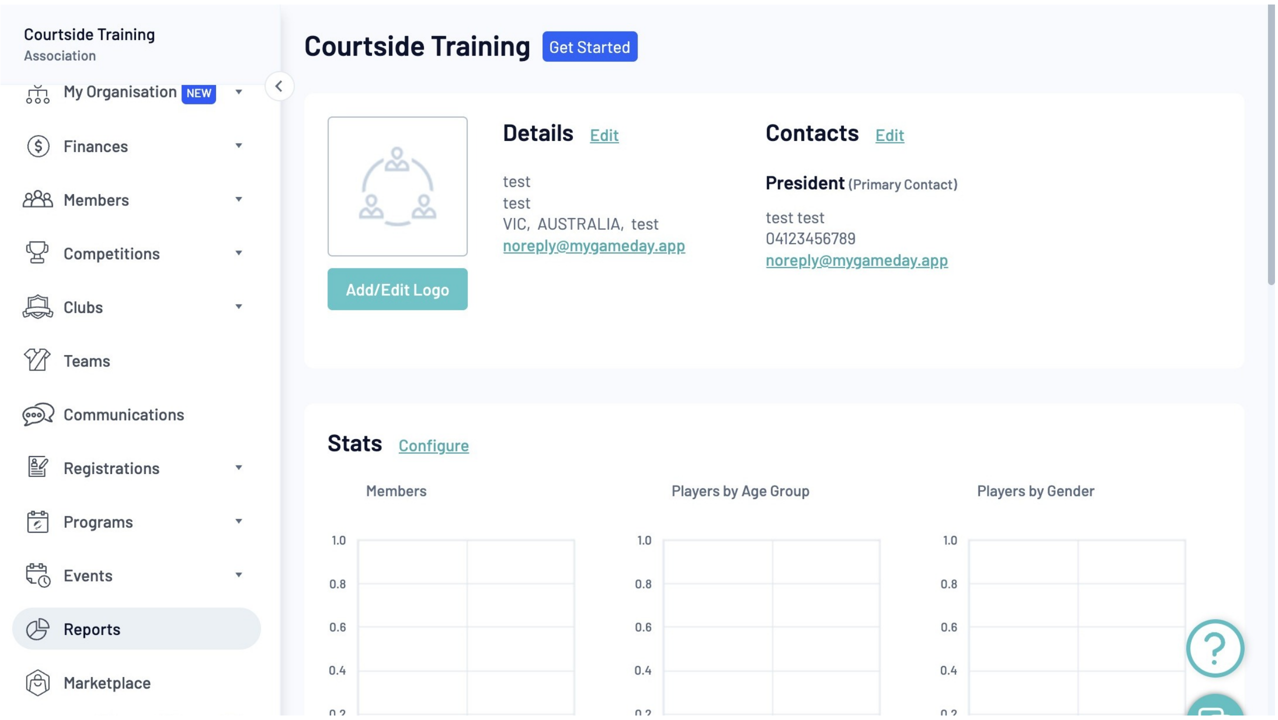
How do I report on instalment payments for my Organisation?

