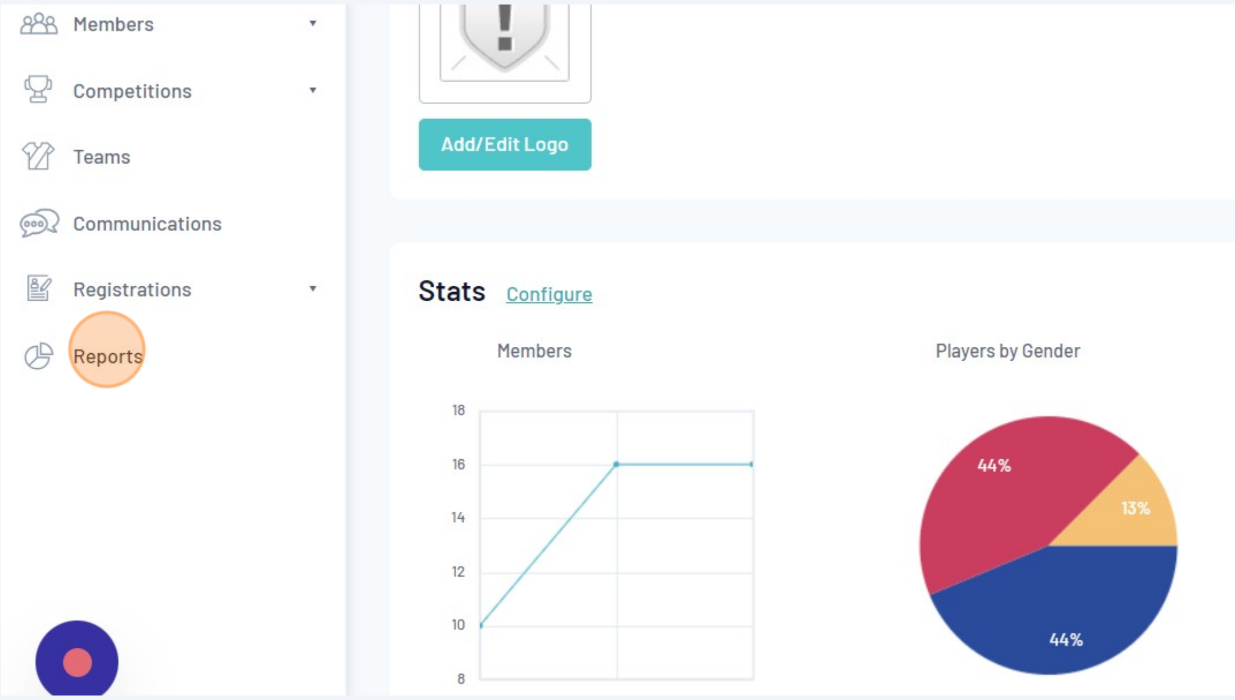
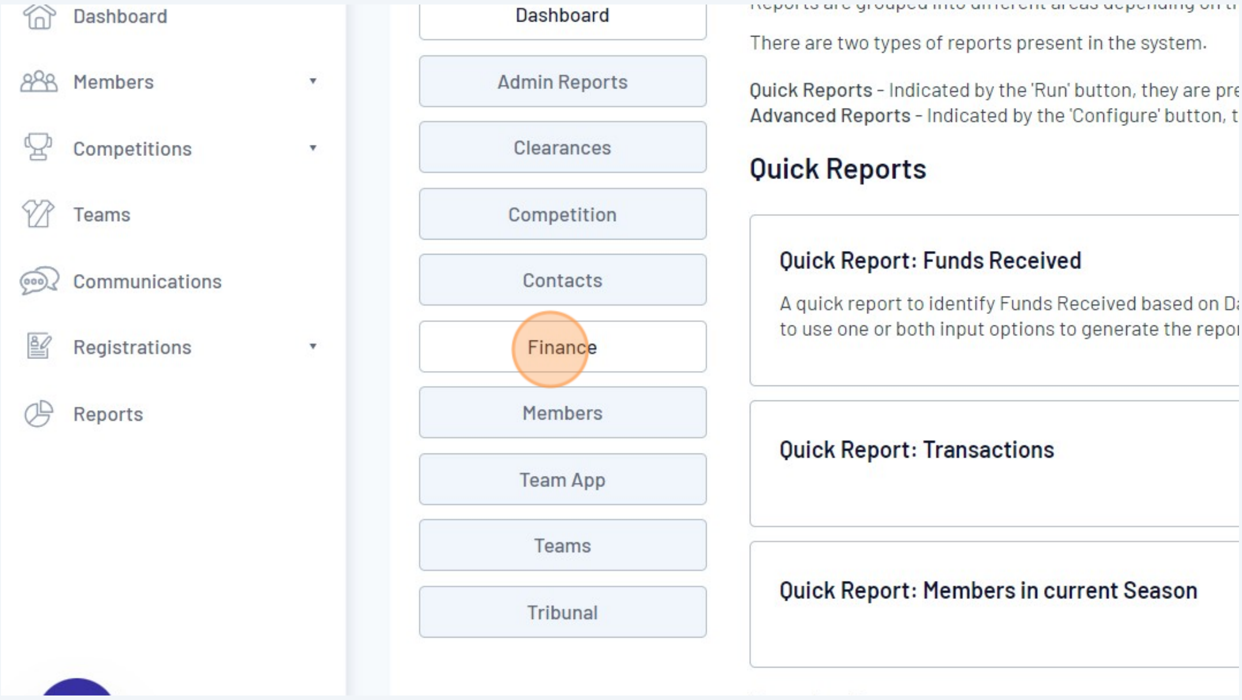
Generating a Full Transaction Report

