Refund Reporting

Last Modified on 11/03/2025 2:27 pm AEDT

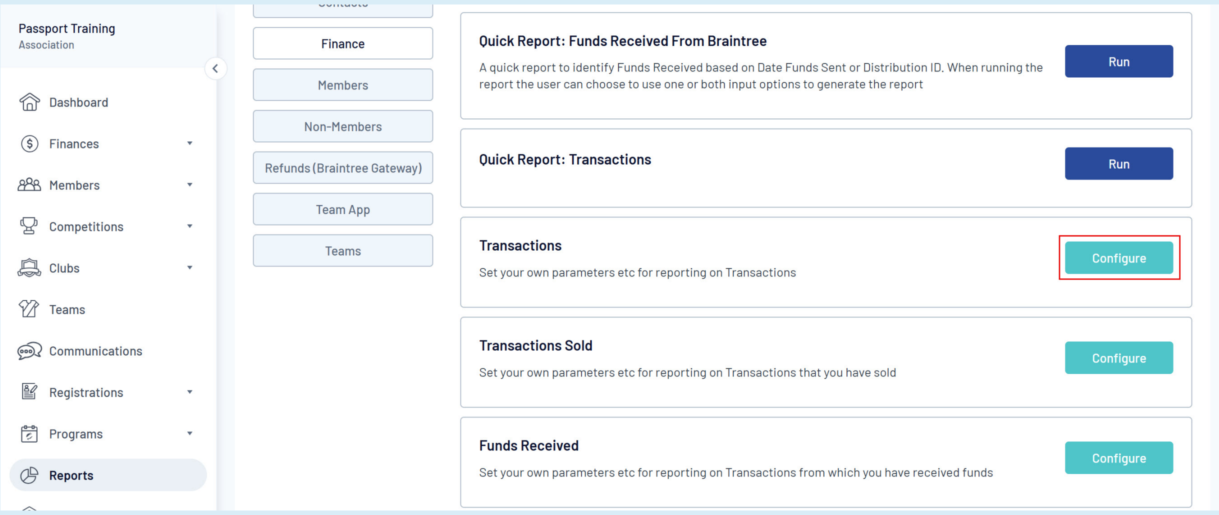
Overview

If you need to pull a report of any refunds you have processed through your Passport database, you can do so by adding refund-related fields onto a **Transaction Report**.

Step-by-Step

Step 1: Open the Transaction report

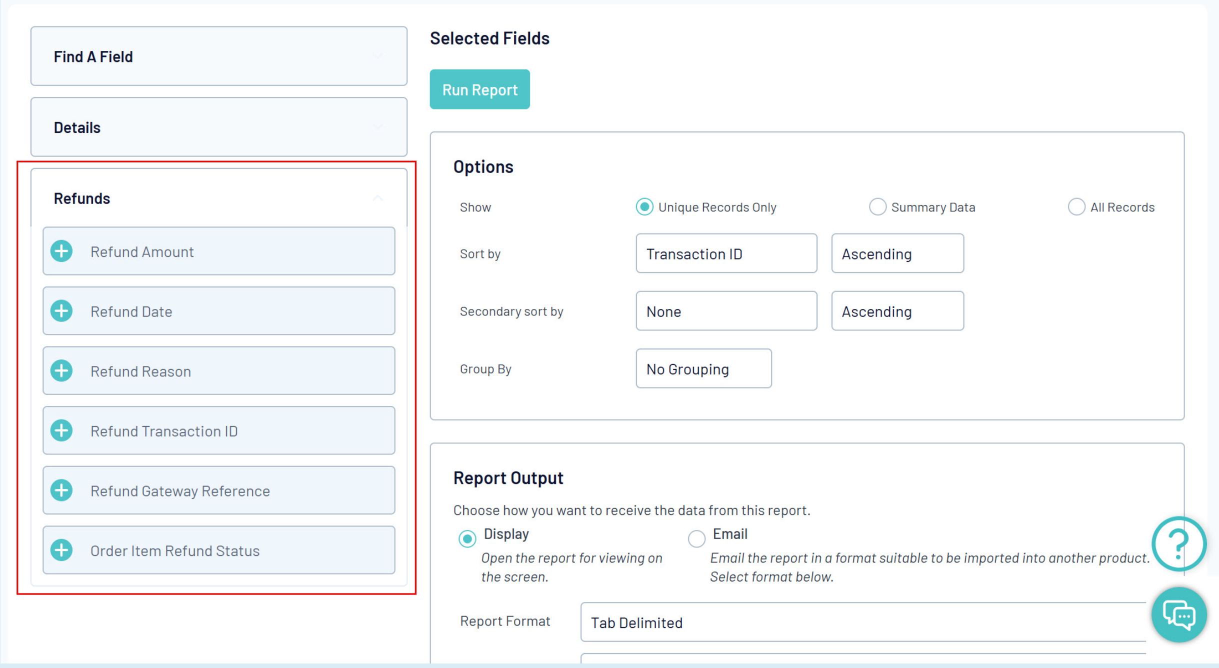
In your GameDay Passport database, go to **Reports** > **Finance** > find the **Transaction** report, then click **CONFIGURE**



