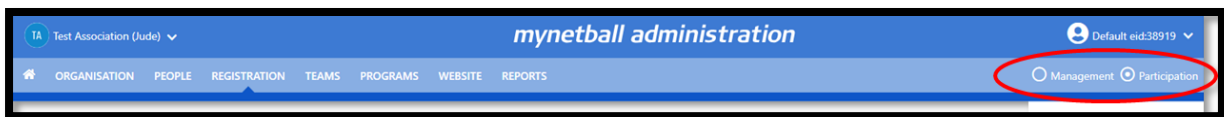


Quick Reference Guide: Transaction Report

The transaction report will display details asked on a signup form.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can access the transaction report under **Management** or **Participation**.

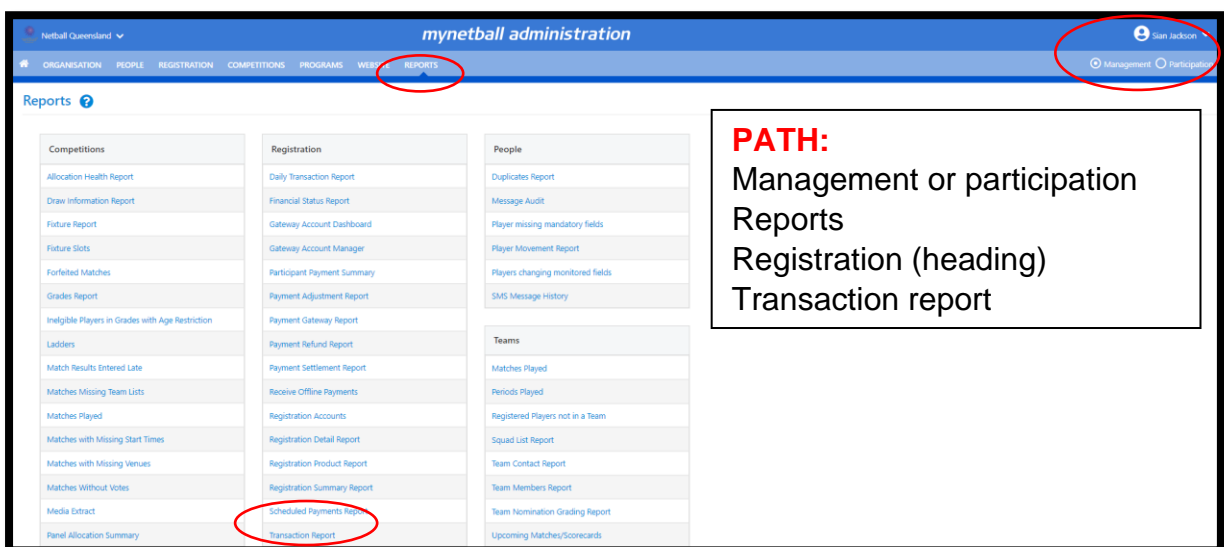


Clubs will not have the option to choose between management or participation, they will just be in participation.



To access this section, you will need to select **Reports, Registration (heading), Transaction Report**.

This will bring you to the **Registration Transaction Report** page.



| Competitions | Registration | People |
|---|-----------------------------|-----------------------------------|
| Allocation Health Report | Daily Transaction Report | Duplicates Report |
| Draw Information Report | Financial Status Report | Message Audit |
| Fixture Report | Gateway Account Dashboard | Player missing mandatory fields |
| Fixture Slots | Gateway Account Manager | Player Movement Report |
| Forfeited Matches | Participant Payment Summary | Players changing monitored fields |
| Grades Report | Payment Adjustment Report | SMS Message History |
| Ineligible Players in Grades with Age Restriction | Payment Gateway Report | |
| Ladders | Payment Refund Report | Teams |
| Match Results Entered Late | Payment Settlement Report | Matches Played |
| Matches Missing Team Lists | Receive Offline Payments | Periods Played |
| Matches Played | Registration Accounts | Registered Players not in a Team |
| Matches with Missing Start Times | Registration Detail Report | Squad List Report |
| Matches with Missing Venues | Registration Product Report | Team Contact Report |
| Matches Without Votes | Registration Summary Report | Team Members Report |
| Media Extract | Scheduled Payments Report | Team Nomination Grading Report |
| Panel Allocation Summary | Transaction Report | Upcoming Matches/Scorecards |

PATH:
 Management or participation
 Reports
 Registration (heading)
 Transaction report

Registration Transaction Report ?

Registration Form: All Forms (dropdown) | From: 08/04/2019 (calendar icon) | To: 07/10/2019 (calendar icon) | **Go**

Drag a column to this area to group by it. Search:

| ID | NAME | INVOICE ID | INVOICE DATE | AMOUNT | TAX | PAYMENT STATUS | PAYMENT METHOD | ONLINE PAYMENT REFERENCE | TEAM/INFO | ACTIONS |
|----|------|------------|--------------|--------|-----|----------------|----------------|--------------------------|-----------|---------|
|----|------|------------|--------------|--------|-----|----------------|----------------|--------------------------|-----------|---------|

To display the answers of the signup form, one signup form needs to be selected at any one time. Date range and select **Go**.


Registration Form dropdown menu:

- All Forms
- All Forms
- 2015 NQ Fast 5 Competition - Umpire Application
- 2015 State Netball Centre Social Competition
- 2015 Suzuki Challenge Carnival

From: 08/04/2019 | To: 07/10/2019 | **Go**

Scroll to the bottom and **Download**. The report will be downloaded into an excel spreadsheet.

1 2 3 4 5 > ... Last »

 **Download**