1 Log in to Game Day

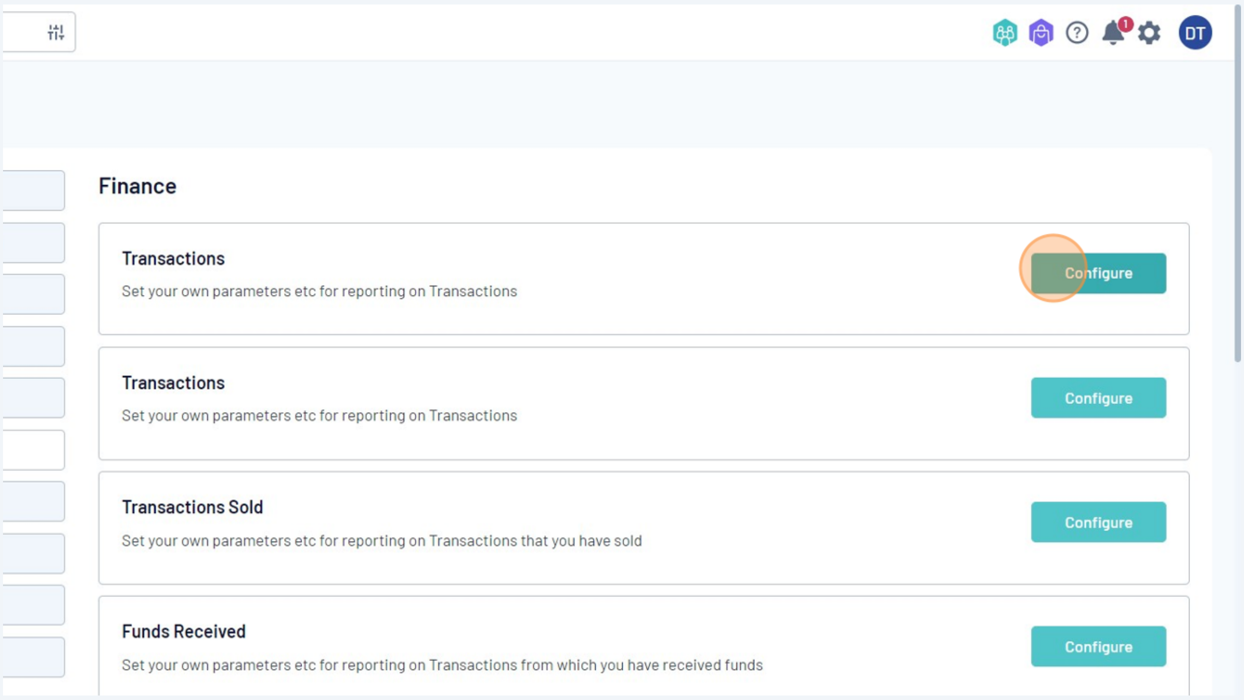
2 Click "Reports"



