

# Transaction Report

17/04/2025 2:19 pm AEST

## Overview

Using GameDay's Report Builder feature, administrators can create a custom transaction report that allows them to pick and choose report fields to present the data associated with any orders that have been processed through membership forms, events or manually by an administrator. This report is known as the **Transactions Report**.

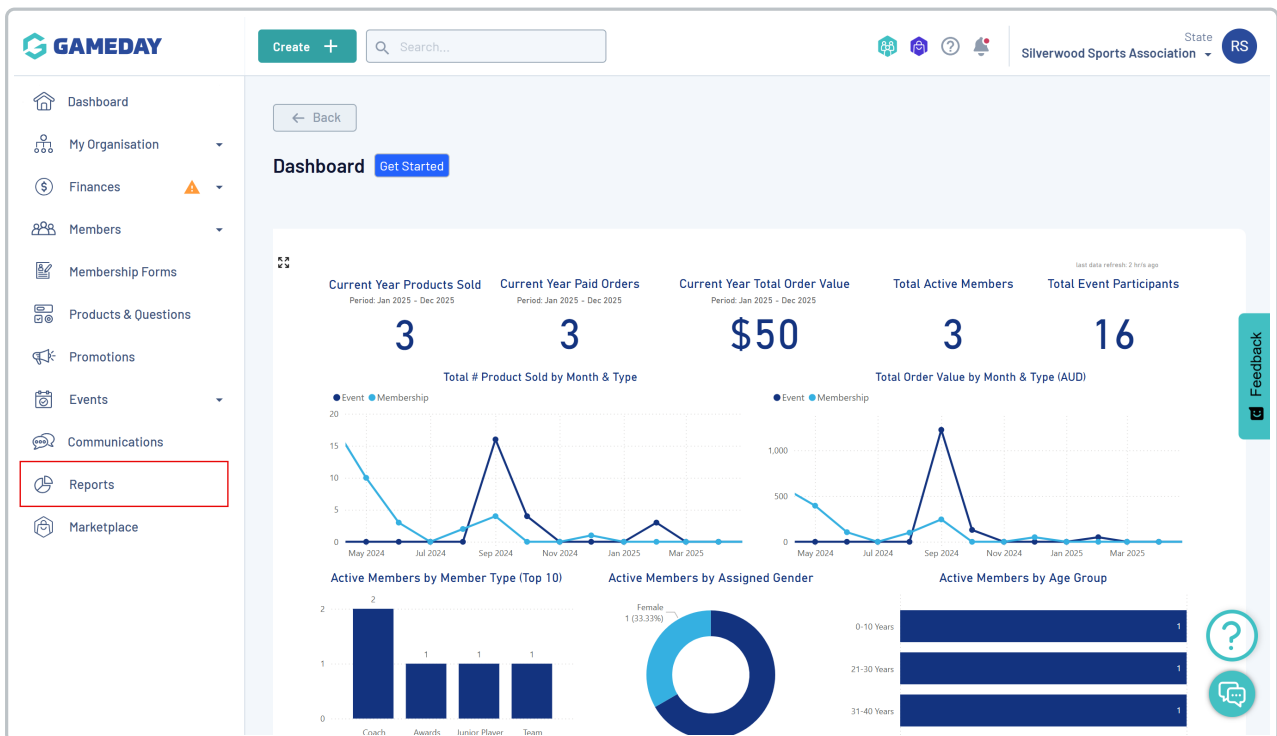
This report is designed to be used to extract any that was answered by members when completing a specific membership form, including:

- Member information
- Products purchased
- Order details
- Custom questions
- Documents uploaded
- Notes added to member records by administrators

