How do I view financial settlement information?

05/08/2025 9:41 am AEST

Overview

As an administrator, you can view settlement information to see the relevant information regarding any transactions that have been processed through your database and settled directly to your organisation's bank account.

Step-by-Step

Step 1: Open your Settlement list

Open the Finances menu, then click Manage Finances > SETTLEMENTS

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Dashboard	e Back			
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(\$) Finances	Tindices			
Manage Finances				
Financial Settings	Orders Settlements			
8월 Members -			Q Search	+
Membership Forms				pack
Products & Questions	Settlement Paid To ≎ Paid to Account : Number ≎	Start Date ↓ End Date ↓	Settlement Date 🕕 🗘	Amour Action(s)
GF Promotions	36101 PVT National Body	5 August 2024 (AEST) 19 September 2024 (AEST)	24 September 2024 (AEST)	\$ 17.90 View 🗸 🙂
🦻 Events 👻	35945 PVT National Body	22 July 2024 (AEST) 19 September 2024 (AEST)	23 September 2024 (AEST)	\$45.77 View ~
፼⊋ Communications	35053 PVT National Body	23 July 2024 (AEST) 2 August 2024 (AEST)	6 August 2024 (AEST)	\$ 17.85 View ~
C Reports	34816 PVT National Body	26 March 2020 (AEDT) 25 July 2024 (AEST)	29 July 2024 (AEST)	\$ 56.85 View ~
🕅 Marketplace	8095 PVT National Body	25 May 2018 (AEST) 6 May 2021 (AEST)	10 May 2021 (AEST)	\$ 534.: View
	8094 PVT National Body	15 July 2020 (AEST) 22 April 2021 (AEST)	10 May 2021 (AEST)	\$10.67 View
	1969 PVT National Body	7 May 2018 (AEST) 7 May 2018 (AEST)		\$1.00, View

Step 2: View a settlement

From the Settlements tab, click on the three-dots menu, then click VIEW next to a settlement number

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Orders	Settlements							
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Settlement Nu	mber 🗘 Paid To 🗘	Paid to Account 🗘	Start Date 💲	End Date 🗘	Settlement Date 🕕 🗘	Amount 🗘	Status 🗘	Y
42102	PVT National Body		26 March 2020 (AEDT)	20 March 2025 (AEDT)	24 March 2025 (AEDT)	\$ 83.97 AUD	Settled	•••
41947	PVT National Body	-	5 March 2025 (AEDT)	13 March 2025 (AEDT)	18 March 2025 (AEDT)	View		
41573	PVT National Body		25 September 2024 (AEST)	28 February 2025 (AEDT)	4 March 2025 (AEDT)	\$ 60.38 AUD	Settled	
36101	PVT National Body		5 August 2024 (AEST)	19 September 2024 (AEST)	24 September 2024 (AEST)	\$ 17.90 AUD	Settled	
35945	PVT National Body		22 July 2024 (AEST)	19 September 2024 (AEST)	23 September 2024 (AEST)	\$ 45.77 AUD	Settled	•••

The **Payments** tab allows you to see:

- Paid To Account: The bank account to which the settlement was sent
- Start/End Date: Payments processed within this date range were included in the settlement
- Settlement Date: The date in which the settlement was sent to you
- Currency: The relevant currency of the payout will display based on your organisation's location
- Payout Amount: The total amount settled to you (after deducting processing fees)
- Any Adjustments, including refunds deducted from the settlement and tax charges
- A complete list of all **Orders** included in the settlement, including:
 - Order ID
 - Payment Date
 - Member
 - Product Name
 - Source: The name of the registration form used by the member to make the transaction.
 - **Product Type**: Denotes whether the product purchased was a Membership, Event, Add-on or Team product.
 - Product Quantity
 - Amount
 - **Total Gateway Charge**: A breakdown of the total amount charged from the gateway processing fee per order.
 - Surcharge
 - Transaction Type

Payments										
Paid To Ac	count S	Start Date		End Date		Settlement Date	Cur	rency P	Payout Amount	Status
	:	26 March 2020 (A)	EDT)	20 March 2025 (AE	DT)	24 March 2025 (AE	DT) AUE) ş	83.97 AUD	Settled
ummary	/ & Adjustmen	ts								Total Am
Total Char	des (Inc Tax)									(\$1)
Refunds										(\$10
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Retunds Related (Order ID 2076795	Payment Date March 20th 2025, 11:56 am (AEDT)	Payment For	Product Name Create member 15	Source	Product Type Membership	Product Quantity	Settlement Amount \$ -1.09 AUD	Total Charge S 1.10 AUD	Q Type to search es Transaction Type Payment	(S10

You can also download a **Tax Invoice** (as a PDF file) for these settlements that you can send to your finance team to reconcile funds. This can be done via selecting the **TAX INVOICE** option.

Payments				/		
Paid To Account	Start Date	End Date	Settlement Date	Currency	Payout Amount	Status
	26 March 2020 (AEDT)	20 March 2025 (AEDT)	24 March 2025 (AEDT)	AUD	\$ 83.97 AUD	Settled