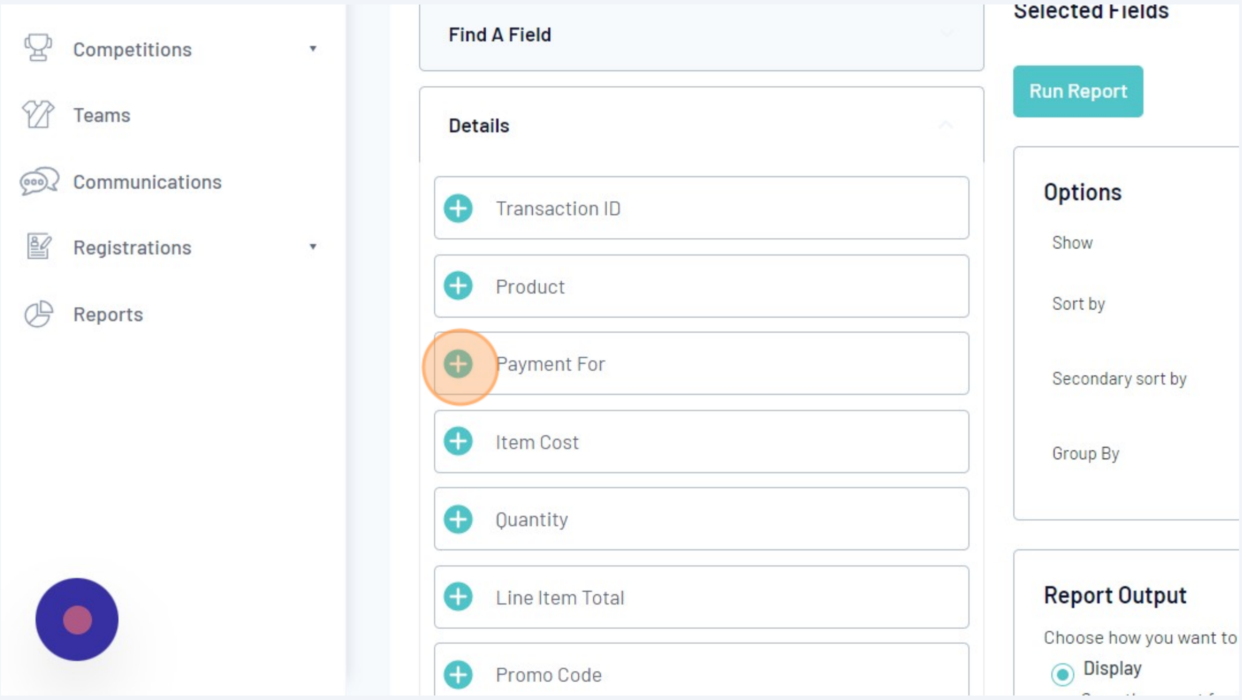
3 Click "Finance"



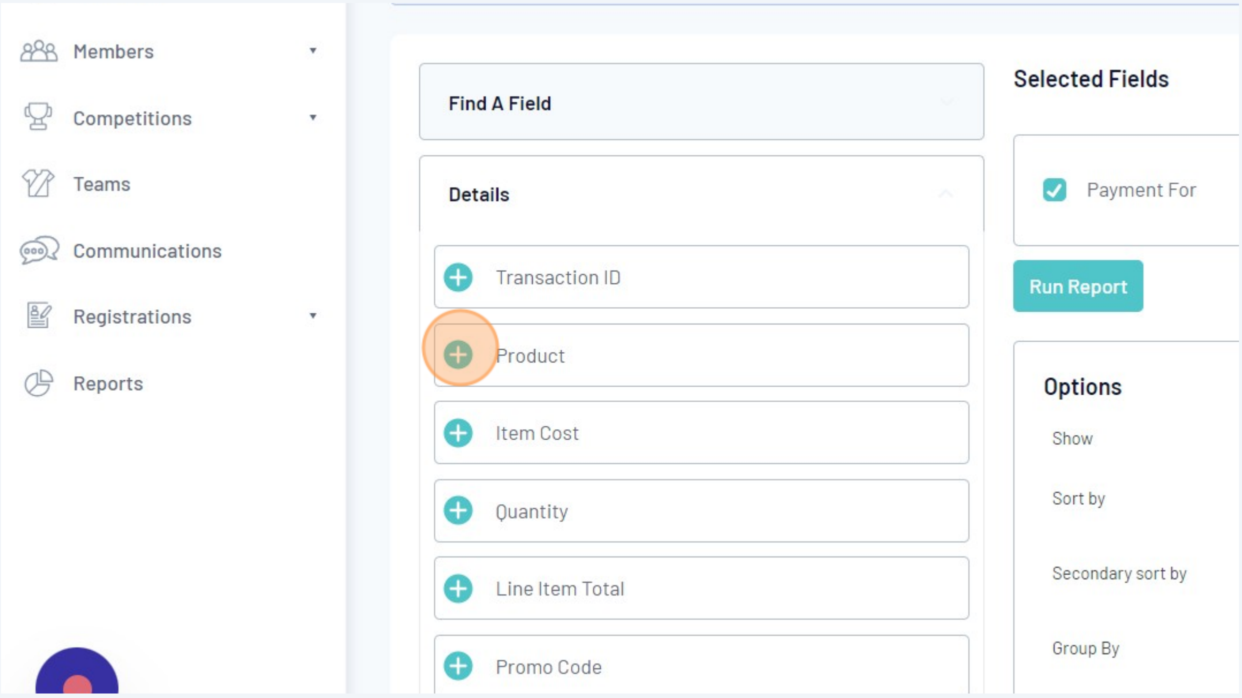
4 Click "Configure" next to **Transactions**



