

How do I report on instalment payments for my Organisation?

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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

The screenshot shows the 'Courtside Training Association' dashboard. On the left is a navigation menu with items: My Organisation (NEW), Finances, Members, Competitions, Clubs, Teams, Communications, Registrations, Programs, Events, Reports (highlighted), and Marketplace. The main content area is titled 'Courtside Training' with a 'Get Started' button. It features a profile card with a logo placeholder, 'Add/Edit Logo' button, and fields for 'Details' (test, test, VIC, AUSTRALIA, test, noreply@mygameday.app) and 'Contacts' (President (Primary Contact), test test, 04123456789, noreply@mygameday.app). Below this is a 'Stats' section with 'Configure' and three empty charts: 'Members', 'Players by Age Group', and 'Players by Gender'. A help icon is visible in the bottom right of the stats area.

2. Click "Reports"

My Organisation NEW

- Finances
- Members
- Competitions
- Clubs
- Teams
- Communications
- Registrations
- Programs
- Events
- Reports**
- Marketplace

Details [Edit](#)

test
test
VIC, AUSTRALIA, test
noreply@mygameday.app

Contacts [Edit](#)

President (Primary Contact)
test test
04123456789
noreply@mygameday.app

Stats [Configure](#)

Members

Players by Age Group

Players by Gender

3. Navigate to the "Finance" tab

My Organisation NEW

- Finances
- Members
- Competitions
- Clubs
- Teams
- Communications
- Registrations
- Programs
- Events
- Reports**
- Marketplace

COVID-19

Clearances

Clubs

Competition

Competitions

Concussion

Contacts

Courtside

Finance

Members

Non-Members

Refunds (Braintree Gateway)

Team App

Quick Reports - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.
Advanced Reports - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

Quick Reports

Quick Report: Funds Received From Braintree

A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the user can choose to use one or both input options to generate the report