02/03/2026 10:52 am AEDT

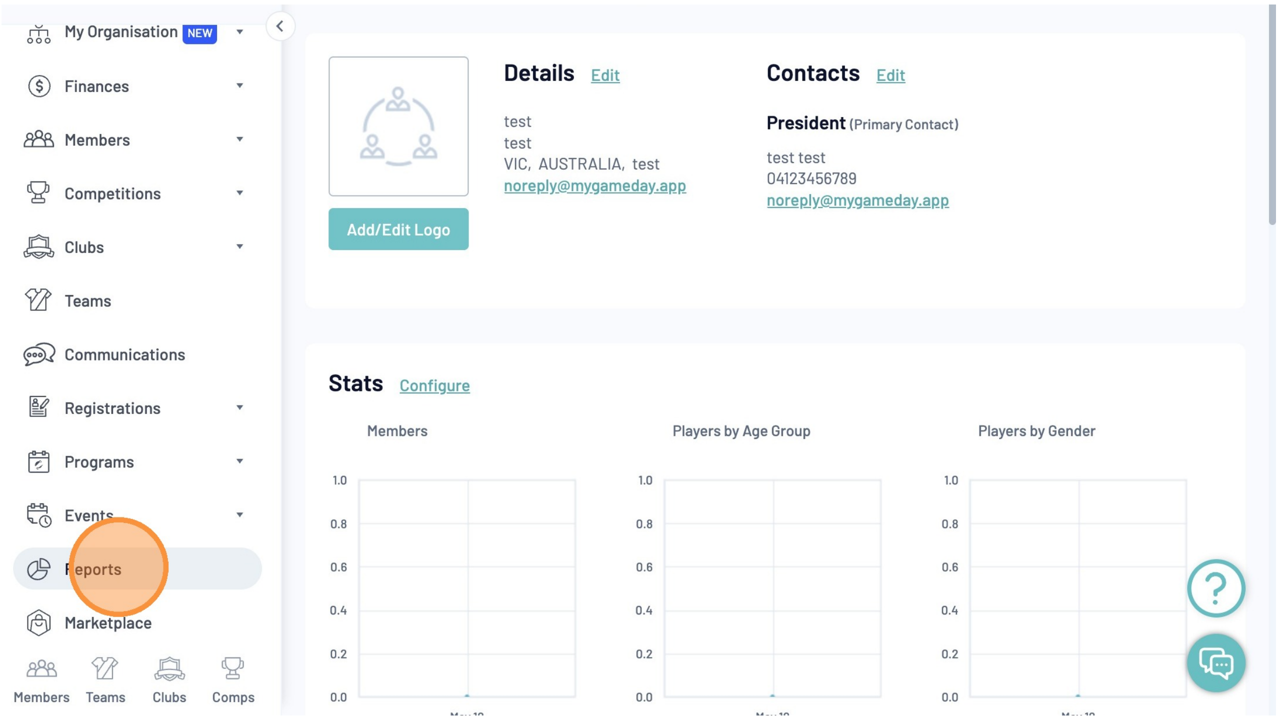
All instalment plans can be reported on from within the GameDay Reporting Tool.

To report on the instalment plans, please follow the steps below:

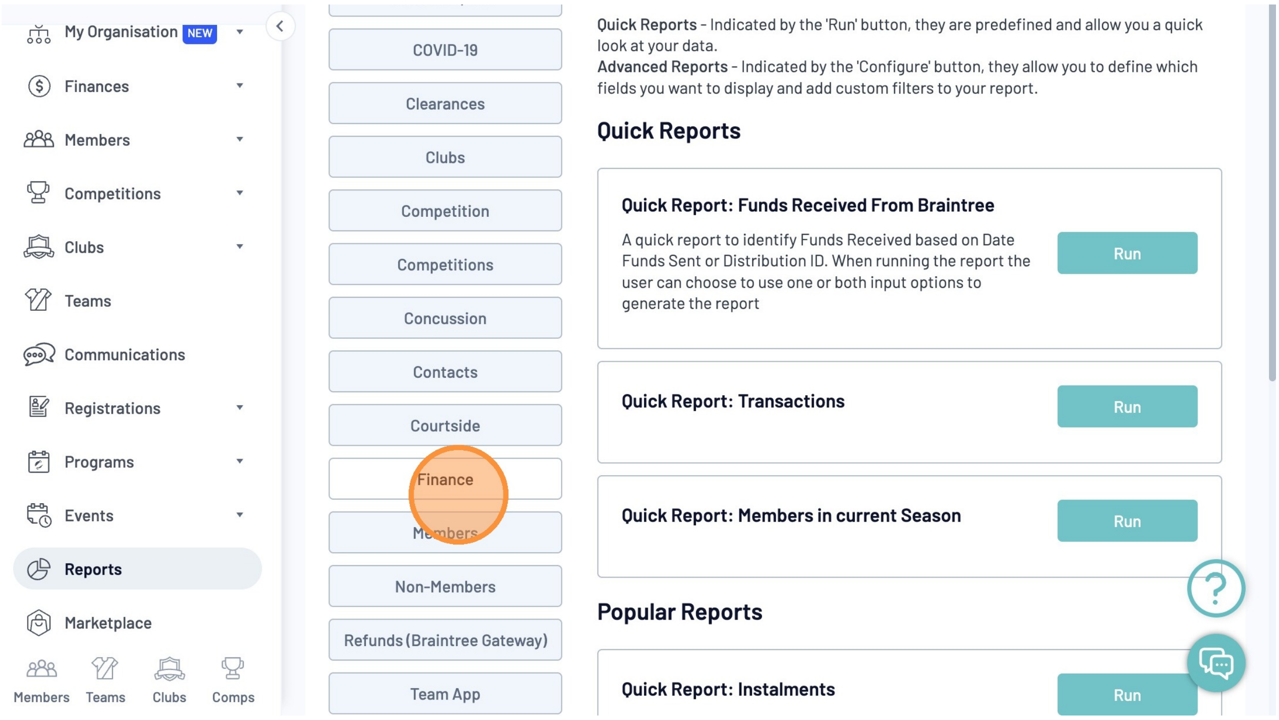
1. Log in to your GameDay Organisation Dashboard



