Quick Report: Transactions

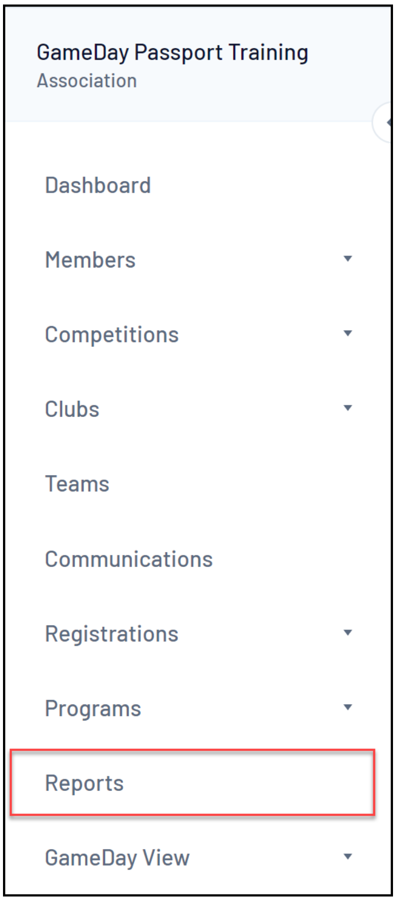
Last Modified on 27/03/2023 1:34 pm AEDT

The **Quick Reports: Transactions** option allows administrators to generate a quick and easy summary of the transactions that have been processed through their Passport database by Payment Date.

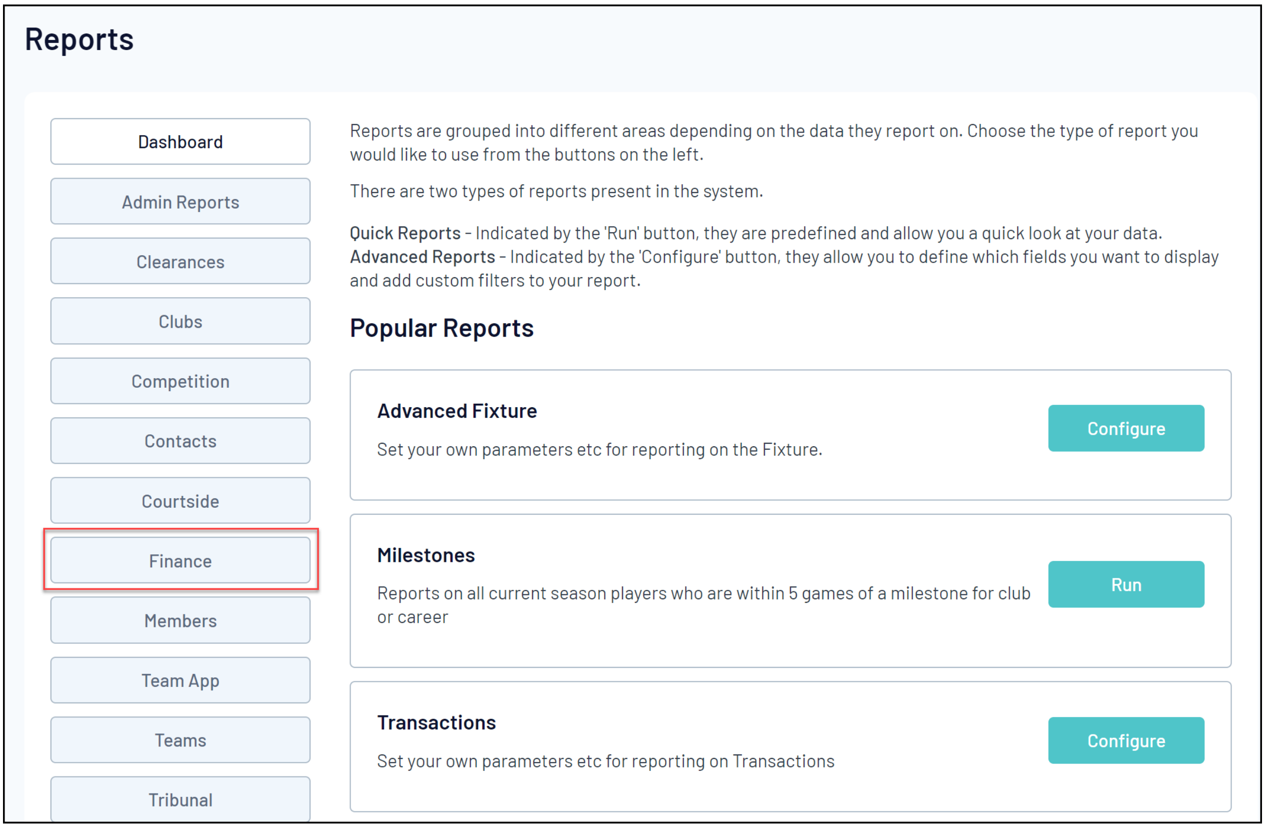
For advice on compiling reports and different reporting functions, as well as output options please see the Using Reports area - Using Reports

To access this report:

