😑
🙊 Communications	•	Item Cost					
Registrations *	•	Quantity		Product	Filter :		Remove
Courses •	•	Promo Code		Payment For	Filter :		Remove 😑
Reports	•	Line Item Discount					
i marketpiace	•	Manual Receipt Reference		Line Item Total	Filter :		Remove 😑
	•	Payment Type		Run Report			
	(	Payment Method		Options			?
	(	Payment Gateway Reference		Show 🔍 U	nique Records Only	Summary Data	

#### 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	<u>۹</u>	Search					🦚 🏟 🕐 🥠 🙉
Silverwood Sports Association Association	<	Find A Field	~	Selected	l Fields		
Dashboard		Transaction	~	<b>2</b> Ti	ransaction ID	Filter :	Remove 😑
Finances       Arr     Arr       Arr     Members	•	Refunds	~	P	roduct	Filter :	Remove 😑
P Competitions	·	Personal Details	~	P P	avment For	Filter :	Remove 🖨
🛱 Clubs	•	Contact Details	~				
Communications		Parent/Guardian	~	<b>0</b> U	ine Item Total	Filter :	Remove 😑
Registrations	• •	Other Fields	~	Z P	'ayment Log ID	Filter :	Remove 😑
C Reports		Unlimited CFs	~	<b>2</b> TI	ransaction Date	Filter :	Remove 😑
Harketplace				<b>2</b> P.	'ayment Date	Filter :	Remove 🖨
				<b>7</b>	ransaction Status	Filter :	Remove
APR V C	D nps			Run Rep	port		

# Watch

Your browser does not support HTML5 video.