

# Generating a Full Transaction Report

1 Log in to Game Day

2 Click "Reports"

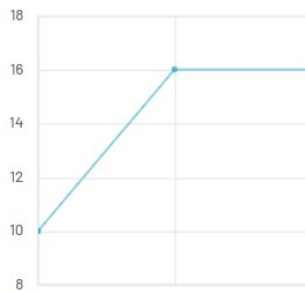
- Members
- Competitions
- Teams
- Communications
- Registrations
- Reports



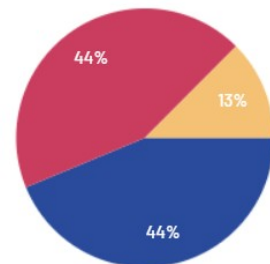
Add/Edit Logo

## Stats [Configure](#)

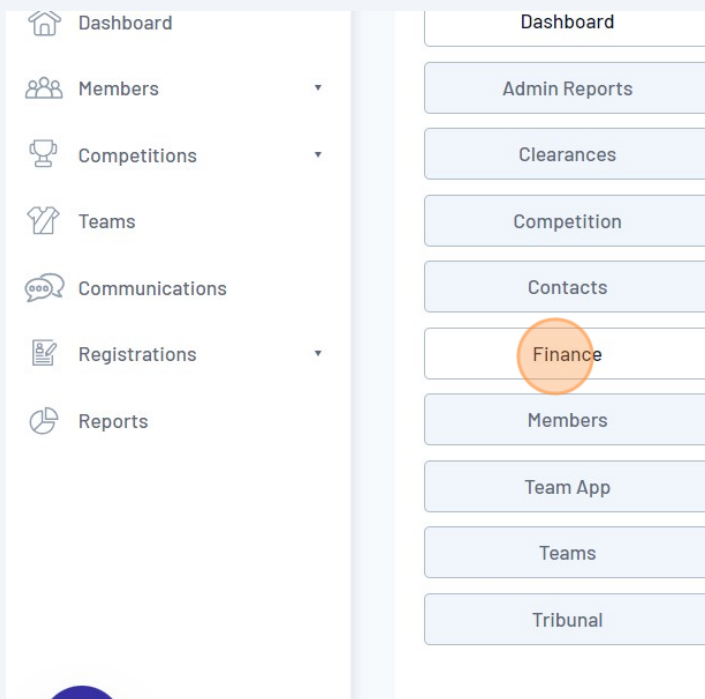
Members



Players by Gender



### 3 Click "Finance"



Reports are grouped into different areas depending on the type of report. There are two types of reports present in the system.

**Quick Reports** - Indicated by the 'Run' button, they are pre-configured reports.  
**Advanced Reports** - Indicated by the 'Configure' button, they allow for custom filtering and data selection.