5 Select "Payment For"

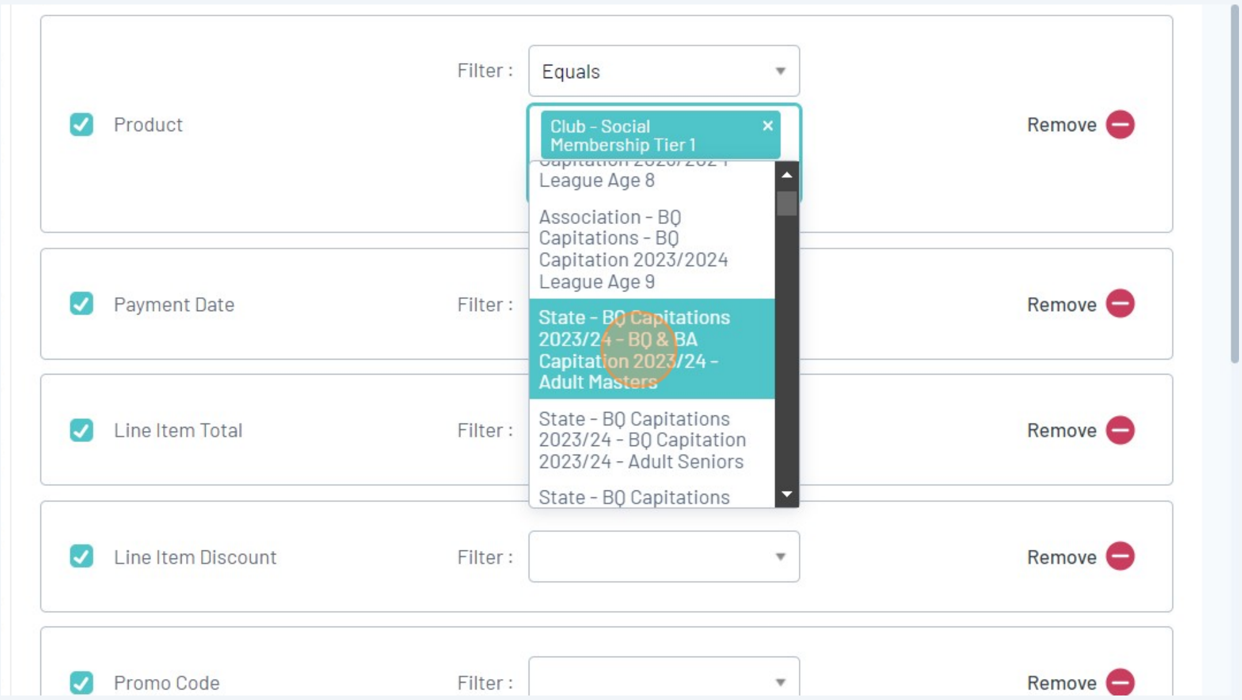


6 Select "Product"

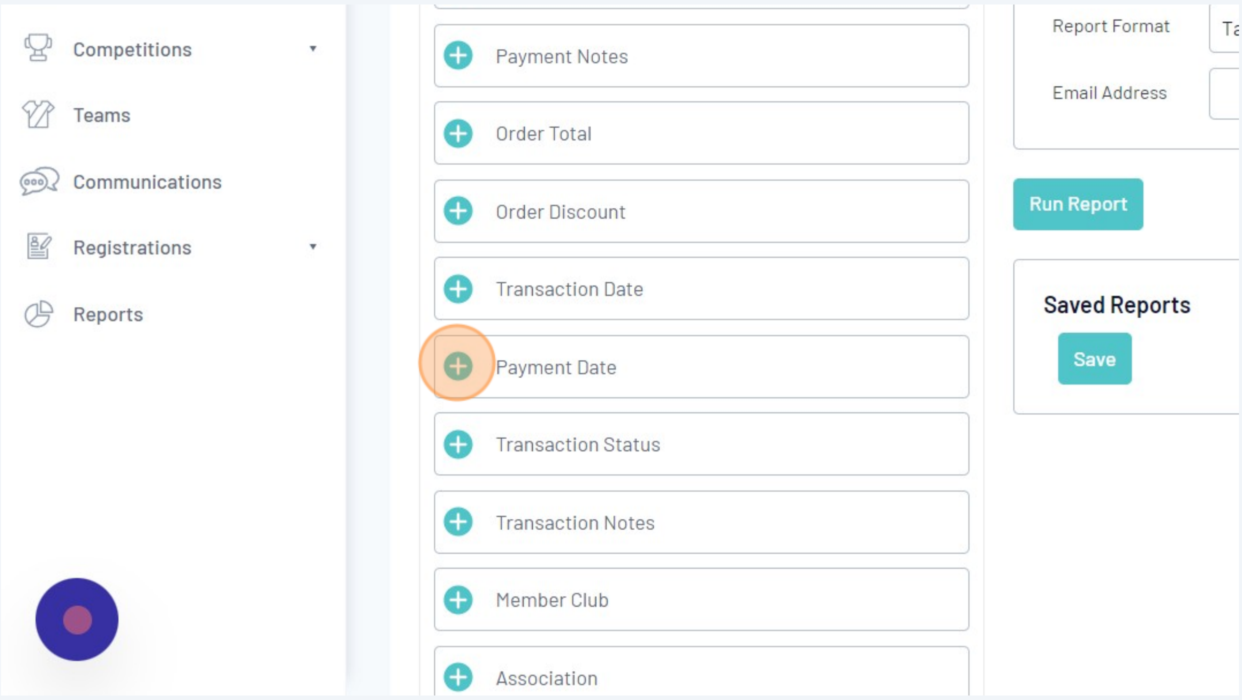


7 Enter a **Filter** for "Product"

