

How do I export my settlement listing?

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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**

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	Dashboard				
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2. Click the SETTLEMENTS tab

Finances			
Orders	Settlements		

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

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	Orders	Settlements						
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	Settlement Nu	umber 🗘 Paid To 🗘	Paid to Account 💲	Start Date 💲	End Date 💲	Settlement Date 🚯 💲 Amou	nt 🗘 🛛 Status 🗘	Action(s)
	8095	PVT National Body	Test Account1505	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST) \$534	75 AUD Settled	View 🗸

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

Create + Q Search	😝 🎯 🕐 🗱 GameDay Training 👻
Dashboard	Notifications Product Updates You have 0 new notifications. View All
Current Year Products Sold Current Year Paid Orders	settlementItemsAll-8092.csv Last data refresh: 1 kr/s age tal Event Participants

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