

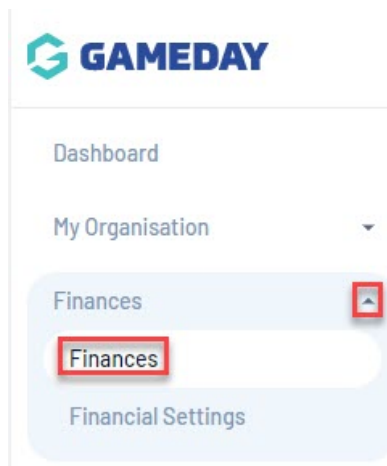


## How do I view order and settlement information?

Last Modified on 18/07/2022 12:54 pm AEST

As an admin I want to view an order or a settlement to see the relevant information about that transactions were processed.

1. Click on the drop down arrow against FINANCES, click on Finances.



### VIEW AN ORDER DETAILS PAGE

2. From the **Orders** tab, click **view** on an order number. This will take you to the order details page.

Here admins have the ability to **filter by date range** if needed to find a specific set of orders.

| <input type="checkbox"/> | Date                            | Order Details | Order Number | Amount       | Status | Source          | Action(s) |
|--------------------------|---------------------------------|---------------|--------------|--------------|--------|-----------------|-----------|
| <input type="checkbox"/> | July 12th 2022, 12:29 pm (AEST) |               | 1674598      | \$ 50.00 AUD | Unpaid | Membership Form | View      |
| <input type="checkbox"/> | July 7th 2022, 12:43 pm (AEST)  |               | 1673883      | \$ 0.00 AUD  | Paid   | Membership Form | View      |
| <input type="checkbox"/> | July 7th 2022, 12:42 pm (AEST)  |               | 1673881      | \$ 0.00 AUD  | Paid   | Membership Form | View      |
| <input type="checkbox"/> | July 5th 2022, 1:29 pm (AEST)   |               | 1673565      | \$ 0.00 AUD  | Paid   | Membership Form | View      |
| <input type="checkbox"/> | July 5th 2022, 1:23 pm (AEST)   |               | 1673560      | \$ 0.00 AUD  | Paid   | Membership Form | View      |
| <input type="checkbox"/> | July 5th 2022, 1:12 pm (AEST)   |               | 1673555      | \$ 0.00 AUD  | Paid   | Membership Form | View      |

2. The **order details** tab will list the information related to the member who paid for this order (email), the date, amount and status of this order.

### Order - 782511

Order Details    Order Items    Transactions

#### Orderer Details

Login Account Email [Redacted]

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#### Order Details

Amount                      \$ 155.00 AUD

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Date                              April 8th 2021, 11:21 am (AEST)

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Status                              Unpaid

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3. The **order items** tab will list the specific product purchased and which members it belongs to (if registering multiple people more than one product/member will show).

### Order - 808224

Order Details    Order Items    Transactions

Q ⚙

| Order Item Number | Product Name          | Status   | Quantity | Unit Price  | Total Price  |
|-------------------|-----------------------|--|----------|-------------|--------------|
| 1158933           | Open Registration Fee | <span style="background-color: #d9534f; color: white; padding: 2px 5px; border-radius: 3px;">Unpaid</span> | 1        | \$ 0.00 AUD | \$ 60.00 AUD |

| Member Name | Organisation     | Start Date              | End Date                | Status  |
|-------------|------------------|-------------------------|-------------------------|---|
| Maxwell     | GameDay Training | 31 December 2018 (AEDT) | 31 December 2020 (AEDT) | <span style="background-color: #f1c40f; padding: 2px 5px; border-radius: 3px;">Pending</span> |

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4. The **transactions** tab will list the payment specifics of the order as well as the individual transactions related to the order.

## Order - 808224

Order Details   Order Items   **Transactions**

Below represents a payment that has been made for this order.

Type to Search

| Date                       | Order Number | Transaction Type | Payment Type | Payment Method | Status                             |
|----------------------------|--------------|------------------|--------------|----------------|------------------------------------|
| 11/02/2021 12:04 PM (AEDT) | 808224       | Payment          | Online       |                | <input type="button" value="New"/> |

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Below is the breakdown of Individual Items included in transactions.

Type to Search

| Transaction | Order Item            | Amount       |
|-------------|-----------------------|--------------|
| 816191      | Open Registration Fee | \$ 60.00 AUD |