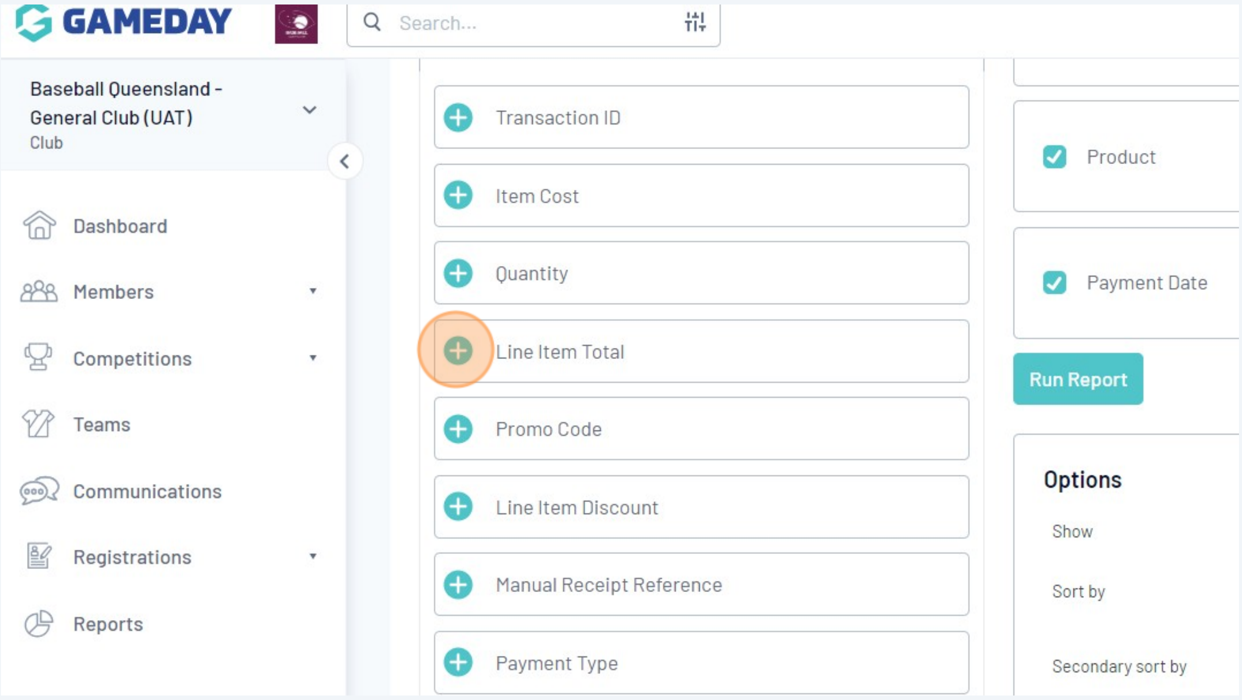
For ***All levels***: select all Club, State and National products. For ***Club only***: select all Club products.



