

Transactions Report

Category: Transactions Report

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Reading Time: 1 min

The **Transactions Report** contains a record of every transaction that occurs on your website.

By default, this report includes all transactions (online and offline). You can filter the report to view only online transactions or only offline transactions by using the "Type" dropdown. The report can also be filtered by date range.

Visit [Reports](#) → [E-Commerce](#) → [Transactions](#).

The screenshot shows the MyFunRun web application interface. On the left is a sidebar menu with options: Home, Tutorial, Resources, Site Builder, Administration, Promote, Reports (highlighted with a red box), E-Commerce (highlighted with a red box), Archives, Transactions (highlighted with a red box), Tickets, Sponsorships, Donations, Paid Registrations, P2P Donations, Fundraising, My Account, Custom Forms, and Alternate Goals. The main content area is titled 'Starfield School - Premium' and 'MyFunRun | Expires 10 Jan 2026'. It shows the 'Transactions' report for the website. The report includes a 'TRANSACTION SUMMARY' table with columns for Online Total, Offline Total, Net, Fees, and Total. Below this is a 'FILTER YOUR TRANSACTIONS' section with dropdowns for Type (Show all), Archive (Show unarchived transactions), and a Date range selector. A table of transactions is displayed, showing columns for Actions, Transaction #, Name, Amount Gross, Amount Entered, Amount Net, Customer Fee, Organizer Fee, Taxes, Type, Status, and Date. The table contains 4 entries, with a total of \$1,050.00. At the bottom, it says 'Showing 1 to 4 of 4 entries'.

| TRANSACTION SUMMARY | | | | | | | | | | |
|---------------------|---------------|--------|--------|------------|--|--|--|--|--|--|
| Online Total | Offline Total | Net | Fees | Total | | | | | | |
| \$0.00 | \$1,050.00 | \$0.00 | \$0.00 | \$1,150.00 | | | | | | |

| FILTER YOUR TRANSACTIONS | | | | | | | | | | |
|--------------------------|------------------------------|---------------------------------------|--|--|--|--|--|--|--|--|
| Type | Archive | Date range | | | | | | | | |
| Show all | Show unarchived transactions | Select a "From" date and a "to" date. | | | | | | | | |

| Actions | Transaction # | Name | Amount Gross | Amount Entered | Amount Net | Customer Fee | Organizer Fee | Taxes | Type | Status | Date |
|---------|---------------|-------------------------|-------------------|-------------------|-------------------|---------------|---------------|---------------|----------|--------|-------------------------|
| | 100003133 | Donor First Name Don... | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | Purchase | online | 2024-02-06 21:50:06 EST |
| | 100003149 | Donor Name Donor Nam... | \$40.00 | \$40.00 | \$40.00 | \$0.00 | \$0.00 | \$0.00 | Purchase | online | 2024-02-07 10:30:12 EST |
| | 101029958 | Fundraiser Last name | \$5.00 | \$5.00 | \$5.00 | \$0.00 | \$0.00 | \$0.00 | Purchase | online | 2025-11-05 10:45:19 EST |
| | 101035535 | Ticket Purchase | \$5.00 | \$5.00 | \$5.00 | \$0.00 | \$0.00 | \$0.00 | Purchase | online | 2025-11-12 13:26:13 EST |
| | | | \$1,050.00 | \$1,050.00 | \$1,050.00 | \$0.00 | \$0.00 | \$0.00 | | | |

You can also click on any transaction to see more details. If someone made several purchases at once, you'll see all of them together. From here, you can also **archive** a transaction or **download a PDF** with its details.

To view the transaction history, click the purple **history** icon. To view transaction details, click the

blue **eye** icon.

You can **download** the transactions in **CSV**, **XLSX**, or **XLS** format, or Archive all of the transactions.

You can review transactions by date range, already archived, or separate them via online or offline options.