



# GAMEDAY

## Transactions Sold Report

Last Modified on 18/09/2024 10:06 am AEST

### Overview

The Transactions Sold report allows administrators to build a customised report to track any transactions that have been processed using products owned by their specific organisation

**Note:** This report is different from the Transaction Report, which presents a complete listing of all transaction processed across any product in your organisation or any organisations below you in your hierarchy

### Step-by-Step

#### Step 1: Open the Transactions Sold report

In your GameDay Passport database, go to **Reports > Finance >** find the **Transactions Sold** report, then click **CONFIGURE**

#### Step 2: Decide which fields you want on your report

You can add fields to the report by clicking the **+** button on the left-hand side to add each field into the **Selected Fields** section. You can choose from any of the fields below:

- Payment Log ID
- Payment Type
- Payment Gateway Reference
- Total Amount Paid
- Payment For
- Split Level
- Split Amount
- Product Type

#### Step 3: Run the report

Once you're satisfied with your report, click **RUN REPORT**, and it will open in a new tab

#### Step 4 (optional): Export and/or save the report

You can export your report by setting the **Report Output** to **'Email'**, then choosing **CSV** as

the file format and entering your email address in the space provided - [Learn More](#)

If you want to save the report to use on an ongoing basis without having to rebuild the whole thing again, you can use the save option at the bottom of the report builder - [Learn More](#)

## Watch

Your browser does not support HTML5 video.

---