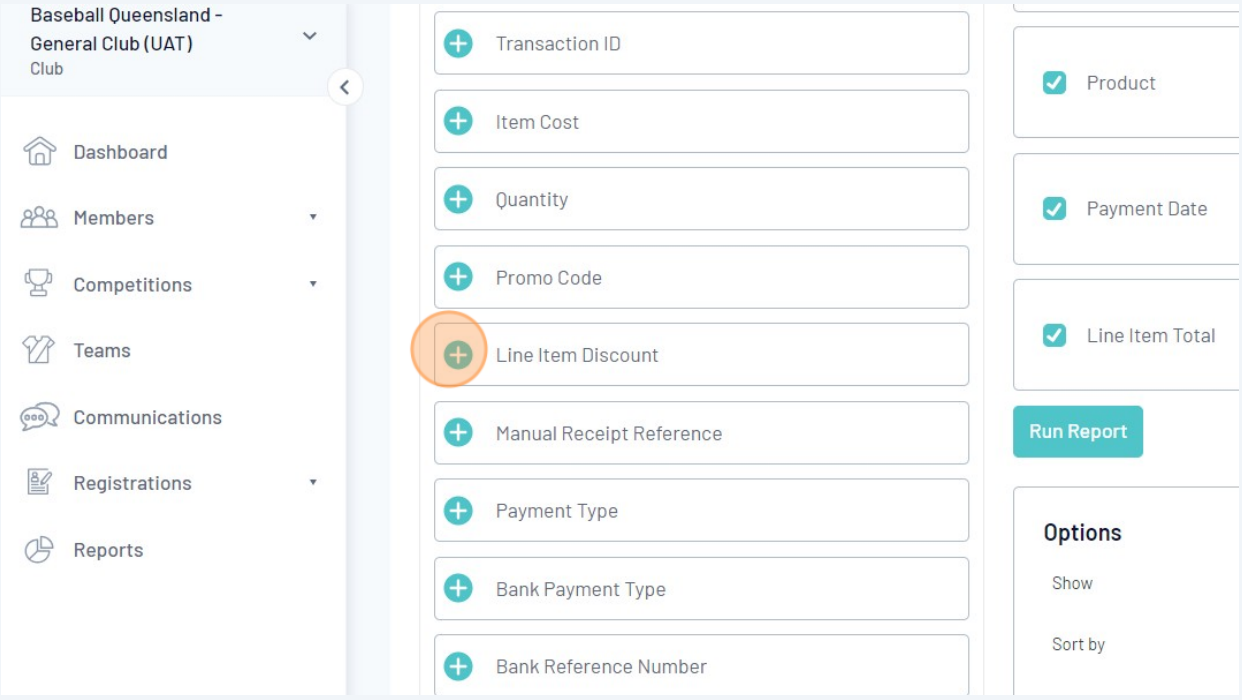
8 Select "Payment Date"



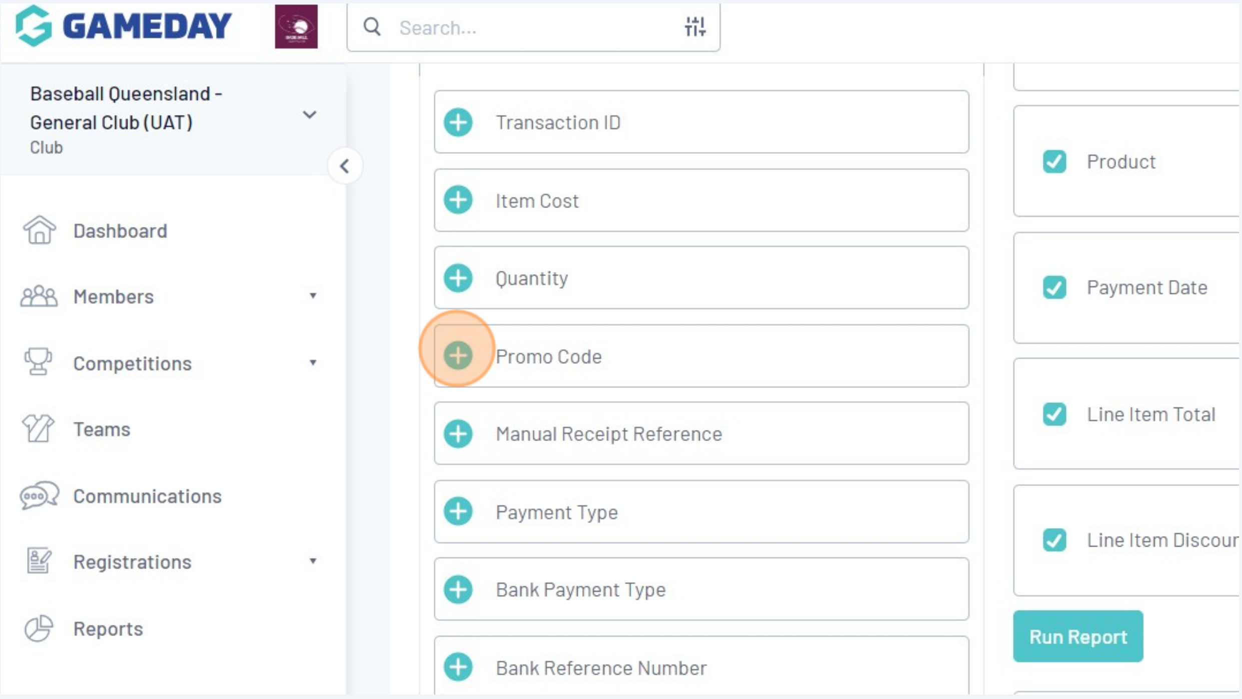
9 Select "Line Item Total"