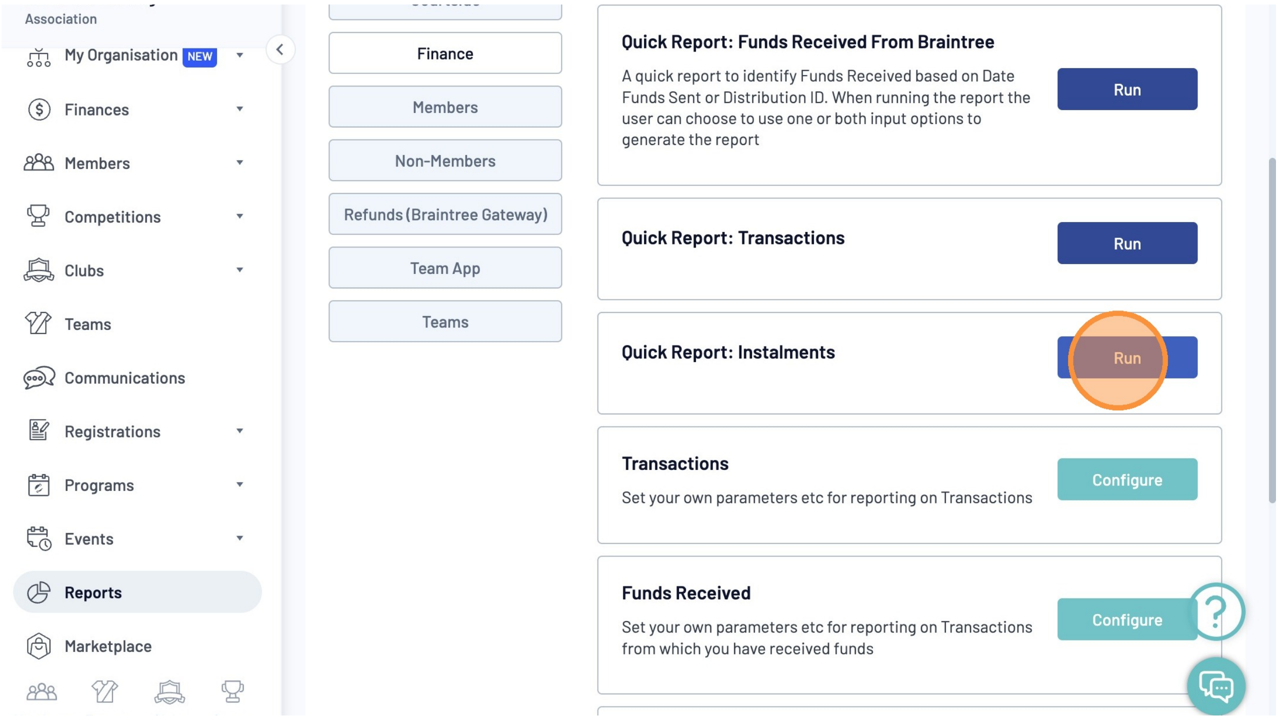
2. Click "Reports"