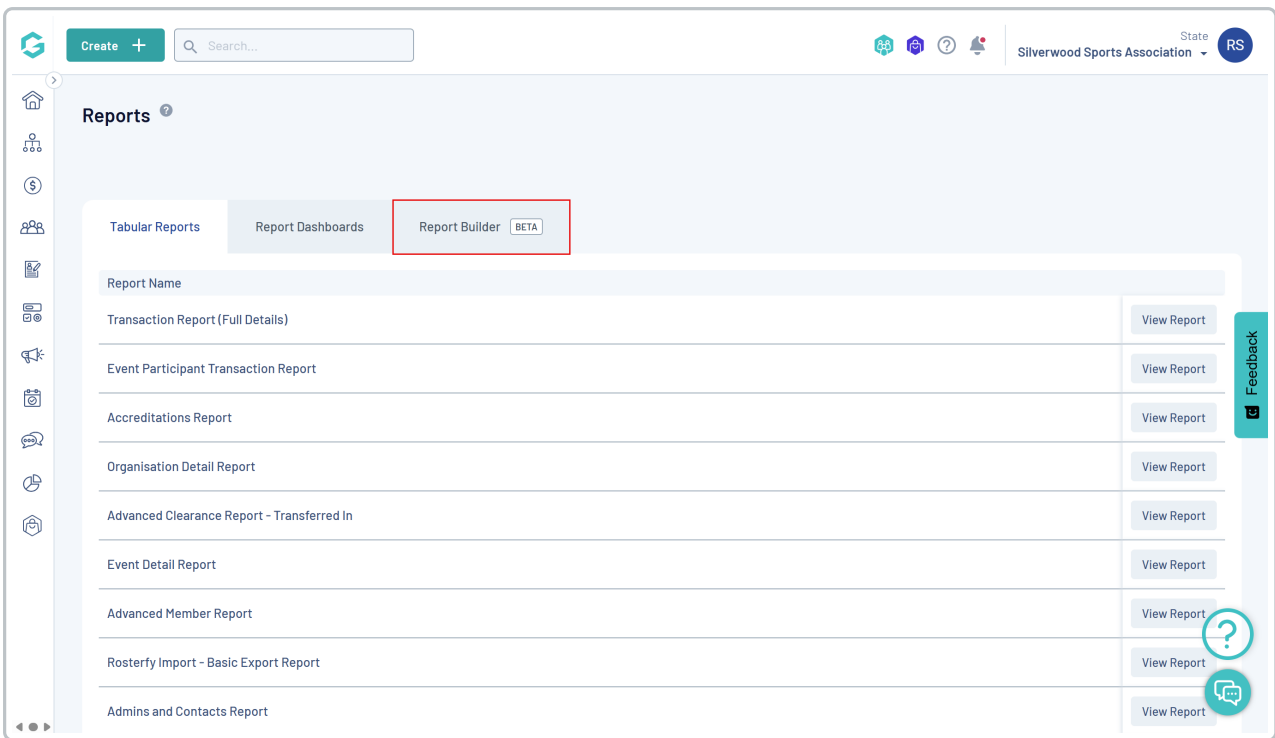
## Step-by-Step

### Step 1: Open the Report Builder:

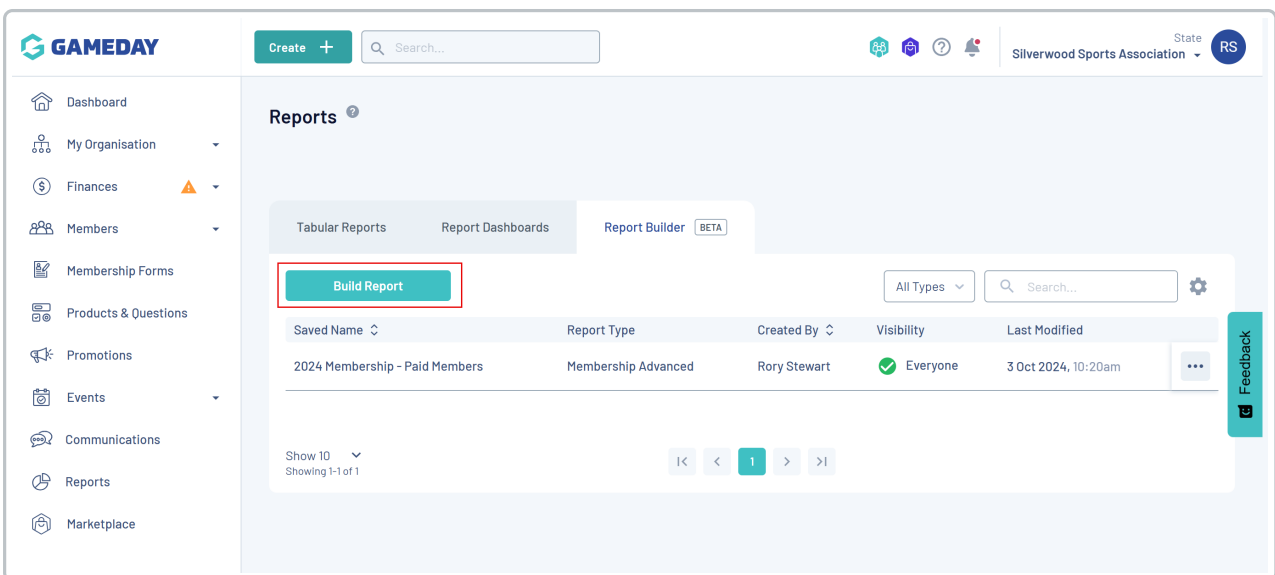
From the left-hand menu, click **REPORTS**



