

Transaction Report

25/03/2025 1:13 pm AEDT

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 Silverwood Sports Association


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Silverwood Sports Association [Get Started](#)

Details [Edit](#)

 165 Cremorne Street
Cremorne
VIC, AUSTRALIA, 3121
0390001000 (Phone)
sophie@email.com

[Add/Edit Logo](#)

Contacts [Edit](#)

President (Primary Contact)
Darryl Monk
0400300200
daz@email.com

Administrator
Sophie Jones
0400100000
sophie@email.com

Stats [Configure](#)

Members

Players by Gender

Players by Gender

Players

Coaches

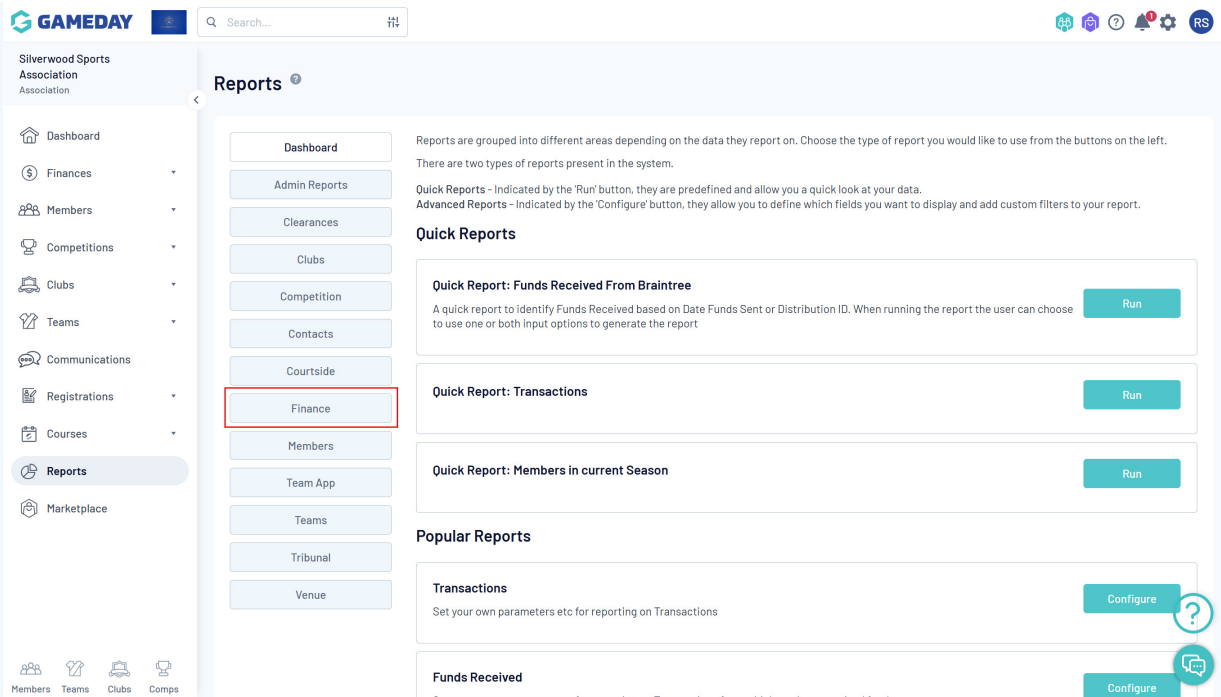
Umpires

New Members

Members registered via forms

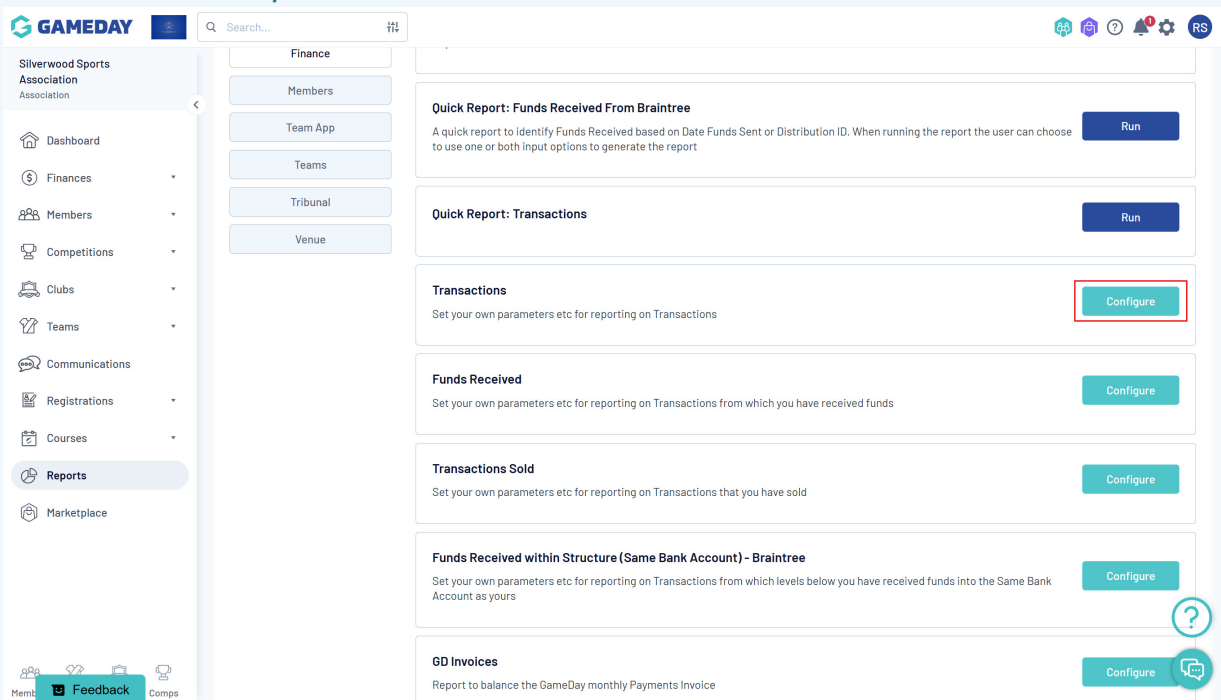
Step 2: Open the Finance folder

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

Silverwood Sports Association
Association

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Configure Report: Transactions

Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).

Different types of fields are available from different field groupings. Click the heading to open the group.

Click the "Run Report" button to execute the report.

Find A Field

Transaction

- + Item Cost
- + Quantity
- + Promo Code
- + Line Item Discount
- + Manual Receipt Reference
- + Payment Type
- + Payment Method
- + Payment Gateway Reference

Selected Fields

✓ Transaction ID Filter : Remove

✓ Product Filter : Remove

✓ Payment For Filter : Remove

✓ Line Item Total Filter : Remove

Run Report

Options

Show

- Unique Records Only
- Summary Data
- All Records

Sort by

- National Number
- Ascending

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.