#### Quick Reports

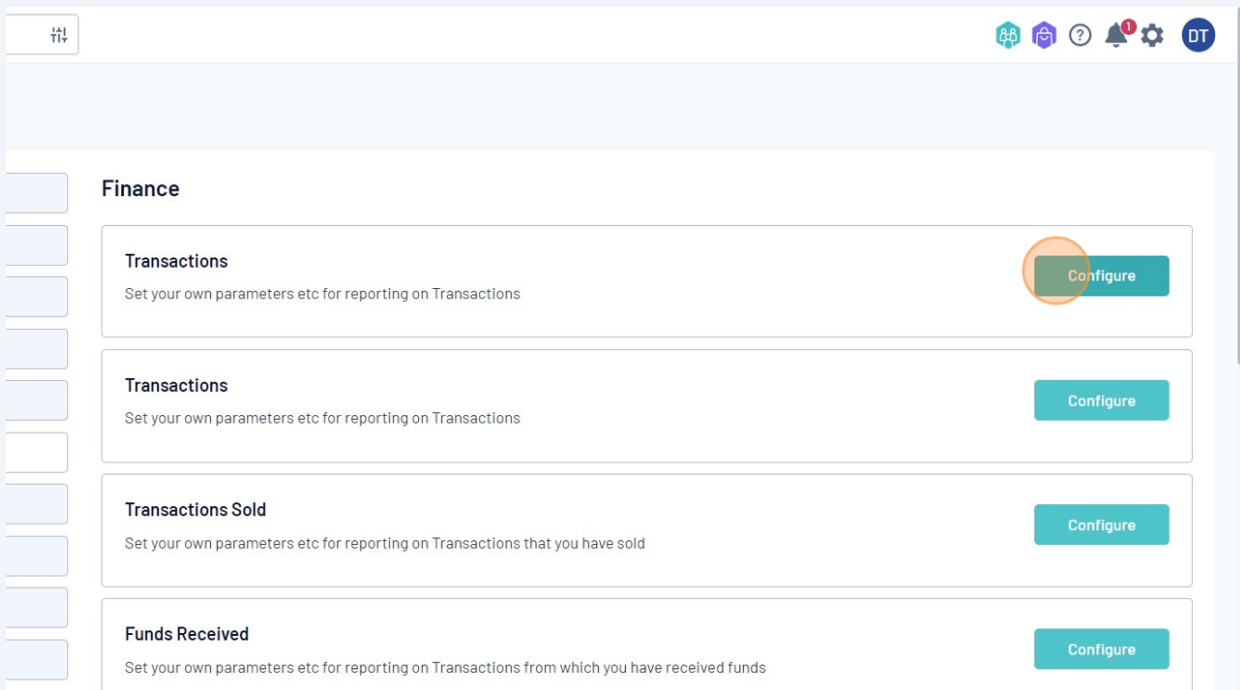
##### Quick Report: Funds Received

A quick report to identify Funds Received based on Date Range. You can use one or both input options to generate the report.

##### Quick Report: Transactions

##### Quick Report: Members in current Season

### 4 Click "Configure" next to **Transactions**



## 5 Select "Payment For"

The screenshot shows a report configuration interface. On the left is a navigation menu with icons and labels: Competitions, Teams, Communications, Registrations, and Reports. The main area is titled 'Find A Field' and contains a 'Details' section with a list of fields: Transaction ID, Product, Payment For, Item Cost, Quantity, Line Item Total, and Promo Code. The 'Payment For' field is highlighted with an orange circle. On the right, there is a 'Selected Fields' section with a 'Run Report' button, an 'Options' section with 'Show', 'Sort by', 'Secondary sort by', and 'Group By' options, and a 'Report Output' section with a 'Display' radio button selected.

## 6 Select "Product"

The screenshot shows the same report configuration interface as in step 5. In this step, the 'Product' field in the 'Details' section is highlighted with an orange circle. On the right, the 'Selected Fields' section now shows 'Payment For' with a checked checkbox. The 'Run Report' button and the 'Options' and 'Report Output' sections remain the same as in the previous step.

## 7 Enter a **Filter** for "Product"

For **All levels**: select all Club, State and National products. For **Club only**: select all Club products.

<input checked="" type="checkbox"/> Product	Filter : Equals	Remove
<input checked="" type="checkbox"/> Payment Date	Filter :	Remove
<input checked="" type="checkbox"/> Line Item Total	Filter :	Remove
<input checked="" type="checkbox"/> Line Item Discount	Filter :	Remove
<input checked="" type="checkbox"/> Promo Code	Filter :	Remove

Club - Social Membership Tier 1

Capitation 2023/2024 - League Age 8

Association - BQ Capitations - BQ Capitation 2023/2024 - League Age 9

State - BQ Capitations 2023/24 - BQ & BA Capitation 2023/24 - Adult Masters

State - BQ Capitations 2023/24 - BQ Capitation 2023/24 - Adult Seniors

State - BQ Capitations

## 8 Select "Payment Date"

- Competitions
- Teams
- Communications
- Registrations
- Reports

- + Payment Notes
- + Order Total
- + Order Discount
- + Transaction Date
- + **Payment Date**
- + Transaction Status
- + Transaction Notes
- + Member Club
- + Association

Report Format

Email Address

**Run Report**

**Saved Reports**

**Save**

## 9 Select "Line Item Total"

The screenshot shows the GAMEDAY reporting interface. On the left is a navigation menu with options: Dashboard, Members, Competitions, Teams, Communications, Registrations, and Reports. The main area displays a list of report fields with plus signs to add them. The 'Line Item Total' field is highlighted with an orange circle. On the right, there are checkboxes for 'Product' and 'Payment Date', a 'Run Report' button, and an 'Options' section with 'Show', 'Sort by', and 'Secondary sort by' options.