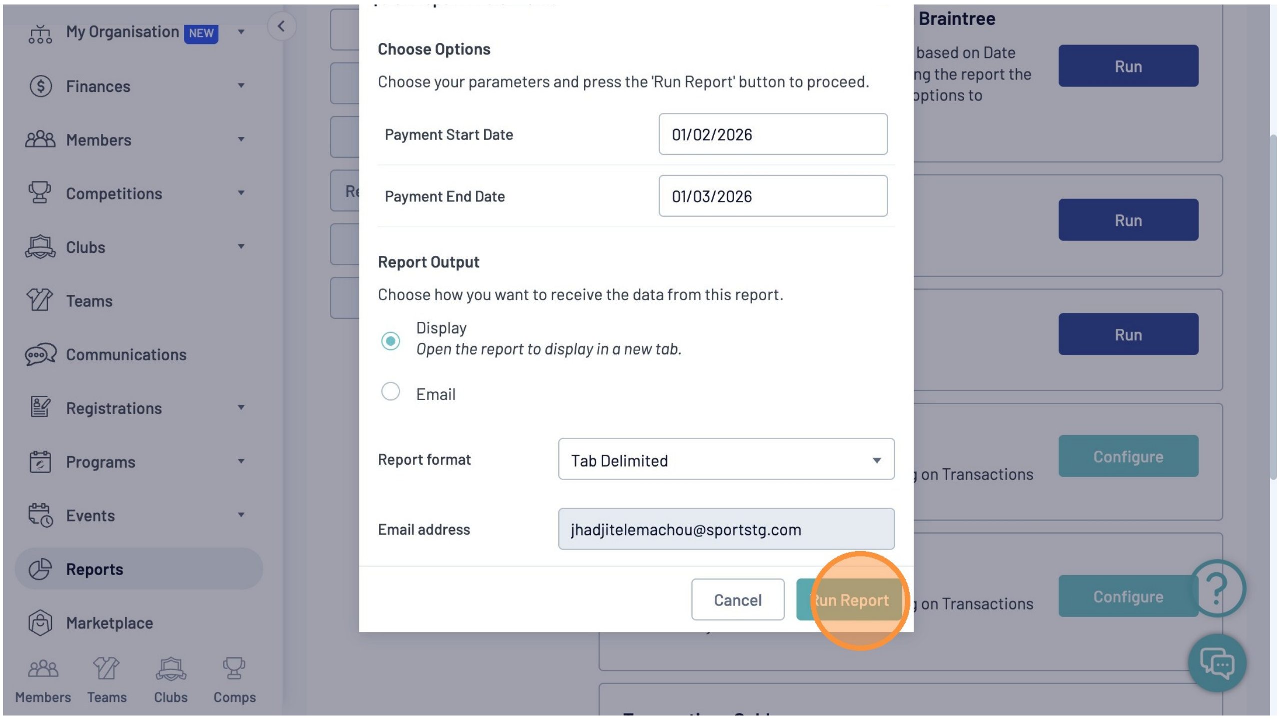
3. Navigate to the "Finance" tab



4. Locate the "Quick Report: Instalments" and click "Run"



5. Update The Payment Start and End Dates and Click Run



Note: The following fields are available within the Instalments Quick Report

- Order ID
- Order Date
- Payment For
- Products

- Instalment Amount
- Scheduled Payment Date
- Payment Date
- Instalment Failure
- Status