

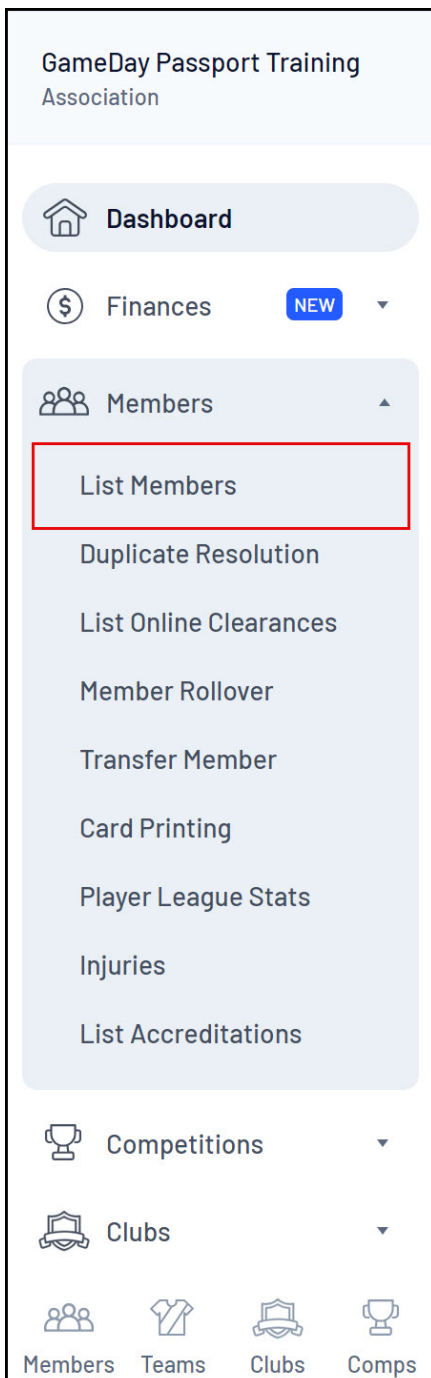


How do I view the details of a member's transaction?






Last Modified on 24/04/2024 1:18 pm AEST

Through your GameDay Passport membership database, you can view the details of a specific member's transaction by following the steps below:

1. In the left-hand menu, click **Members > LIST MEMBERS**



2. Click the **VIEW** button on the left-hand side of the relevant member's record

Active in Association	Legal Firstname	Family name	Date of Birth	Gender at Birth	Telephone Number (Mobile)
	Reuben	Adams	24/01/2010	Male	
	Tony	Allman	16/07/2015	Male	
	Paula	Alvarado	17/09/2000	Female	
	Cecilia	Anderson	11/09/2002	Female	
	Colton	Bailey	21/02/2010	Male	

3. Click **TRANSACTIONS** in the left-hand menu

Reuben Adams
Member

Reuben Adams

Member Summary [Edit](#)

Gender at Birth: Male

Date of Birth: 24/01/2010

Nationality: AUSTRALIA

Identification

Passport Nationality

Birth Certificate Number

Other Details

Country of Birth

- Dashboard
- Types
- Accreditations
- Transactions**
- Tags
- Medical
- Tribunal
- Clearances
- Member History
- Statistics

Members Teams Clubs Comps

Transaction records can have up to three clickable options containing different sets of data (depending on whether they've been paid or not)



- Clicking the **VIEW** button on a transaction record displays general information, including the

product and quantity purchased, the amount paid, and any custom notes added by an administrator

[ADD TRANSACTION](#)

Transactions

Filter by:

Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
 19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record	<input checked="" type="checkbox"/>	Paid by cash at fa...	View Receipt
 20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	<input type="checkbox"/>		

[List All Payment Records](#)

Transactions

To modify this information change the information in the boxes below and when you have finished press the **'Update Transaction'** button.

Note: All boxes marked with a * are compulsory and must be filled in.

Details

Product*

Amount Due 50.00

Date Paid 04/09/2023

Quantity

Paid?

Delivered?

Notes

[Update Transaction](#)

- Clicking the **VIEW PAYMENT RECORD** option displays more detailed information, including the date paid, payment method and unique payment references (if paid online)

[ADD TRANSACTION](#)

Transactions

Filter by:
All

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record	<input type="checkbox"/>	Paid by cash at fa...	View Receipt
	20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	<input type="checkbox"/>		

[List All Payment Records](#)

[Delete Payment Record](#)

Payment Record

Payment Summary

Payment Reference Number	29439160
Payment By	Reuben Adams
Amount Paid	\$ 50.00
Date Paid	04/09/2023 12:00 AM
Payment Status	Paid
Payment Type	Cash

- Clicking the **VIEW RECEIPT** option displays on your browser an itemised payment receipt covering the purchase

[ADD TRANSACTION](#)

Transactions

Filter by:
All

	Order Item ID	Product	Quantity	Assoc Name	Amount	Start	End	Status	Payment Record	Pay	Notes	Payment Receipt
	19700416	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00	04/09/2023		Paid	View Payment Record	<input type="checkbox"/>	Paid by cash at fa...	View Receipt
	20944622	Association Fees-2022/2023 ...	1	GameDay Pa...	50.00			Unpaid	Delete Transaction	<input type="checkbox"/>		

[List All Payment Records](#)



Payment Receipt

GameDay Passport Training

Receipt No. 29439160

Payment Date: 04/09/2023 12:00 AM

Payment Type: Cash

Payment Method:

Payment for	Item ID	Qty	Product	Cost
Reuben Adams	1197004161	1	2022/2023 Age 08 Membership Fee	\$50.00
Payment Total				\$50.00