



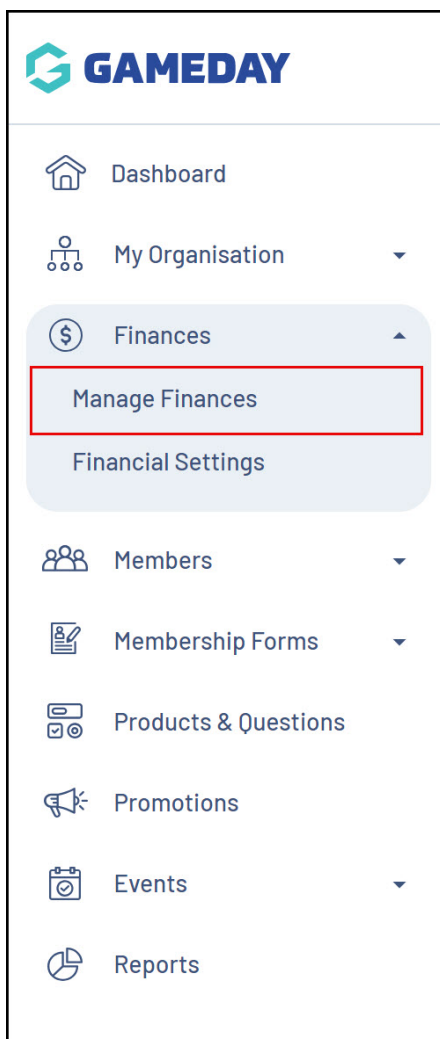
## How do I export my settlement listing?

Last Modified on 19/09/2024 3:04 pm AEST

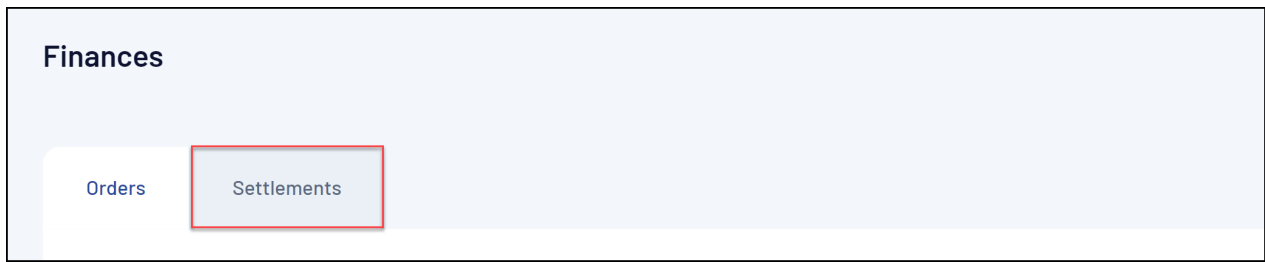
Organisations taking transactions online through GameDay have the ability to export a complete list of their Settlements into a CSV file that can be opened in Excel.

To export your settlement list:

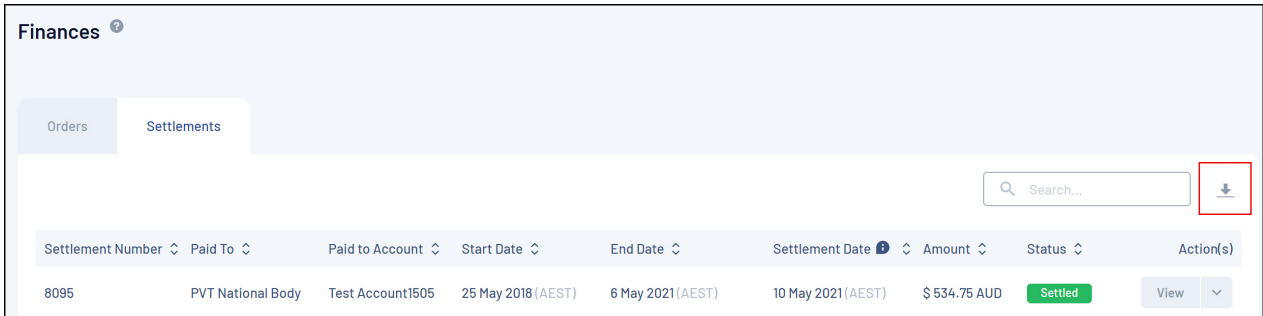
1. In the left-hand menu, click **Finances > MANAGE FINANCES**



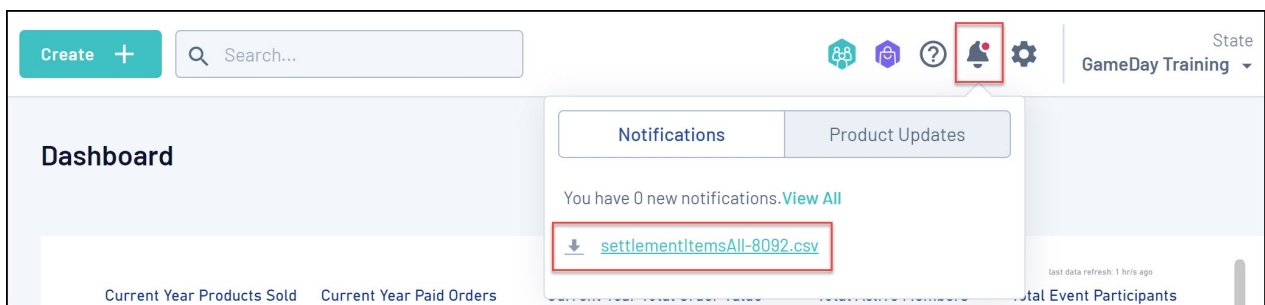
2. Click the **SETTLEMENTS** tab



3. At the top of the page, click the **Export** icon



Your download will then appear in the **Notifications** widget at the top of the page:



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