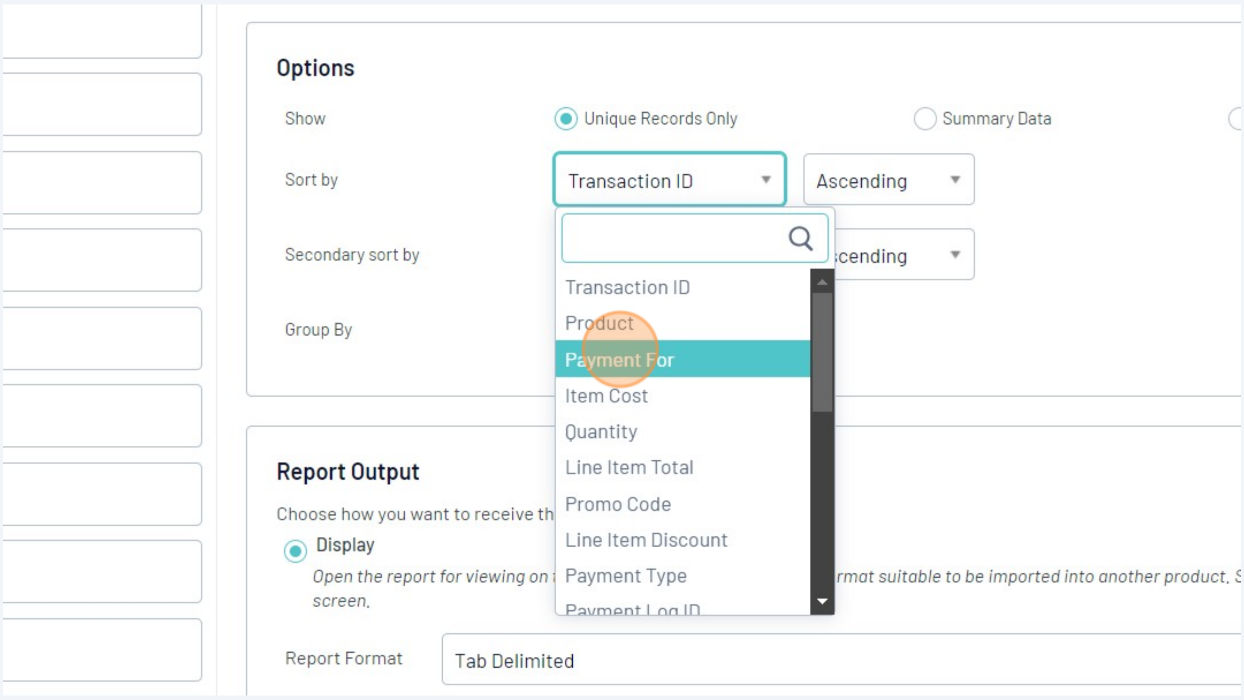
10 Select "Line Item Discount" *(If you used Promo Codes)*