Baseball Queensland - General Club (UAT) Club

- Transaction ID
- Item Cost
- Quantity
- Line Item Total
- Promo Code
- Line Item Discount
- Manual Receipt Reference
- Payment Type

Product

Payment Date

Run Report

Options

Show

Sort by

Secondary sort by

## 10 Select "Line Item Discount" (If you used Promo Codes)

The screenshot shows the GAMEDAY reporting interface. On the left is a navigation menu with options: Dashboard, Members, Competitions, Teams, Communications, Registrations, and Reports. The main area displays a list of report fields with plus signs to add them. The 'Line Item Discount' field is highlighted with an orange circle. On the right, there are checkboxes for 'Product', 'Payment Date', and 'Line Item Total', a 'Run Report' button, and an 'Options' section with 'Show' and 'Sort by' options.

Baseball Queensland - General Club (UAT) Club

- Transaction ID
- Item Cost
- Quantity
- Promo Code
- Line Item Discount
- Manual Receipt Reference
- Payment Type
- Bank Payment Type
- Bank Reference Number

Product

Payment Date

Line Item Total

Run Report

Options

Show

Sort by

## 11 Select "Promo Code" (If you used Promo Codes)

The screenshot shows the GAMEDAY interface for configuring a report. On the left is a navigation menu with options: Dashboard, Members, Competitions, Teams, Communications, Registrations, and Reports. The main area is titled "Baseball Queensland - General Club (UAT) Club". It features a search bar and a list of fields to include in the report: Transaction ID, Item Cost, Quantity, Promo Code (highlighted with an orange circle), Manual Receipt Reference, Payment Type, Bank Payment Type, and Bank Reference Number. On the right, there are checkboxes for "Product", "Payment Date", "Line Item Total", and "Line Item Discour". A "Run Report" button is located at the bottom right.

## 12 Sort by "Payment For" under Options

The screenshot shows the "Options" section of the report configuration. It includes radio buttons for "Unique Records Only" (selected) and "Summary Data". The "Sort by" dropdown is set to "Transaction ID" with "Ascending" order. A secondary sort by dropdown is also set to "Ascending". The "Group By" field is empty. Below this is the "Report Output" section, which has a radio button for "Display" (selected) and a "Report Format" dropdown set to "Tab Delimited". A search dropdown menu is open, showing a list of fields: Transaction ID, Product, Payment For (highlighted with an orange circle), Item Cost, Quantity, Line Item Total, Promo Code, Line Item Discount, Payment Type, and Payment Log ID.

### 13 Sort by "Product" under Options

Form interface for report configuration. The "Sort by" dropdown is set to "Payment For" and "Ascending". The "Secondary sort by" dropdown is set to "None" and "Ascending". The "Group By" dropdown is open, showing a search bar and a list of options: "None", "Transaction ID", "Product" (highlighted with an orange circle), "Payment For", "Item Cost", "Quantity", "Line Item Total", "Promo Code", "Line Item Discount", and "Payment Type".

**Show**  Unique Records Only  Summary Data

**Sort by** Payment For Ascending

**Secondary sort by** None Ascending

**Group By** [Search] [Dropdown]

**Report Output**

Choose how you want to receive the report:

Display *Open the report for viewing on the screen.*

Email *Email the report in a format suitable to be imported into another product. See the Help page for more information.*

**Report Format** Tab Delimited

**Email Address** [Text Field]

### 14 Click "Save"

Form interface for report configuration. The "Display" radio button is selected. The "Report Format" dropdown is set to "Tab Delimited". The "Email Address" field is empty. A "Run Report" button is visible. Below the "Run Report" button, there is a "Saved Reports" section with a "Save" button highlighted with an orange circle.

Display *Open the report for viewing on the screen.*  Email *Email the report in a format suitable below.*

**Report Format** Tab Delimited

**Email Address** [Text Field]

**Run Report**

**Saved Reports**

**Save**

**15** Enter Report Name, such as "Full Transaction Report"

**16** Click "Save"

