

## **Transaction Report (Basic Details) Report**

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The **Transaction Report (Basic Details)** provides a listing of all transactions processed through your GameDay database. If you are part of a hierarchy with organisations below you, you will see all transactions processed through your level and below.

The **Transaction Report (Basic Details)** includes a table of transactional information including:

- Member ID (if applicable)
- Member Name
- Assigned Gender & Gender Identity
- Date of Birth
- Contact Details
- Any organisations to which the member is registered
- Member Status
- Member Types
- Financial Status
- Order Number
- Order Date
- Payment Type (Online or Offline)
- Payment Method (Credit Card, PayPal, etc.)
- Order Status (Paid, Unpaid, Cancelled, Refunded etc.)
- Transaction ID
- Product Name
- Product Attributes and Attribute Selections
- Product Type (Membership, Event or Add-on)
- Product Price
- Quantity Purchased
- Voucher and Discount Details

## To run a Transaction Report (Basic Details):

1. On the left-hand menu, click REPORTS

Ģ	<b>SAMEDAY</b>	
	Dashboard	
°	My Organisation	•
\$	Finances	•
228	Members	•
	Membership Forms	•
	Products & Questions	
₹Ì÷	Promotions	
	Events	•
Ø	Reports	

2. Click the TABULAR REPORTS tab

3. Find the Transaction Report (Basic Details), and click VIEW REPORT.

		ø
Report Name		Action(s)
Transaction Report (Basic Details)		View Report
Show 10 Showing rows 11-11 of 11	IK K 1 2 > >I	

4. Your report will then display as below:

action Report (Basic	Details)									
Member Status	Order Date									
Select all	11/02/2021	31/01/2023								
Activo	indepent - shortees -									
Active	()					()				
Inactive								$\nabla$		
T	National Number	Member ID	First Name	Last Name	Assigned Gender	Gender Identity	Different Identity	Birth Date		
Member Types			<b>A</b>			,	,		_	
Q Search		National001098ID	Aaron		Male	Male		29-Jul-94	_	
J= Sedicit		National001098ID	Aaron		Male	Male		29-Jul-94		
Select all		National081053ID	Abc		Female	Female		10-Feb-12	_	
(Blank)		National081053ID	Abc		Female	Female		10-Feb-12		
			Andrew		Male			15-Jul-82	_	
1-Year Membership		1111111	Andrew		Male			15-Jul-82		
		National001002ID	Andrew		Male	Mala		15-Jul-82		
Child		Nationation 10021D	Andrew		Male	Male		01-Dec-00		
E-Learning		National081082ID	Andrew		Female	Famala		21-Max-08		
L-Learning		National081052ID	Anupma		Female	Female		31-May-08		
Player		National081052ID	Anupma		Female	Female		31-May-08		
		National081052ID	Anupma		Female	Female		31-May-08		
Iraining 1		National081052ID	Anunma		Female	Female		31-May-08		
Training 2		National081052ID	Anupma		Female	Female		31-May-08		
		National081052ID	Anupma		Female	Female		31-May-08		
		National081057ID	Any		Female	Female		31-Jul-05		
Product Name		National081026ID	April		Male	Male		09-Apr-08		
O Search		National081026ID	April		Male	Male		09-Apr-08		
>= Search		National000106ID	Ash		Female			04-Apr-92		
Select all		National000106ID	Ash		Female			04-Apr-92		
\$102 Financial Product		National000106ID	Ash		Female			04-Apr-92		
\$102 Financial Product		National001094ID	Ash		Female			04-Aug-04		
2 day product		National081081ID	Ben		Male	Male		04-Mar-04		
		National081081ID	Ben		Male	Male		04-Mar-04		
2020 Junior rego fee		National001092ID	Chris		Male	Male		08-May-84		
2022/23 Playor Pogistra		National001103ID	Chris		Male			02-Dec-78		
E 2022/25 Hayer Registra		National001103ID	Chris		Male			02-Dec-78		

**Note**: Transaction reports may display duplicates of individual members. This is because the report will look for any products purchased through the platform and display an individual row for each product.

Members that have purchased more than one product as part of their registration will therefore appear on this report multiple times, one for each purchased product.

## **Related Articles**