How do I see a list of my organisation's transactions?

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Overview

Any organisation taking payments through our online payment gateway, or manually recording payments against a member's record can see a complete list of transactions directly through their GameDay Passport database, giving a brief summary of the information associated with each transaction including a reference number, transaction date, member name, amount paid and payment method.



Note: If you are looking for a list of your organisation's transactions with more expansive, customisable data, please take a look at our Transaction Report feature

Step-by-Step

Step 1: Navigate to the Manage Finances section

In the left-hand menu of your Passport database, open the Finances menu, then click MANAGE FINANCES

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GameDay Basketball Association Association	GameDay Basketball Associatio	n Get Started				
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(§) Finances Manage Finances Financial Settings	Add/Edit Logo	0	President (Primary Contact) Test SportingPulse x@y.com Secretary Test Bell	Vice President SP Testing	Treasurer Tested SPulse	
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Step 2: Find the Transactions tab

On the Transactions tab, you will see a list of all your organisation's transactions with some basic information

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0	Transactions listed below wi	ill display any transactions pr	rocessed within the last 12 months. To	find transactions more that	n 12 months, please utilise the finance tr	ansaction reports.	
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Watch

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