Run

Quick Report: Transactions

Run

Quick Report: Members in current Season

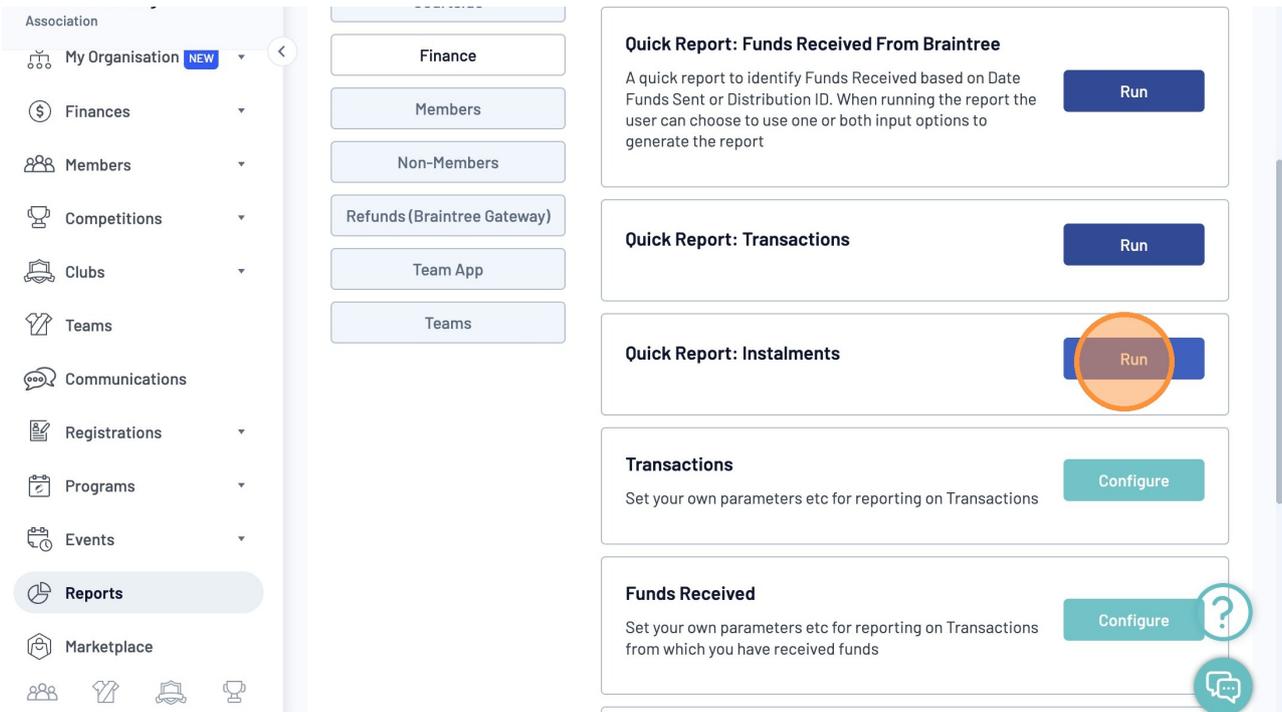
Run

Popular Reports

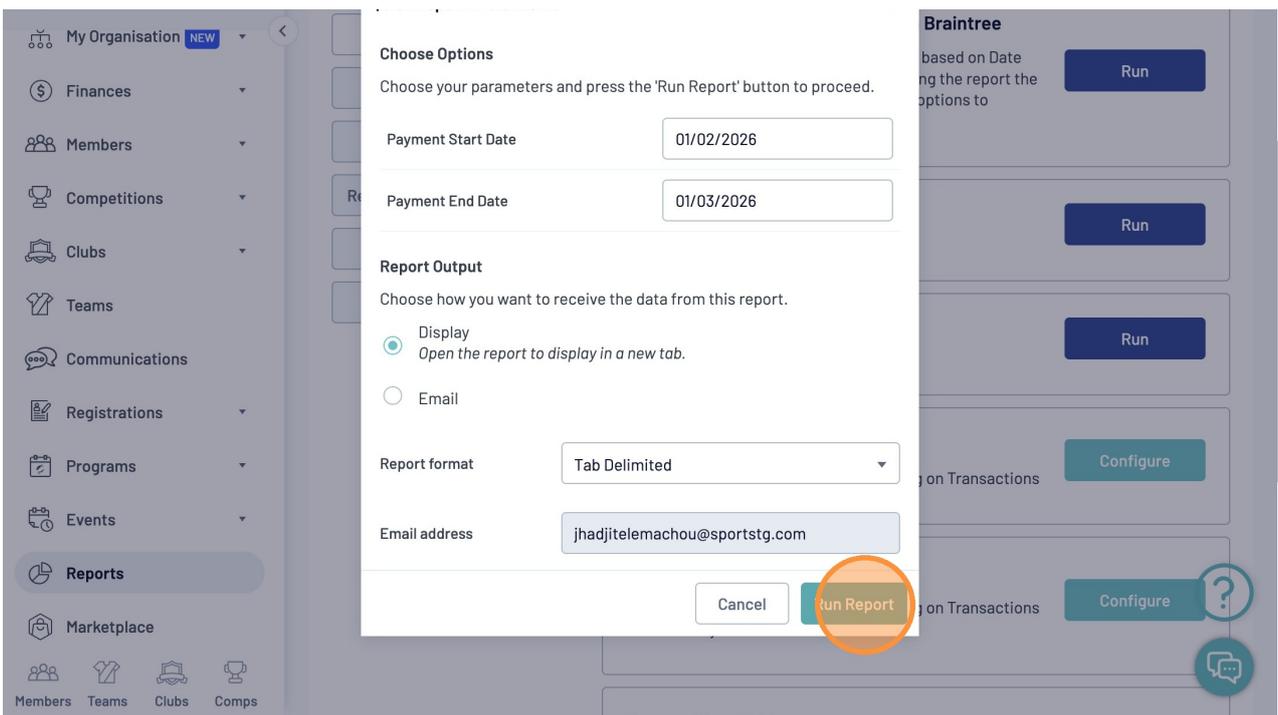
Quick Report: Instalments

Run

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
-