



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**

The screenshot displays the GameDay Passport database interface for the GameDay Basketball Association. The left-hand navigation menu is visible, with the 'Finances' menu expanded and 'Manage Finances' highlighted with a red box. The main content area shows the 'Manage Finances' section, which includes a 'Details' tab with contact information for the association, a 'Contacts' tab with roles like President, Vice President, and Treasurer, and a 'Stats' section with various charts and graphs.

GameDay Basketball Association [Get Started](#)

Details [Edit](#)

241 East Hague Avenue
Melbourne
Victoria, AUSTRALIA, 3000
Ryan Anderson Co (Phone)
0390001000 (Fax)
gelynyfafi@mailinator.com

Contacts [Edit](#)

President (Primary Contact)
Test SportingPulse
x@y.com

Vice President
SP Testing

Treasurer
Tested SPulse

Secretary
Test Bell
test@foxsportspulse.com

Stats [Configure](#)

Members
Coaches
Umpires
New Members
Members registered via forms

Players by Gender
Players by Gender
Players

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

Manage Finances ²

Transactions Settlement Payouts

i Transactions listed below will display any transactions processed within the last 12 months. To find transactions more than 12 months, please utilise the finance transaction reports.

Transaction Status: Payment Ref Number: Payment For:

Transactions

	Payment Reference Number	Transaction Date	Payment For	Amount	Payment Method	Status
	31193977	13/03/2025	Registration 13 Marv2, Test	20.30 AUD	Stripe Payment Gateway	Paid
	31193927	13/03/2025	Registration 13 Mar, Test	20.30 AUD	Stripe Payment Gateway	Paid
	31179566	05/03/2025	Cameron, Darcy	10.40 AUD	Stripe Payment Gateway	Partial Refund
	31179140	05/03/2025	Winehouse, Amy	5.10 AUD	Stripe Payment Gateway	Partial Refund
	31176815	04/03/2025	Soykan, Onur	50.20 AUD	Stripe Payment Gateway	Partial Refund
	31092288	29/01/2025	Can - Acktan, Deniz	10.00 AUD	Stripe Payment Gateway	Paid
	31024149	03/01/2025	Person, Test	50.00 AUD	Stripe Payment Gateway	Paid

Watch

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