Orders | Overview

24/07/2025 9:21 am AEST

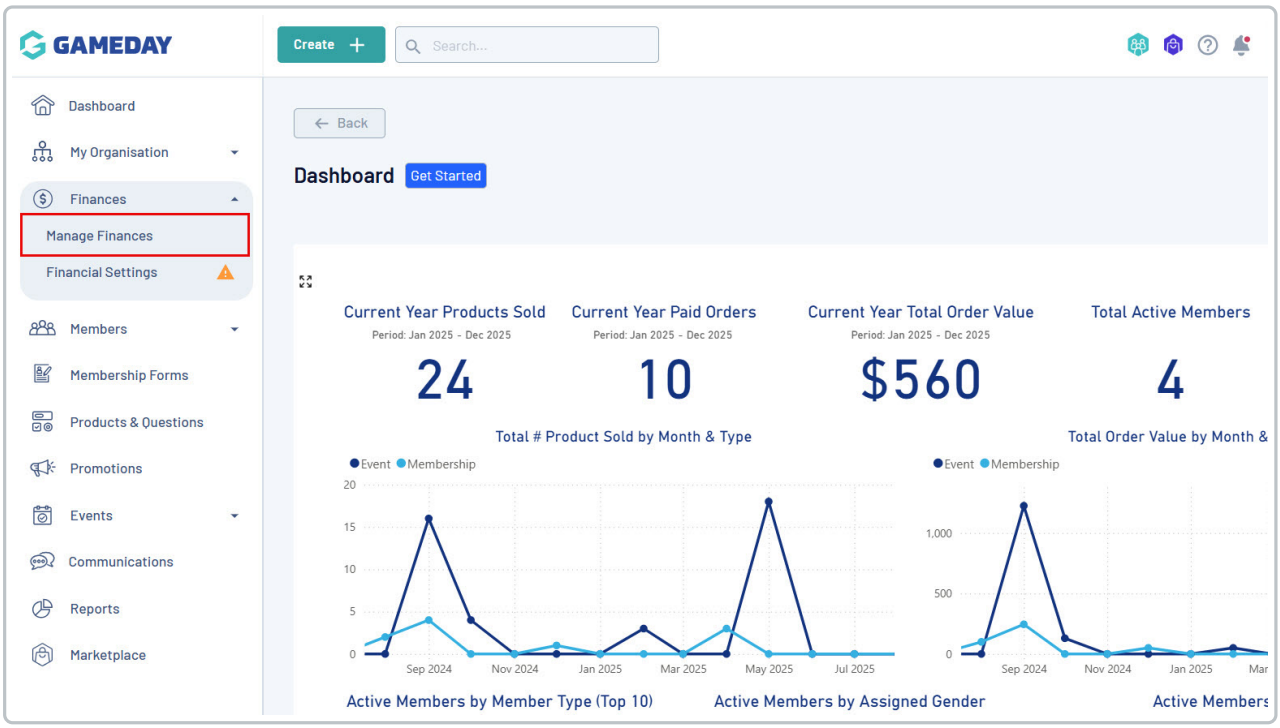
Table of Contents

1. Overview
2. Order List
3. Page Actions
4. What's Next?

Overview

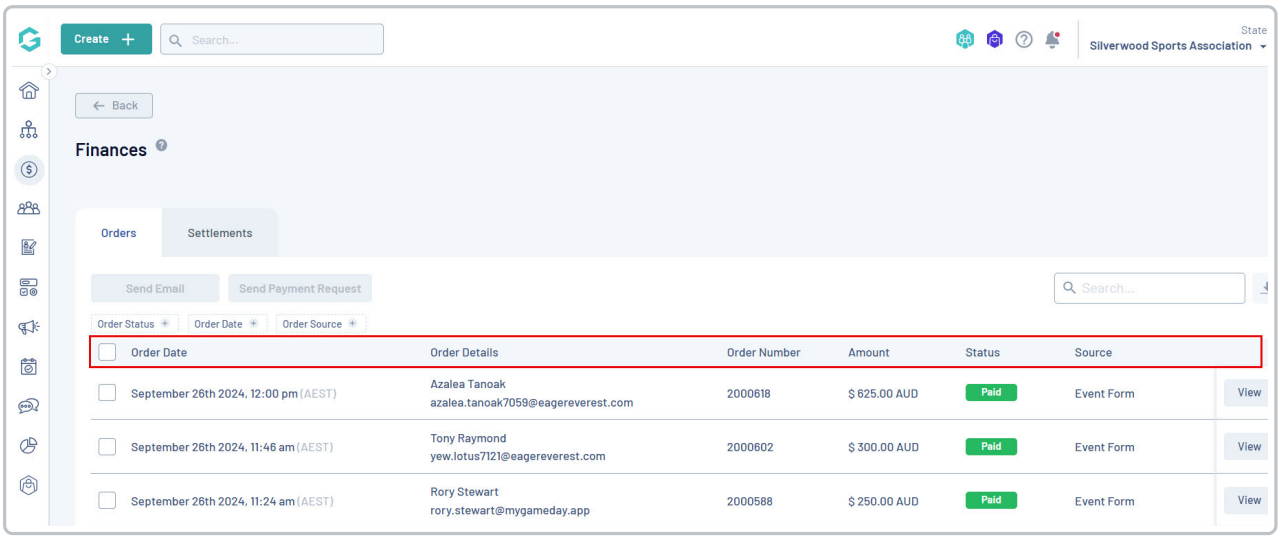
GameDay's **Finances** module provides a complete list of all Orders that have been processed through your GameDay database. An Order refers to any transaction that has been processed, either online through a registration form or manually through the database.

