



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

Last Modified on 02/10/2024 10:38 am AEST

## 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**

### 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

Your browser does not support HTML5 video.

---