

Quick Report | Funds Received

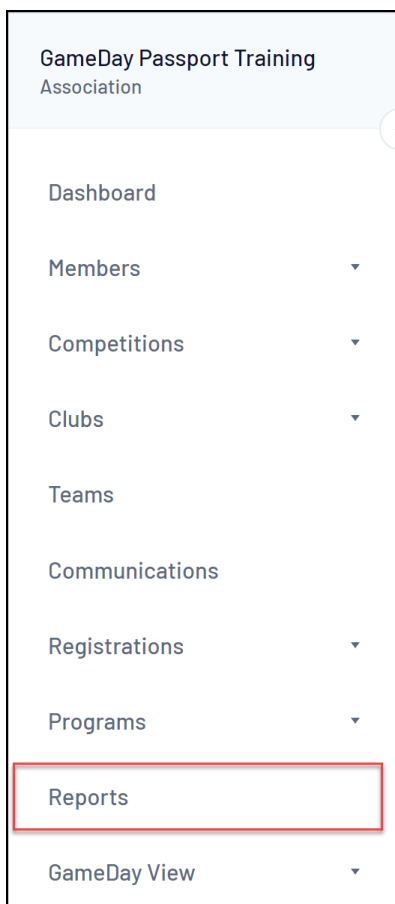
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Overview

The **Quick Report: Funds Received** option is an easy way to identify Funds Received based on Date Funds Sent or Statement Description. When running the report, the user can choose to use one or both input options to generate the report.

Step-by-Step

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



2. Select the **FINANCE** category

Reports

- Dashboard
- Admin Reports
- Clearances
- Clubs
- Competition
- Contacts
- Courtside
- Finance**
- Members
- Team App
- Teams
- Tribunal

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.

Popular Reports

Advanced Fixture Configure
Set your own parameters etc for reporting on the Fixture.

Milestones Run
Reports on all current season players who are within 5 games of a milestone for club or career

Transactions Configure
Set your own parameters etc for reporting on Transactions

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

Voucher Report Run
Report on who has redeemed vouchers

Promo Codes Report Run
Report on who has redeemed PromoCodes

Quick Report: Funds Received Run
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

Quick Report: Transactions Run

4. Select your desired date range, Distribution ID (optional) and display option, then click **RUN REPORT**

Choose Options

Choose your parameters and press the 'Run Report' button to proceed.

Received Start Date

Received End Date

Distribution ID

Report Output
Choose how you want to receive the data from this report.

Display
Open the report for viewing on the screen.

Email
Report format:

Email address:



Note: Distribution ID is unique for each lump sum payment your organisation receives as part of GameDay's weekly settlement process. This can be found on your bank statement.

This report will provide you with a breakdown of the transactions which were settled into your account, and will provide the following information:

- **Invoice ID:** The unique identification number assigned to an overall payment record
- **Transaction ID:** The unique identification number assigned to each individual product purchased
- **Product Name:** The name of the product that was purchased as part of this transaction
- **Date Paid:** The date the transaction was processed
- **Date Funds Sent:** The date these funds were settled to your bank account
- **Distribution ID:** The unique identifier for each lump sum payment to your organisation
- **Line Item Total:** The total price paid by the registrant for this transaction

- **Money Received (after fees):** The amount deposited into your account per transaction after the deduction of GameDay processing fees
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