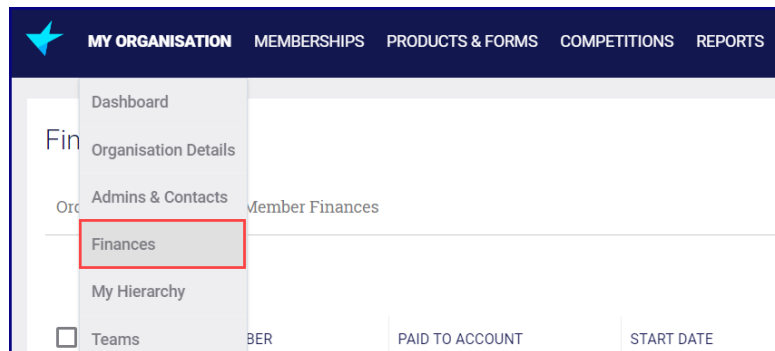




How do I export a settlement report?

Last Modified on 07/10/2019 12:15 pm AEDT

Hover over **My Organisation** and select **Finances**.



Select the **Settlements** tab.

Finances							
Orders Settlements Member Finances							
<input type="text" value="Search"/>							
<input type="checkbox"/>	SETTLEMENT NUMBER	PAID TO ACCOUNT	START DATE	END DATE	AMOUNT	STATUS	
<input type="checkbox"/>	954	Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	9.00	Created	

NOTE: this report shows the details of a particular settlement.

Find the settlement and click on the **Settlement Number**.

Finances							
Orders Settlements Member Finances							
<input type="text" value="Search"/>							
<input type="checkbox"/>	SETTLEMENT NUMBER	PAID TO ACCOUNT	START DATE	END DATE	AMOUNT	STATUS	
<input type="checkbox"/>	954	Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	9.00	Created	

At the top of the screen you will see the basic details of the settlement.

Settlement - 954						Tax Invoice	Save	Cancel
Paid To Account	Start Date	End Date	Currency	Total Amount	Status			
Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	AUD	9.00	Created			

Make sure you are on the **Payments** tab. Select the **All** tab.

Settlement - 954

Tax Invoice

Save

Cancel

Paid To Account	Start Date	End Date	Currency	Total Amount	Status
Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	AUD	9.00	Created

Payments

Adjustments

All

Grouped

PAYMENT DATE	MEMBER	DETAIL	AMOUNT	TOTAL CHARGE	SURCHARGE
22/03/2018 6:27 am	check three	Club fees 2	0.96	0.04	0.00
22/03/2018 6:12 am	Stephen Curry	Club fees 2	0.96	0.04	0.00
22/03/2018 4:27 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:20 pm	Hello There	Club fees 2	0.00	0.00	0.00

Here you will see a list of all the transactions included in this settlement.

To export this to a .csv file, click **Export CSV**.

All

Grouped

PAYMENT DATE	MEMBER	DETAIL	AMOUNT	TOTAL CHARGE	SURCHARGE
22/03/2018 6:27 am	check three	Club fees 2	0.96	0.04	0.00
22/03/2018 6:12 am	Stephen Curry	Club fees 2	0.96	0.04	0.00
22/03/2018 4:27 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:20 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 5:16 am	Hello There	Club fees 2	0.96	0.04	0.00
22/03/2018 4:11 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:46 am	Hello There	Club fees 2	0.96	0.04	0.00
21/03/2018 5:17 am	Lebron James Two	Club fees 2	0.96	0.04	0.00
21/03/2018 11:50 am	Jaenae CHHHH	Club fees 2	0.00	0.00	0.00
20/03/2018 11:28 pm	Jaenae CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 7:14 am	Jaenae CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 6:28 am	Jaenae CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 6:15 am	Jaenae CHHHH	Club fees 2	0.96	0.04	0.00

Show 50

Showing Rows 1 - 13 of 13

First

Previous

1

Next

Last

Export CSV

Once done, you can open this in Excel.