Toggle over to the **REPORT BUILDER** tab

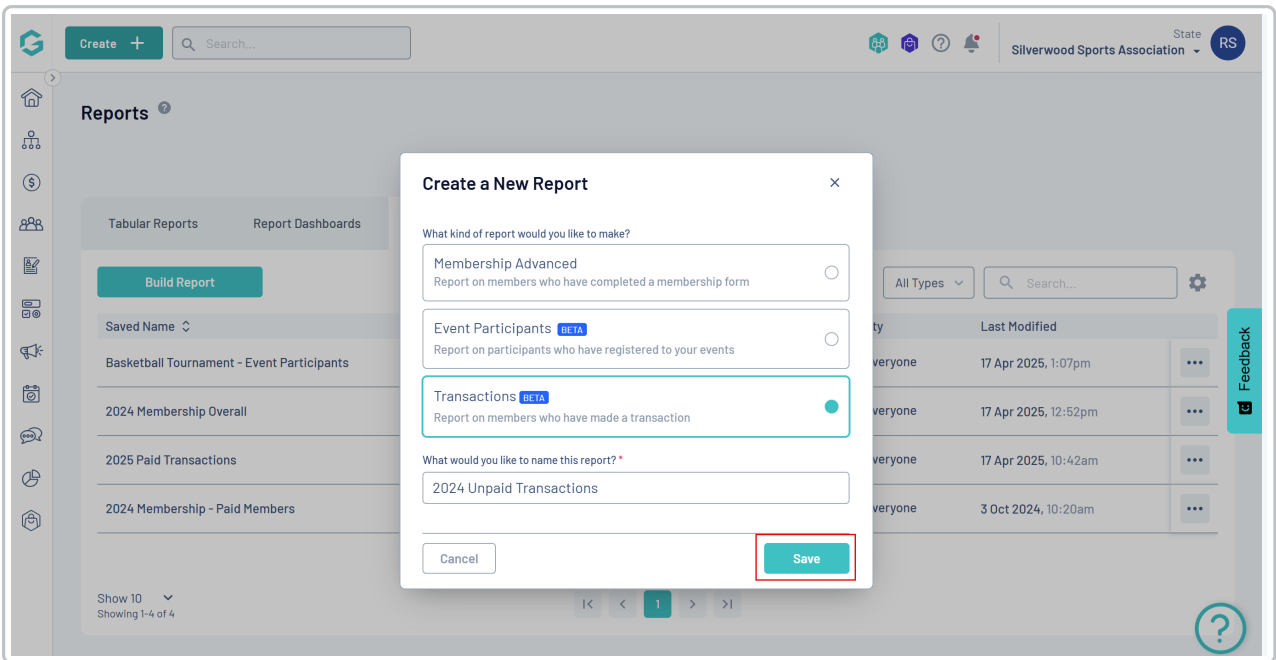


Click **BUILD REPORT**



## Step 2: Select the Report Type and Membership Form

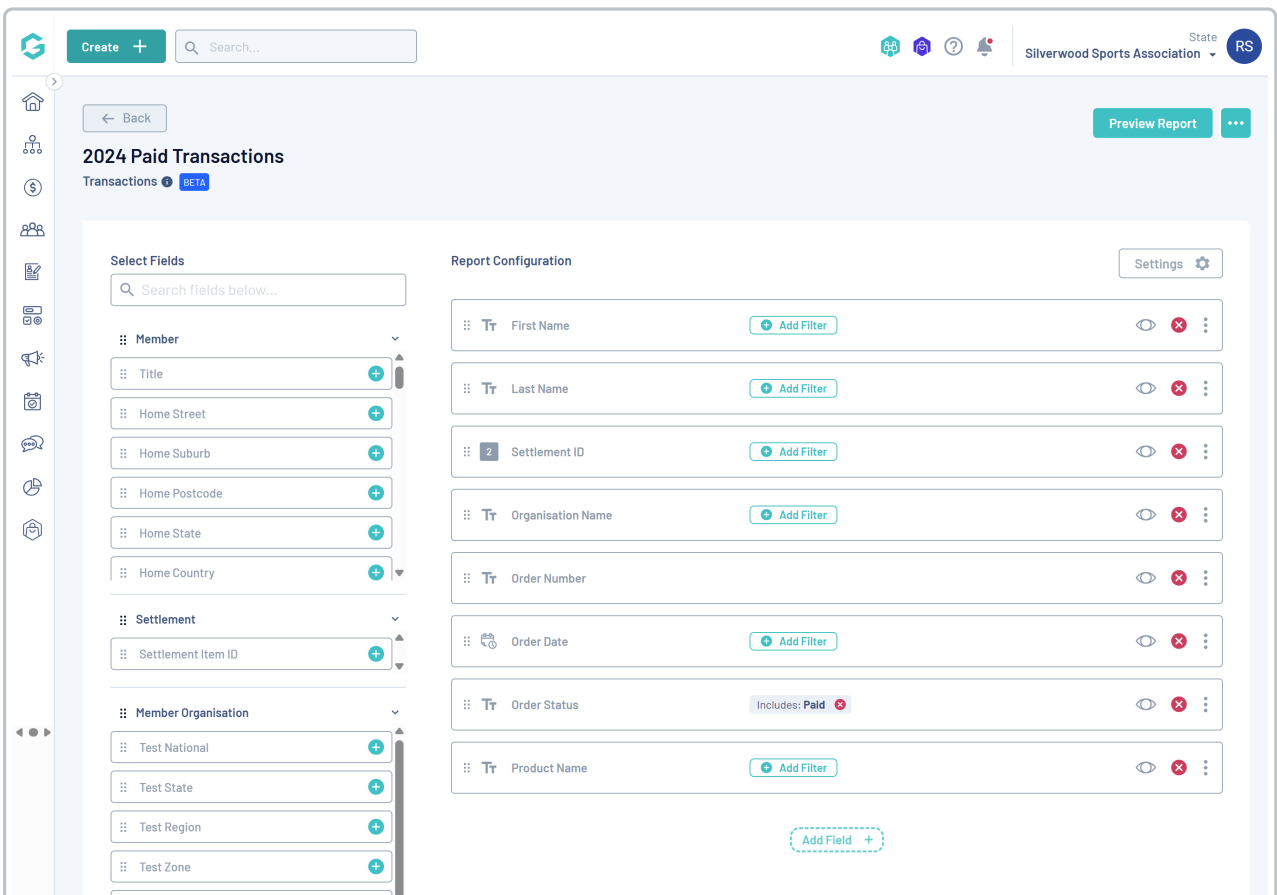
Select the **Transactions** report, and give the report a name that reflects what you're looking to identify with the report, then click **SAVE**.



### Step 3: Build your report

Use the fields available in the left-hand panel to select the fields you want to display on your report. You can also change the order by dragging and dropping the fields on the central panel (fields at the top of the page will display in the left-most column of the report).

You can also filter specific fields by relevant parameters if you want to narrow down the report's results.



