## **Orders** | **Overview**

24/07/2025 9:21 am AEST

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### 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

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Financial Settings	<b>A</b>	53 59	
898 Members	*	Current Year Products Sold         Current Year Paid Orders           Period: Jan 2025 - Dec 2025         Period: Jan 2025 - Dec 2025	Current Year Total Order Value Total Active Members Period: Jan 2025 - Dec 2025
Membership Forms		24 10	\$560 4
<ul><li>Products &amp; Questions</li></ul>		Total # Product Sold by Month & Type	Total Order Value by Month (
Promotions		Event     Membership 20	Event     Membership
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Aarketplace		0 Sep 2024 Nov 2024 Jan 2025 Mar 2025 May 2	0 Sep 2024 Nov 2024 Jan 2025 M.
		Active Members by Member Type (Top 10) Active M	Nembers by Assigned Gender Active Member

## **Order List**

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ලී	Order Date	Order Details	Order Number	Amount	Status	Source		
۵ ۲	September 26th 2024, 12:00 pm (AEST)	Azalea Tanoak azalea.tanoak7059@eagereverest.com	2000618	\$ 625.00 AUD	Paid	Event Form	View	
Ø	September 26th 2024, 11:46 am (AEST)	Tony Raymond yew.lotus7121@eagereverest.com	2000602	\$ 300.00 AUD	Paid	Event Form	View	
٢	September 26th 2024, 11:24 am (AEST)	Rory Stewart rory.stewart@mygameday.app	2000588	\$ 250.00 AUD	Paid	Event Form	View	

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.



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õ	-	Order Date	Order Details	Order Number	Amount	Status		Source 7	•
<b>A</b>		September 26th 2024, 12:00 pm (AEST)	Azalea Tanoak azalea.tanoak7059@eagereverest.com	2000618	\$ 625.00 AUD	Paid		Event Form	View
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Ø		September 26th 2024, 11:24 am (AEST)	Rory Stewart rory.stewart@mygameday.app	2000588	\$ 250.00 AUD	Paid		Event Form	View

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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#### 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:

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

F How do I process payment for an unpaid order?

F How do I refund a paid order?