



Quick Report | Transactions

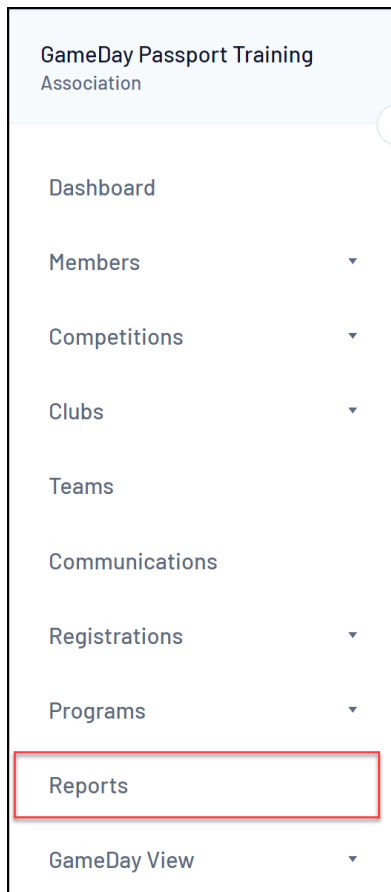
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The **Quick Reports: Transactions** option allows administrators to generate a quick and easy summary of the transactions that have been processed through their Passport database by Payment Date.

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

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

Set your own parameters etc for reporting on the Fixture.

Configure

Milestones

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

Run

Transactions

Set your own parameters etc for reporting on Transactions

Configure

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

Voucher Report

Report on who has redeemed vouchers

Run

Promo Codes Report

Report on who has redeemed PromoCodes

Run

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

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

Choose Options ×

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

Payment Start Date

Payment End Date

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:

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
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