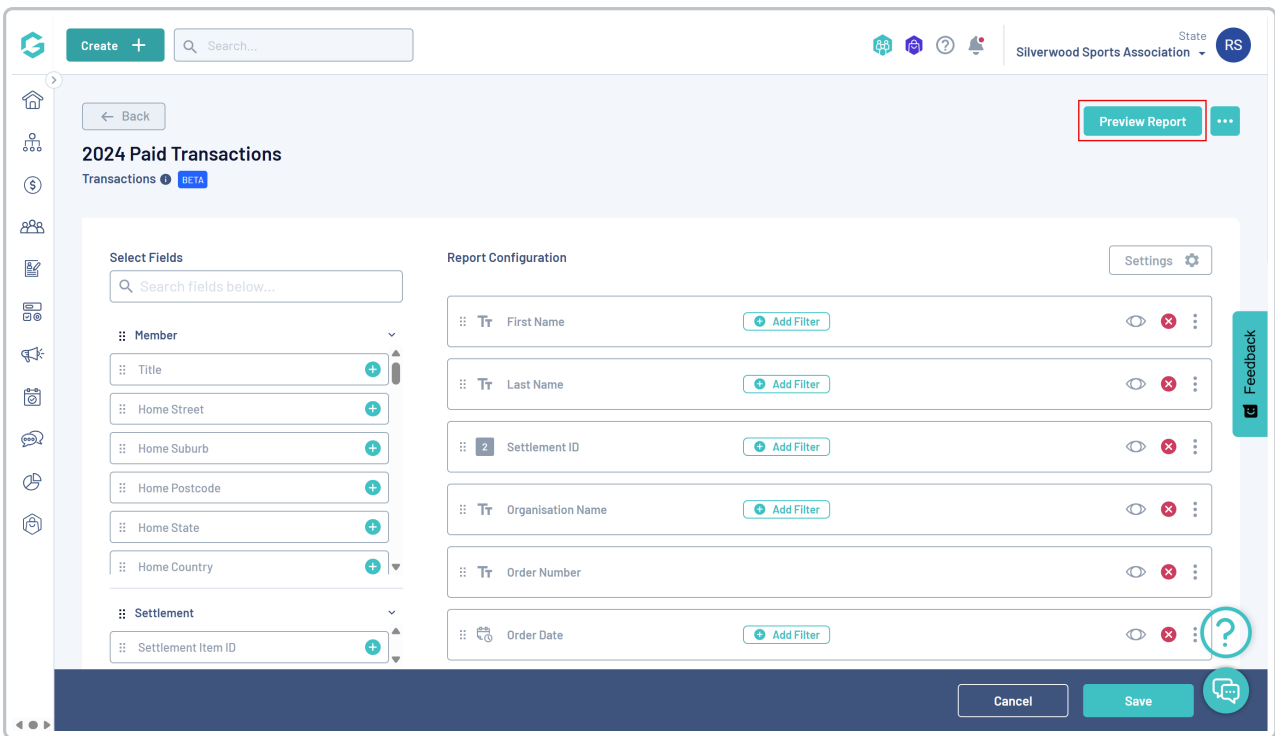
The screenshot displays a vertical list of filter categories, each with a title and a list of individual filters. Each filter is represented by a text box containing the filter name, a plus sign icon, and a dropdown arrow. The categories and their filters are:

- Test Association**: Test Association
- Test Club**: Test Club
- Order**: Orderer Email, Total Order Amount, Order Item ID, Order Item Status, Quantity (Order Item), Item Amount (Order Item)
