



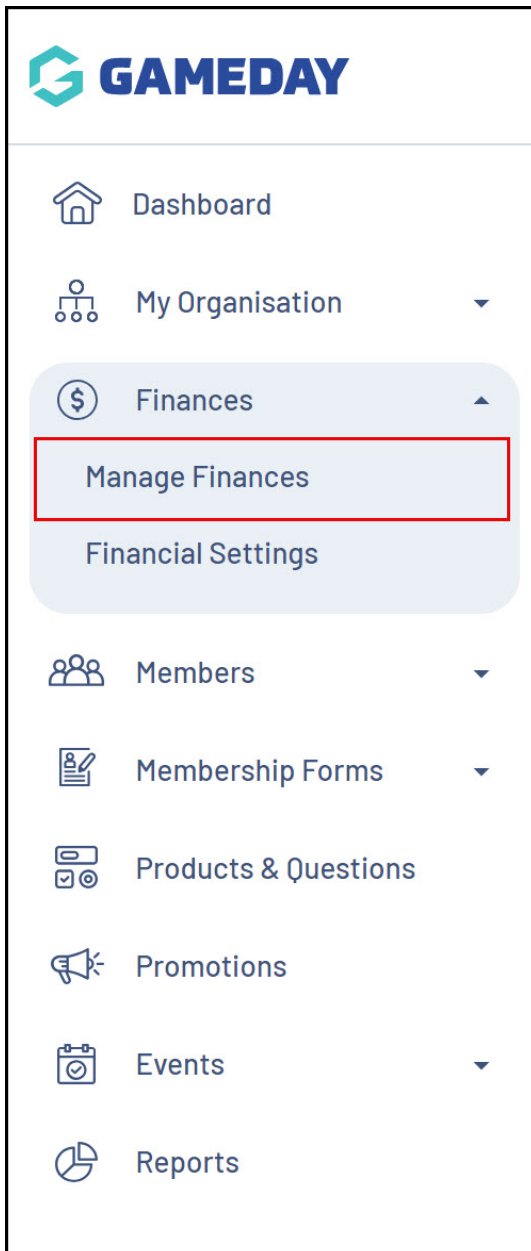
How do I export my organisation's order information?

Last Modified on 19/09/2024 2:43 pm AEST

Through GameDay's Finances module, administrators can export a list of their **Orders** to a CSV file.

To export your organisation's settlement listing:

1. In the left-hand menu, expand the **Finances** menu, then select **MANAGE FINANCES**



2. At the top of the page, click the **Export** button

Finances ?

Orders Settlements

Send Email

Send Payment Request

Start Date → End Date ▾ All Sources ▾ All Status ▾ Search... ↓

<input type="checkbox"/>	Date	Order Details	Order Number	Amount	Status	Source	Action(s)
<input type="checkbox"/>	April 11th 2024, 1:42 pm (AEST)	Rory Stewart	1937411	0.00	Paid	Event Form	View

This will begin downloading a CSV file, which you can find in your **Notifications** widget and open in Excel to see a list of your orders.

Notifications Product Updates

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- ↓ [ordersList.csv](#)
2024-04-18 09:50 am
- ↓ [memberslist-18042024.csv](#)
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