Show 50   
Showing rows 1-1 of 1

## VIEW A SETTLEMENT DETAIL PAGE:

1. From the Settlements tab, click on **view** next to a settlement number.

Finances

Orders   **Settlements**

Search

| Settlement Number | Paid to Account | Start Date              | End Date                | Settlement Date         | Amount          | Status  | Action(s)  |
|-------------------|-----------------|-------------------------|-------------------------|-------------------------|-----------------|---------|--|
| 7839              |                 | 3 April 2021 (AEDT)     | 9 April 2021 (AEST)     | 12 April 2021 (AEST)    | \$ 3,226.12 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7798              |                 | 27 March 2021 (AEDT)    | 2 April 2021 (AEDT)     | 5 April 2021 (AEST)     | \$ 891.75 AUD   | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7761              |                 | 20 March 2021 (AEDT)    | 26 March 2021 (AEDT)    | 29 March 2021 (AEDT)    | \$ 2,277.11 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7721              |                 | 13 March 2021 (AEDT)    | 19 March 2021 (AEDT)    | 23 March 2021 (AEDT)    | \$ 978.67 AUD   | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7688              |                 | 6 March 2021 (AEDT)     | 12 March 2021 (AEDT)    | 16 March 2021 (AEDT)    | \$ 3,529.78 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7647              |                 | 27 February 2021 (AEDT) | 5 March 2021 (AEDT)     | 10 March 2021 (AEDT)    | \$ 3,072.98 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7613              |                 | 13 February 2021 (AEDT) | 26 February 2021 (AEDT) | 2 March 2021 (AEDT)     | \$ 3,200.91 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7535              |                 | 7 February 2021 (AEDT)  | 11 February 2021 (AEDT) | 16 February 2021 (AEDT) | \$ 5,211.29 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7494              |                 | 30 January 2021 (AEDT)  | 6 February 2021 (AEDT)  | 10 February 2021 (AEDT) | \$ 8,389.49 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |
| 7461              |                 | 23 January 2021 (AEDT)  | 29 January 2021 (AEDT)  | 2 February 2021 (AEDT)  | \$ 8,068.03 AUD | Settled | <input type="button" value="View"/> <input type="button" value="v"/> |

2. This will take you to the list of transactions that were processed for this particular settlement as well as what date these transactions were within and when the funds were settled to the organisations account.

Payments

|                 |                                   |                                 |   |                 |                                 |                   |
|-----------------|-----------------------------------|---------------------------------|---|-----------------|---------------------------------|-------------------|
| Paid To Account | Start Date<br>3 April 2021 (AEDT) | End Date<br>9 April 2021 (AEST) | Settlement Date<br>12 April 2021 (AEST) | Currency<br>AUD | Total Amount<br>\$ 3,226.12 AUD | Status<br>Settled |
|-----------------|-----------------------------------|---------------------------------|---|-----------------|---------------------------------|-------------------|

All Grouped

Type to search

| Payment Date                    | Member | Detail                          | Product Type | Product Quantity | Amount        | Total Gateway Charge | Surcharge   | Transaction Type |
|---------------------------------|--------|---------------------------------|--------------|------------------|---------------|----------------------|-------------|------------------|
| April 6th 2021, 5:14 pm (AEST)  |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 23.90 AUD  | \$ 1.00 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 12:18 pm (AEST) |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 24.86 AUD  | \$ 1.04 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 12:17 pm (AEST) |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 24.86 AUD  | \$ 1.04 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 12:17 pm (AEST) |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 24.86 AUD  | \$ 1.04 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 12:16 pm (AEST) |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 24.86 AUD  | \$ 1.04 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 12:13 pm (AEST) |        | 2021 Attendance at Single Squad | Membership   | 1                | \$ 24.86 AUD  | \$ 1.04 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 11:05 am (AEST) |        | 2021 or Affiliation             | Membership   | 1                | \$ 122.37 AUD | \$ 5.12 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 9:52 am (AEST)  |        | 2021 b/School Membership        | Membership   | 1                | \$ 30.59 AUD  | \$ 1.28 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 9:52 am (AEST)  |        | 2021 or Affiliation             | Membership   | 1                | \$ 122.37 AUD | \$ 5.12 AUD          | \$ 0.00 AUD | Payment          |
| April 6th 2021, 9:19 am (AEST)  |        | 2021                            | Membership   | 1                | \$ 28.68 AUD  | \$ 1.20 AUD          | \$ 0.00 AUD | Payment          |

3. You can also download a **tax invoice** (in a PDF file) for these settlements that you can send to your finance team to reconcile funds.

It can be done via selecting the **tax invoice** option within the **settlement detail page** itself.

← Back Tax Invoice

Settlement - 7839

Payments

|                 |                                   |                                 |   |                 |                                 |                   |
|-----------------|-----------------------------------|---------------------------------|---|-----------------|---------------------------------|-------------------|
| Paid To Account | Start Date<br>3 April 2021 (AEDT) | End Date<br>9 April 2021 (AEST) | Settlement Date<br>12 April 2021 (AEST) | Currency<br>AUD | Total Amount<br>\$ 3,226.12 AUD | Status<br>Settled |
|-----------------|-----------------------------------|---------------------------------|---|-----------------|---------------------------------|-------------------|

All Grouped

Type to search

| Payment Date | Member | Detail | Product Type | Product Quantity | Amount | Total Gateway Charge | Surcharge | Transaction Type |
|--------------|--------|--------|--------------|------------------|--------|----------------------|-----------|------------------|
|              |        |        |              |                  |        |                      |           |                  |

4. You can also export your settlements to a CSV file by scrolling to the bottom of the page and selecting the **Export CSV** button.

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1 2 3 4 5 ... 13 > >>

Export CSV

## Related Articles