- Products**: Product Type, Product Sub Type, Product Start Date, Product End Date, Product Status, Product Price
- Voucher**: Voucher Code, Voucher Amount
- Discount**: Discount Name, Total Discount Amount, Total Discounted Price
- Promo Code**: Promo Code, Promo Code Name, Promo Code Discount Amount

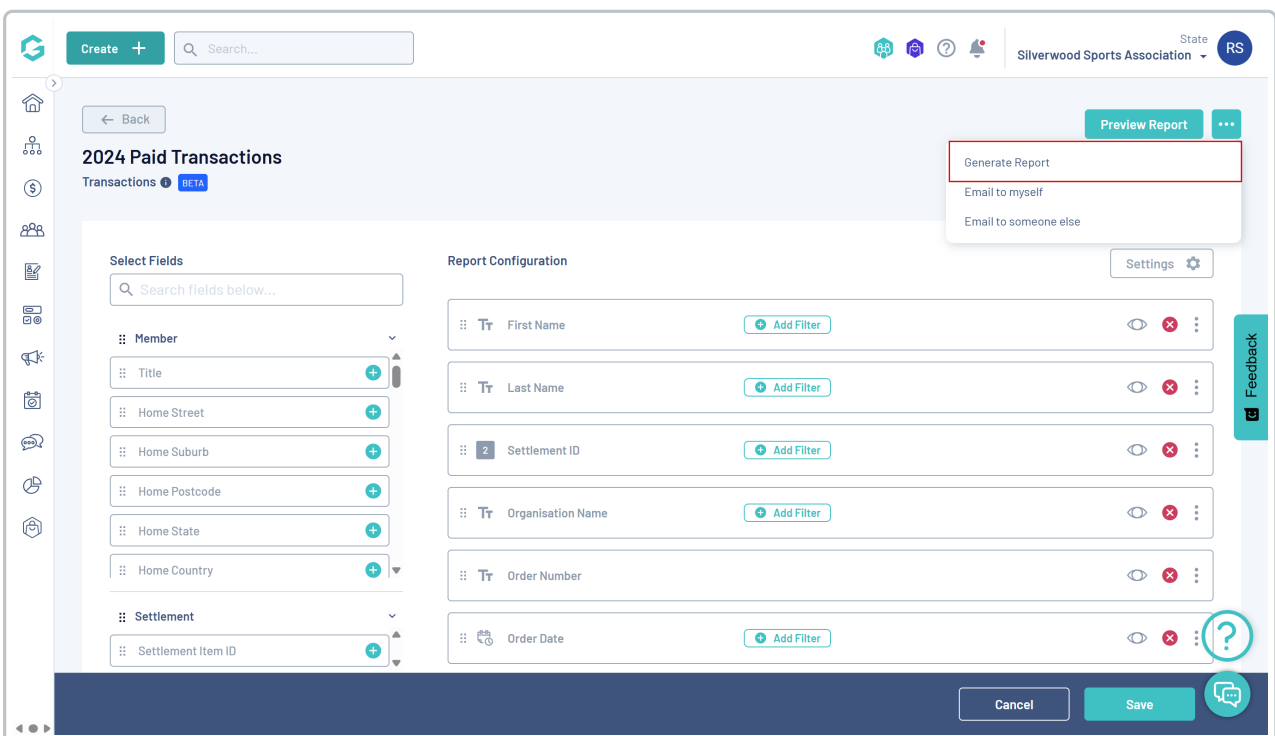
A circular help icon with a question mark is located in the bottom right corner of the interface.

