



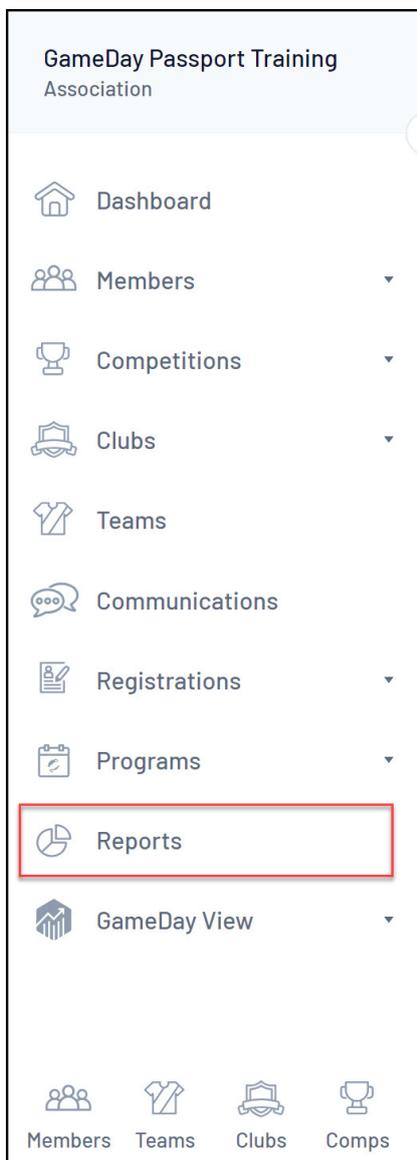
## Advanced Contract Report

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If your sport is using Contract Management features through GameDay Passport, you can run a report on your organisation's contracts using the **Advanced Contracts Report**.

To run an Advanced Contracts Report:

1. From your organisation dashboard, click the **REPORTS** option in the left-hand menu



2. Select the **CONTRACTS** category

**Reports** [Help](#)

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Finance

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**  
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](#)

3. Next to the Advanced Contracts Report, click **CONFIGURE**

**Reports** [Help](#)

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**Contracts**

**Advanced Contracts Report**  
Set your own parameters etc for reporting on Contracts [Configure](#)

4. This report allows you to report on contract information including contract dates, status, approval date, club/association affiliations, member details and uploaded documents, which can be added to the report by selecting the ADD button on the relevant field in the left-hand field list.

The screenshot shows a report configuration interface. On the left, under the 'Contract Details' section, a red box highlights the 'Contract ID' field. On the right, the 'Selected Fields' section lists six fields: Member ID, Contract Name, Type, Contract Start, and Contract End, each with a filter input and a 'Remove' button. A teal 'Run Report' button is located at the bottom of the 'Selected Fields' section.

5. Once you've added your fields to the report, click **RUN REPORT**

This screenshot is identical to the one above, but with a red box highlighting the teal 'Run Report' button at the bottom of the 'Selected Fields' section.

For more information on building custom reports, click [here](#).