Step 2: Add any refund-related field to the report

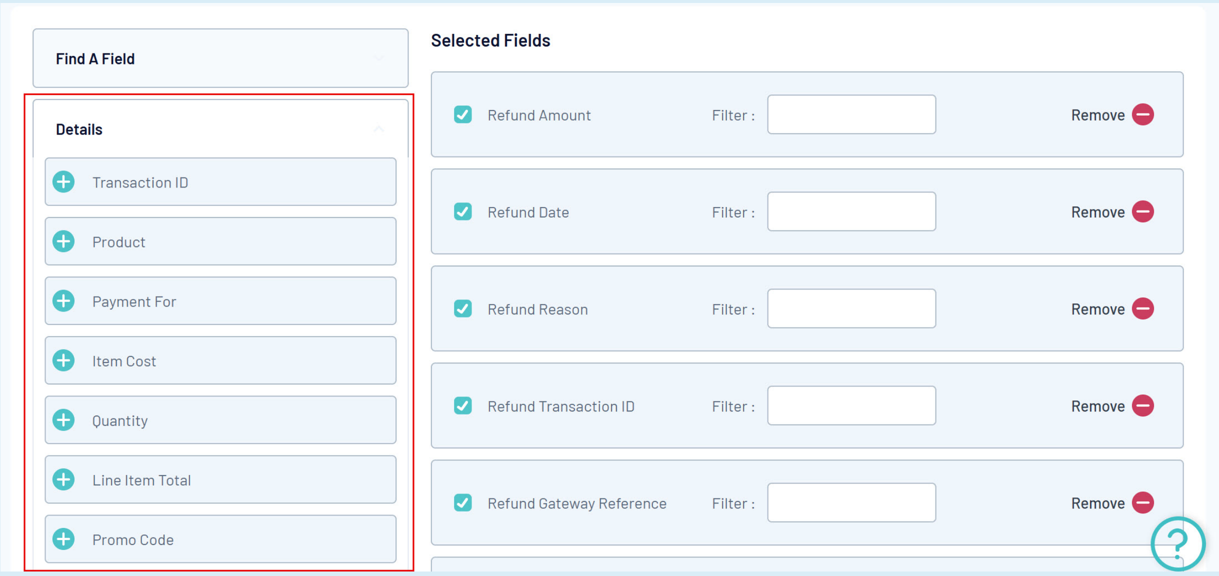
In the Refunds tab, you will find some refund-related fields that you can add to the report. You can add fields to the report by clicking the **+** button on the left-hand side to add each field into the **Selected Fields** section.

Tip: If you want to refine the list to only show transactions that have been refunded, apply a filter of '**Is Not Blank**' on any of the refund fields



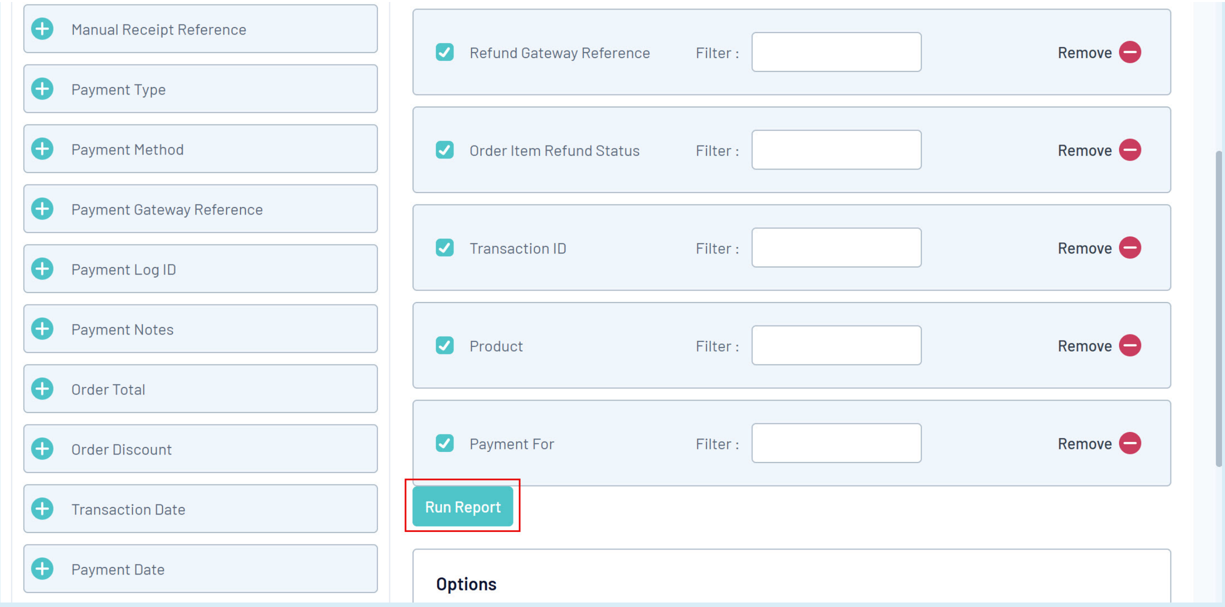
Step 3 (optional):Add any other fields you might want to report on

In the **Details** tab, you can add any other transaction-related fields to the report if necessary



Step 4: Run the report

Once you're satisfied with your report, click **RUN REPORT**, and it will open in a new tab



Step 5 (optional): Export and/or save the report

You can export your report by setting the **Report Output** to '**Email**', then choosing **CSV** as the file format and entering your email address in the space provided - Learn More

If you want to save the report to use on an ongoing basis without having to rebuild the whole thing again, you can use the save option at the bottom of the report builder - Learn More

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