



Transaction Report (Basic Details) Report

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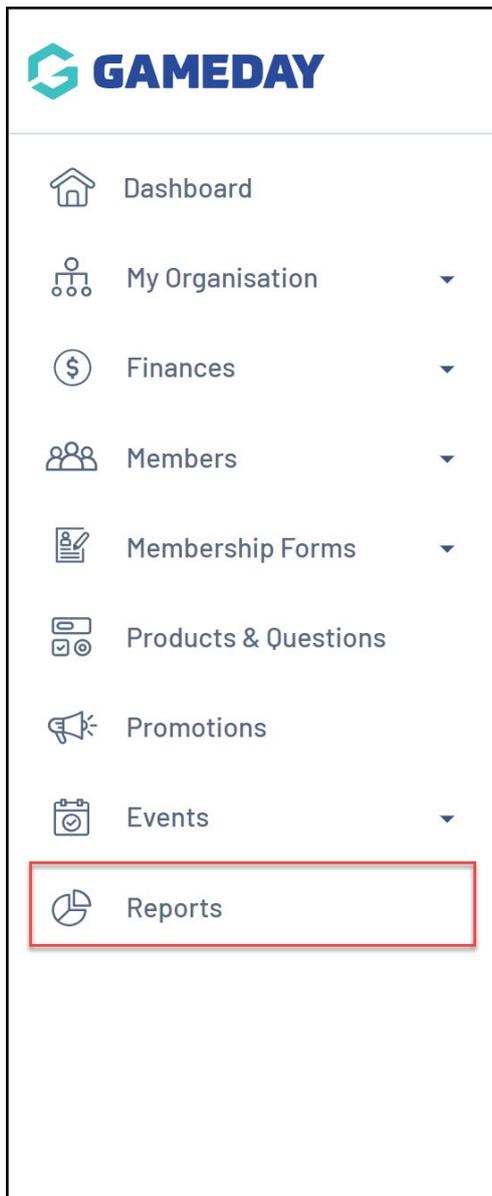
The **Transaction Report (Basic Details)** provides a listing of all transactions processed through your GameDay database. If you are part of a hierarchy with organisations below you, you will see all transactions processed through your level and below.

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

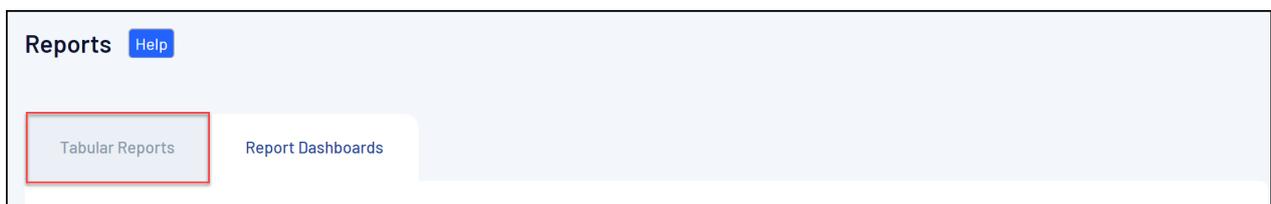
- Member ID (if applicable)
- Member Name
- Assigned Gender & Gender Identity
- Date of Birth
- Contact Details
- Any organisations to which the member is registered
- Member Status
- Member Types
- Financial Status
- Order Number
- Order Date
- Payment Type (Online or Offline)
- Payment Method (Credit 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**



2. Click the **TABULAR REPORTS** tab



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