#### Step 4: Preview and export your report

You can use the **PREVIEW** button at the bottom of the page to display a preview of the first 20 records of the report.

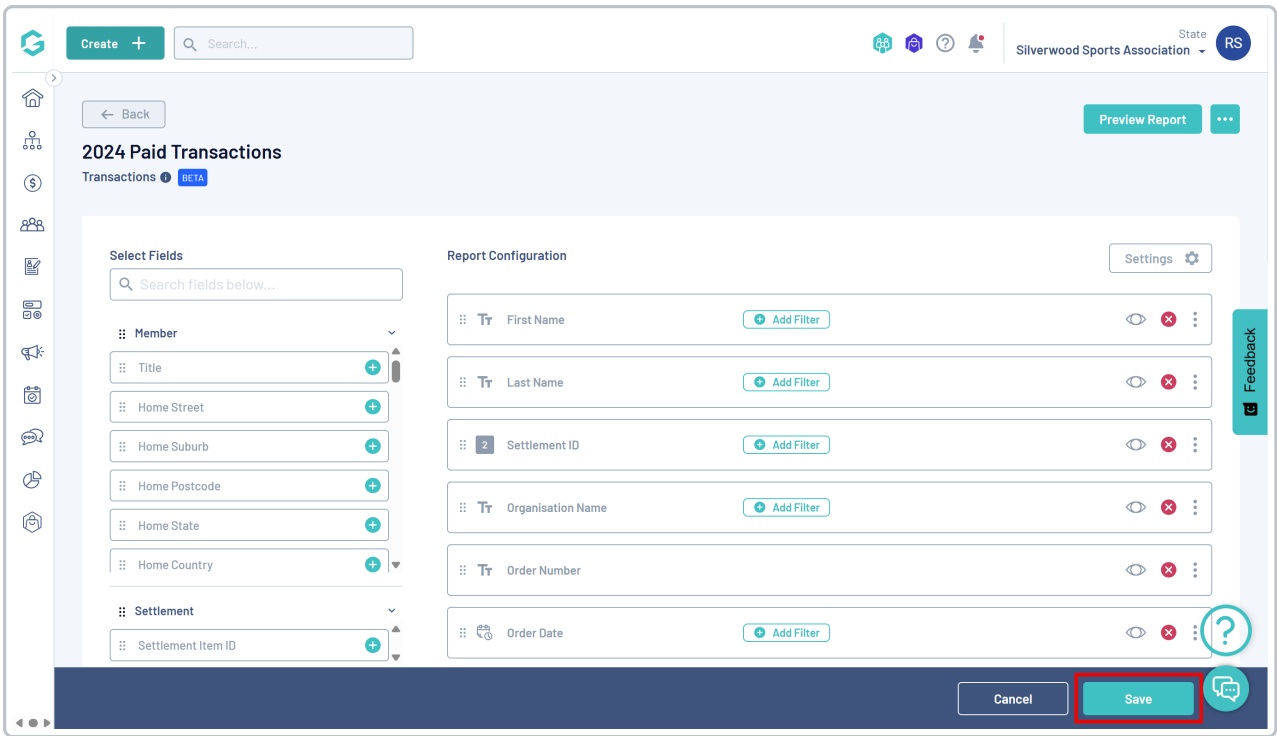


You can also use the **GENERATE REPORT** button in the output menu to download your file from the **Notifications** widget to export your report to CSV



### Step 5: Save your report

Finally, click the **SAVE** button at the bottom of the page to save the report in your database, which can then be used again from the Report Builder list



## Watch

Your browser does not support HTML5 video.