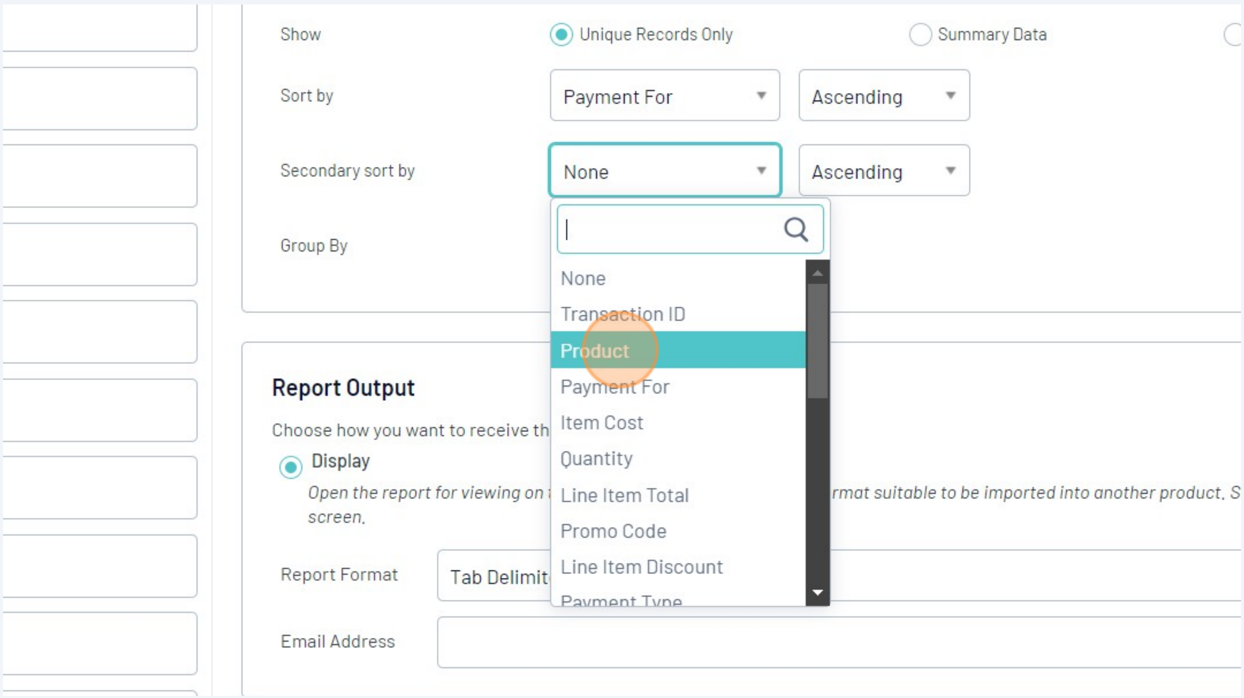
11 Select "Promo Code" *(If you used Promo Codes)*



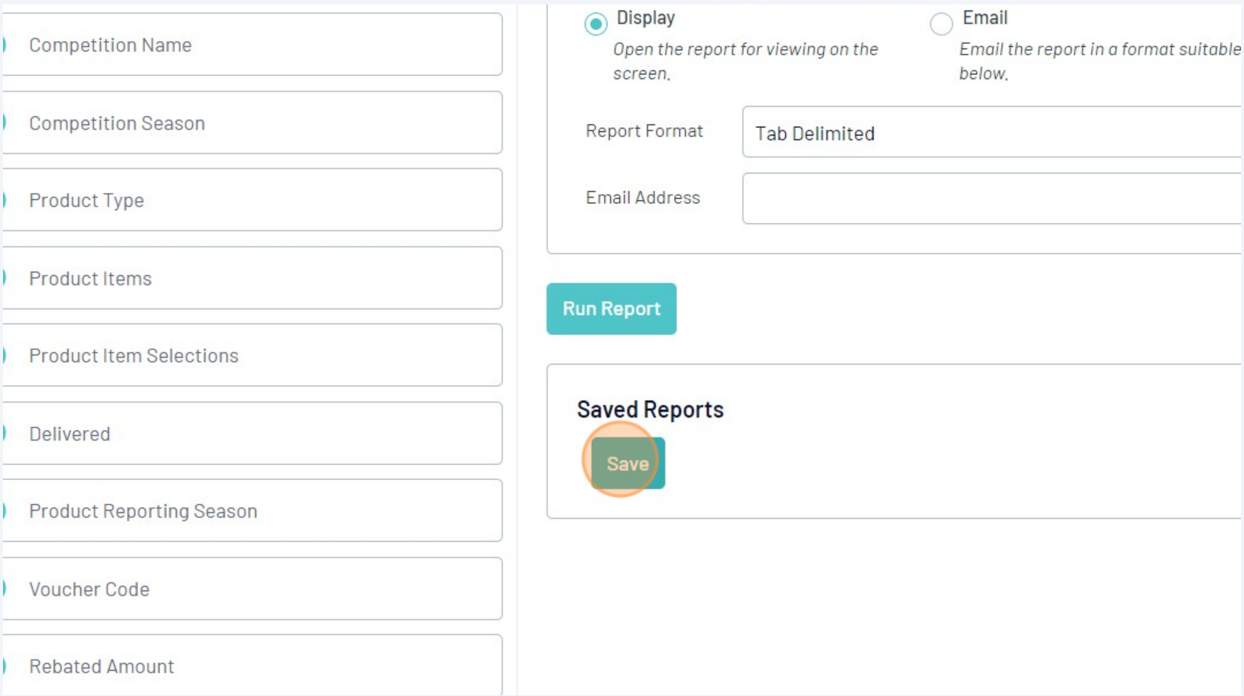
12 **Sort by** "Payment For" under **Options**



13 **Sort by** "Product" under **Options**



14 Click "Save"



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

16 Click "Save"