To access the Orders section, click **Finances** > **MANAGE FINANCES** in the left-hand menu



Top

Order List

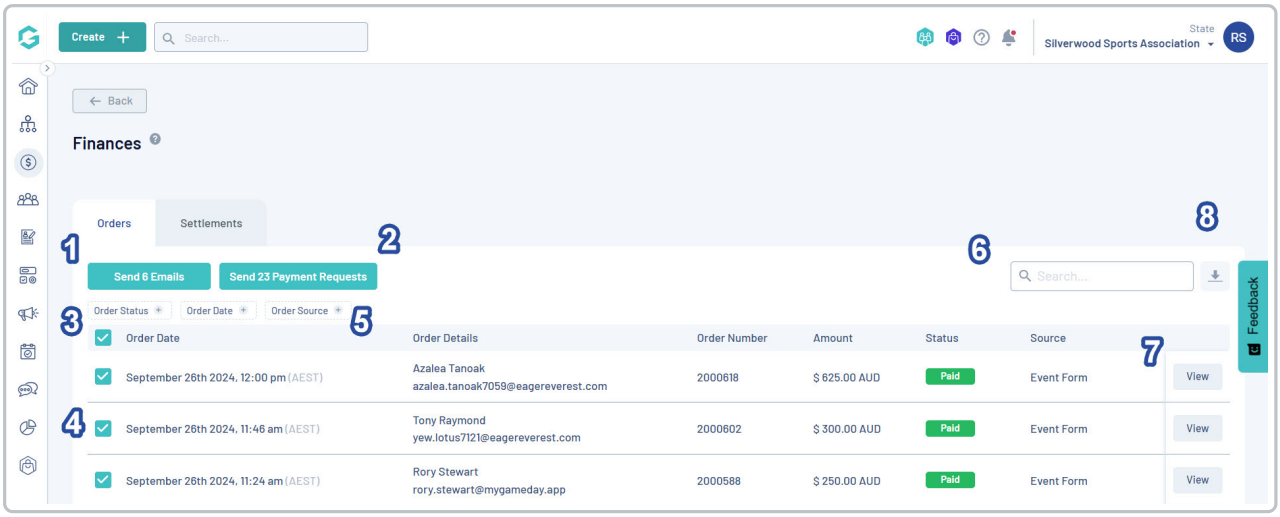


The **Orders** page shows a list of any orders that have been processed directly into your GameDay database, including:

- **Date**: The date that the order was processed.
- **Order Details**: The name and email address of the individual that processed the order.
- **Order Number**: A unique ID assigned to the order.
- **Amount**: The total amount paid through the order.
- **Status**: The Status of the order, which covers:
    - **Paid Orders**: The order has been successfully paid online or manually marked as paid by an administrator
    - **Unpaid Orders**: The order has been selected by the member or added to their account by an administrator, but payment has not yet been made
    - **Cancelled Orders**: A Paid or Unpaid order has been cancelled by an administrator
    - **Refunded Orders**: An order paid online has been cancelled and the full amount has been refunded back to the orderer
    - **Partially Refunded Orders**: An order paid online has been cancelled and a partial amount has been refunded back to the orderer. This includes when one of multiple products within an order is refunded, or when a manually entered amount is refunded
- **Source**: Denotes the source of the order, which could be:
    - A **Membership Form**: Payments processed through any form created through the Membership Forms module.
    - An **Event Form**: Payments processed through any form created through the Events module.
    - Through the **Admin Portal**: Payments processed directly to a member record through your GameDay database by an administrator.

Top

Page Actions



On the **Order List**, you can apply various other actions and display settings, including:

1. Send Email: Send an email to the contacts of selected orders.

2. Send Payment Request: Send an automated payment request email prompting users to pay their unpaid orders - Learn More

3. Select All Orders: Select all orders from the list to which emails or payment requests can be sent.

4. Select Individual Order: Select specific orders from the list to which emails or payment requests can be sent.

5. Filters: Filter the Order List records by Date, Source or Status

6. Search: Search for individual orders by Order Number.

7. View Order: View an individual order's details - Learn More

8. Export CSV: Export the Order List to a CSV file that can be opened in Excel -Learn More

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Top

What's Next?

Now that you're familiar with your order list, check out some more articles below to learn how to manage your finances effectively:

👉 How do I send a Payment Request for an unpaid order?

👉 How do I process payment for an unpaid order?

👉 How do I refund a paid order?