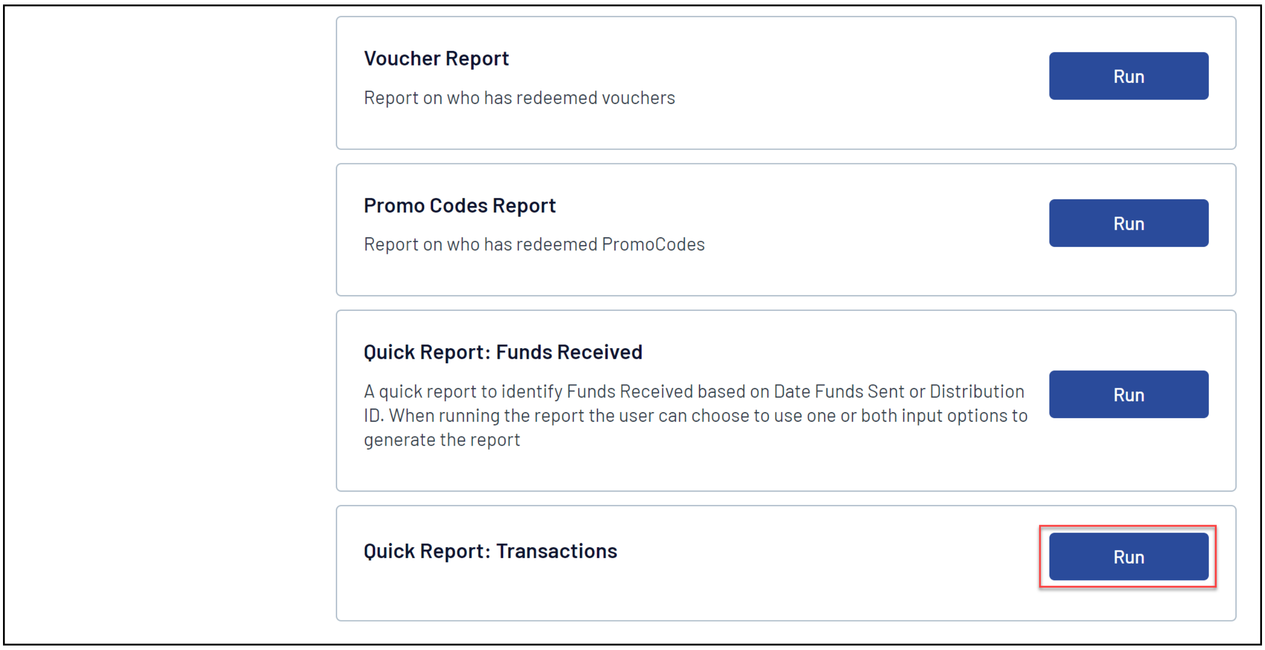
1. On the left-hand menu, click **REPORTS**



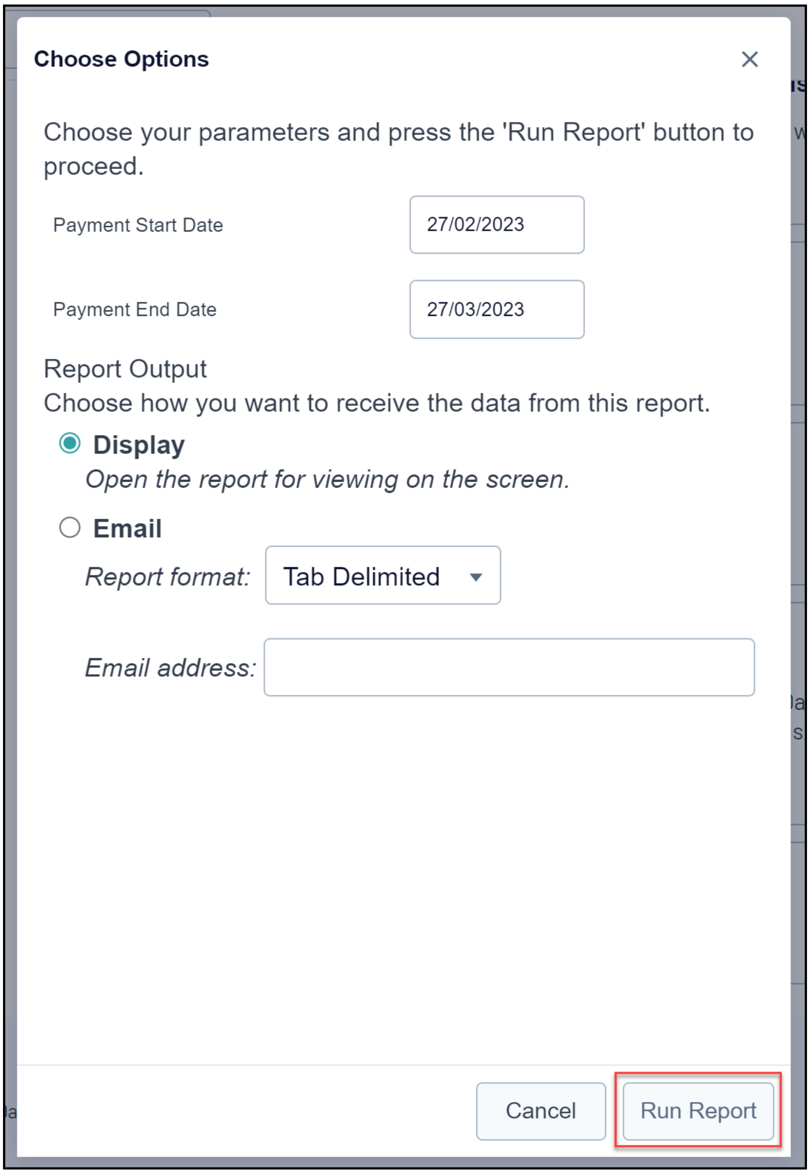
2. Select the **FINANCE** category



3. Find the **Quick Report: Transactions** option, and click **RUN**



4. Select your desired Payment Date range and display option, then click **RUN REPORT**



This report will provide you with a breakdown of all paid transactions processed within your specified date range, and will provide the following information for each identified transaction:

- Transaction ID
- Product
- Amount Paid
- Date Paid
- National Number
- Member Name