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.

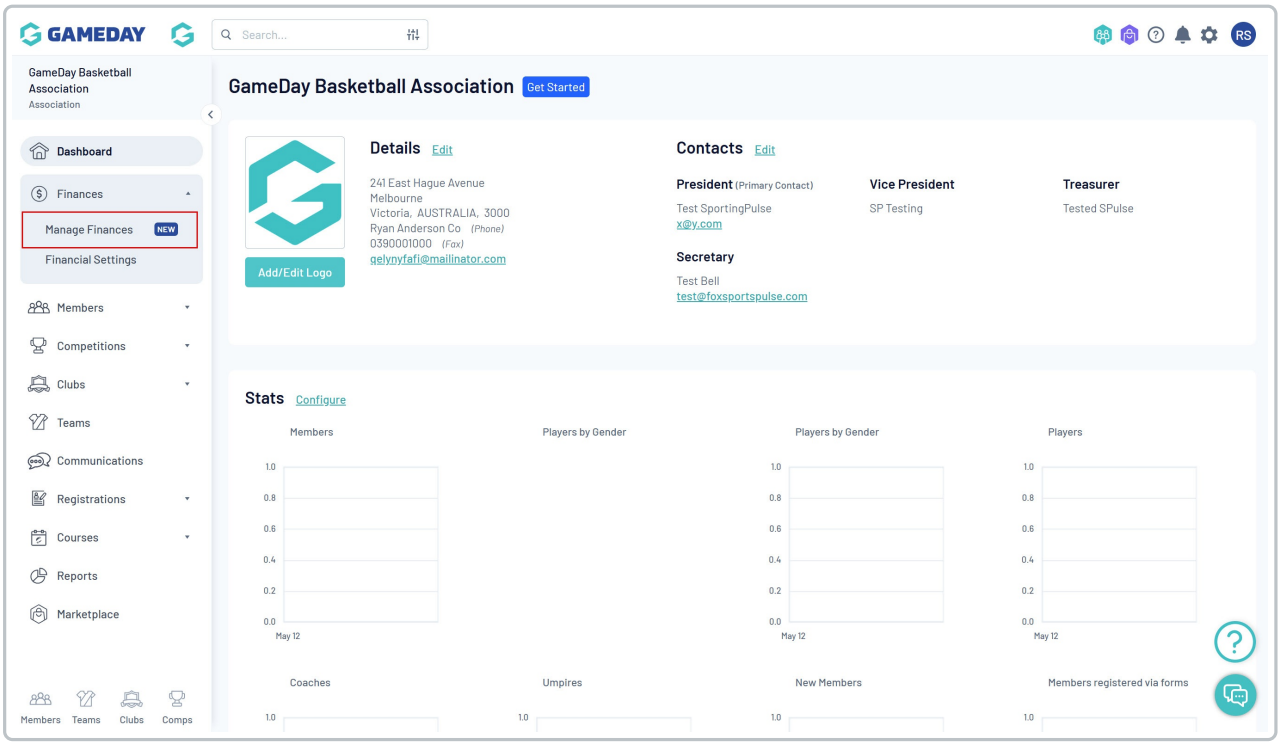
> **Note**: If you are looking for a list of your organisation's transactions with more expansive, customisable data, please take a look at our Transaction Report feature

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Step-by-Step

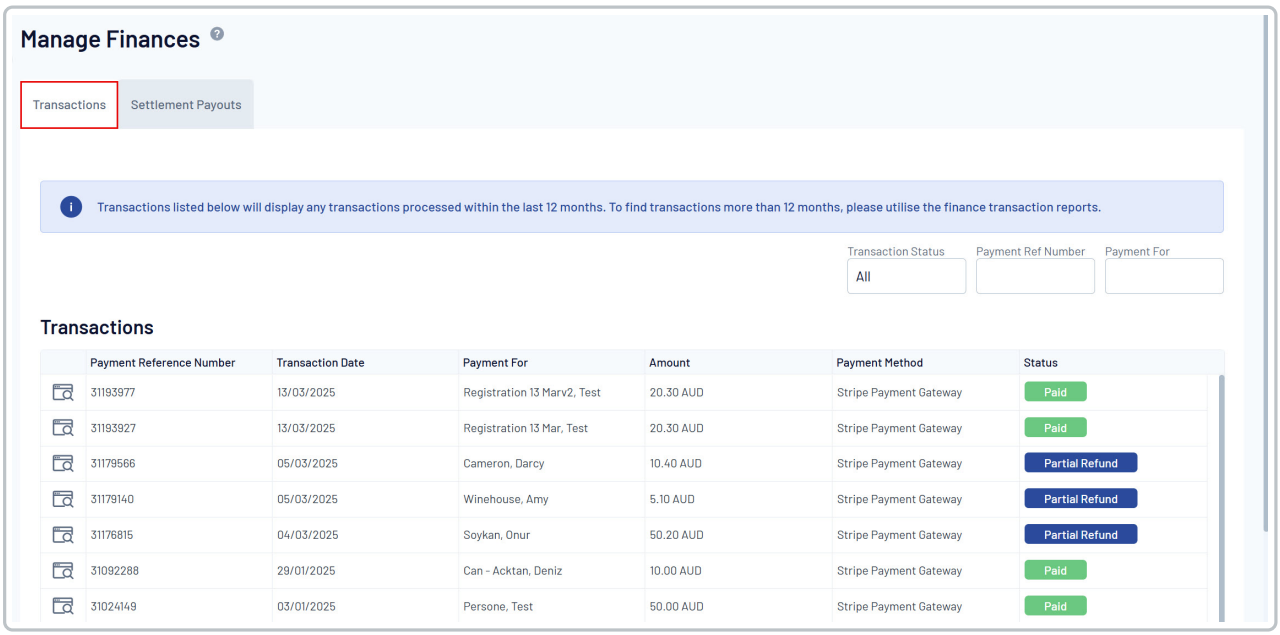
Step 1: Navigate to the Manage Finances section

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



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



Watch

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