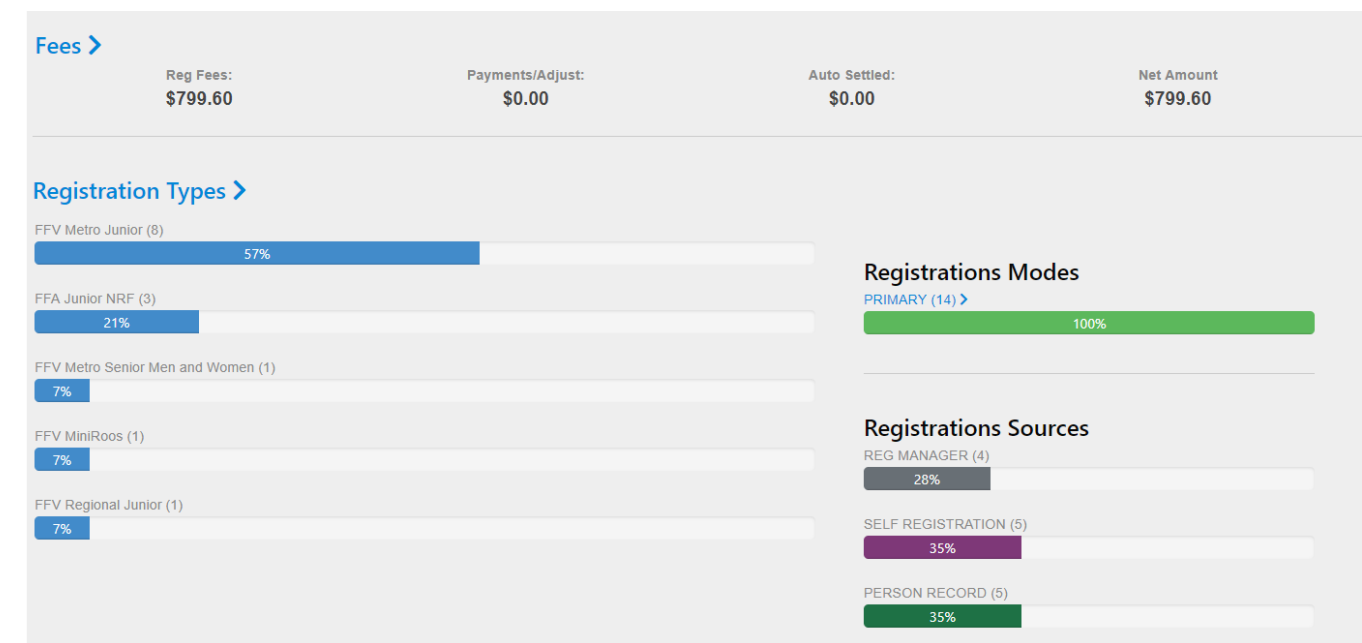# Membership Dashboard and Reports

Dashboard

The dashboard provides an overview or of online transactions within the specified date range.

The summary graphic shows the number of total registrations, a split between online and offline payments and a break down of registrations based on the product purchased

Reports

Payment Gateway Report

The payment gateway report provides a detailed view of all transactions that have been processed through the selected payment gateways

Online Form Submissions

Also known as the Registration Transaction Report, this page displays a list of all transactions (including offline payments) that have been submitted through the selected form during the specified date range

Registration Transaction Report ⑦

Home   Reports   Configuration   Approve Members

Registration Form   **Date Range:** From   To
All Forms ▾   [   ] 🔲 [   ] 🔲   **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	ACTIONS
			13 Sep 18 2:18PM	$117.60	$10.69	Not Paid	None		Actions
			11 Sep 18 11:02AM	$175.00	$15.91	Paid	Online - Credit Card		Actions
			18 Sep 18 2:50PM	$225.00	$20.45	Not Paid	None		Actions
			11 Sep 18 12:15PM	$225.00	$20.45	Not Paid	None		Actions
			11 Sep 18 1:53PM	$225.00	$20.45	Not Paid	None		Actions
			12 Sep 18 2:07PM	$225.00	$20.45	Not Paid	None		Actions

Daily Transaction Report

The Daily transaction report provides a summary view of the total takings per day from the selected form within the selected date range

Daily Transaction Report ⑦

Home   Reports   Configuration   Approve Members

Registration Form   **Date Range:** From   To
All Forms ▾   [   ] 🔲 [   ] 🔲   **Go**

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

SALES DAY	SALES TOTAL	TAX TOTAL
18 September 2018	$225.00	$20.45
13 September 2018	$117.60	$10.69
12 September 2018	$225.00	$20.45
11 September 2018	$742.60	$67.51

Registration Product Report

This reports breaks down the transaction information further providing details of each product purchased via the selected form within the specified date range

Registration Type/Product Report ❓

Registration Form

| All Forms | ⌄ |

Date Range:

From

To

| | 📅 | | 📅 | **Go** |

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

ID	NAME	ORG	INVOICE I	PURCHASE D	ITEM DESCRIPTION	AMOUN	VALID FRO	VALID T	PAYMEN STATUS	SHIPPEI	TEAM/INFO	ACTION
		Aberfeldie Netball Club	1526496	8 Oct 18 11:1...	Sunday - Set - Skills/Competi...	$120.00	8 Oct 18		Paid			Actions
		Karratha Netball Associa...	1526492	1 Oct 18 1:28...	Social Mixed Competition 20...	$0.00	1 Oct 18		Paid		Bibs N Balls	Actions
		Fremantle Netball Associ...	1526485	1 Oct 18 12:1...	Spring Competition- Junior R...	$35.00	1 Oct 18		Paid		Tigers (team)	Actions
		Aberfeldie Netball Club	1526494	8 Oct 18 10:2...	Sunday - Net - Activity/Skills	$60.00	8 Oct 18		Not Paid			Actions
		Perth Netball Association	1526490	1 Oct 18 12:5...	Tuesday - Set - Skills/Compe...	$22.00	1 Oct 18		Paid			Actions