

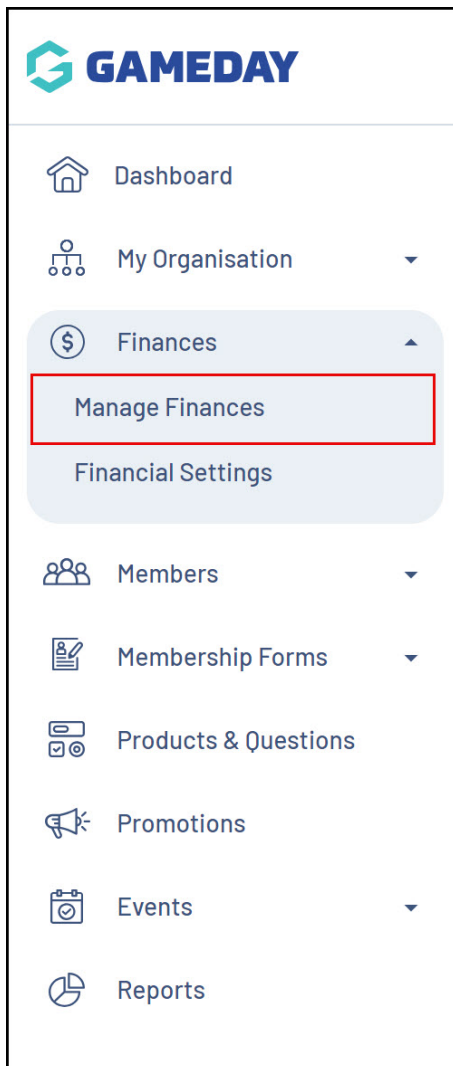


How do I view financial settlement information?

Last Modified on 19/09/2024 2:51 pm AEST

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.



1. Open the **Finances** menu, then click **MANAGE FINANCES**














2. 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	View 
7798		27 March 2021 (AEDT)	2 April 2021 (AEDT)	5 April 2021 (AEST)	\$ 891.75 AUD	Settled	View 
7761		20 March 2021 (AEDT)	26 March 2021 (AEDT)	29 March 2021 (AEDT)	\$ 2,277.11 AUD	Settled	View 
7721		13 March 2021 (AEDT)	19 March 2021 (AEDT)	23 March 2021 (AEDT)	\$ 978.67 AUD	Settled	View 
7688		6 March 2021 (AEDT)	12 March 2021 (AEDT)	16 March 2021 (AEDT)	\$ 3,529.78 AUD	Settled	View 
7647		27 February 2021 (AEDT)	5 March 2021 (AEDT)	10 March 2021 (AEDT)	\$ 3,072.98 AUD	Settled	View 
7613		13 February 2021 (AEDT)	26 February 2021 (AEDT)	2 March 2021 (AEDT)	\$ 3,200.91 AUD	Settled	View 
7535		7 February 2021 (AEDT)	11 February 2021 (AEDT)	16 February 2021 (AEDT)	\$ 5,211.29 AUD	Settled	View 
7494		30 January 2021 (AEDT)	6 February 2021 (AEDT)	10 February 2021 (AEDT)	\$ 8,389.49 AUD	Settled	View 
7461		23 January 2021 (AEDT)	29 January 2021 (AEDT)	2 February 2021 (AEDT)	\$ 8,068.03 AUD	Settled	View 

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

[← Back](#) [Tax Invoice](#)

Settlement - 8095

Payments

Paid To Account	Start Date	End Date	Settlement Date 	Currency	Total Amount	Status
	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST)	AUD	\$ 534.75 AUD	Settled

- **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**
- **Total Amount:** The total amount settled to you (after deducting processing fees).
- A complete list of all **Orders** included in the settlement.

4. 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:

← Back Tax Invoice

Settlement - 7839

Payments

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

All Grouped

Type to search

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

5. You can also see a breakdown of the individual orders that make up the settlements, including:

All Grouped

Type to search

Order ID	Payment Date	Member	Product Name	Source	Product Type	Product Quantity	Amount	Total Gateway Charge	Surcharge	Transaction Type
1809885	May 16th 2023, 2:17 pm (AEST)				Membership	1	\$ 0.00 AUD	\$ 1.10 AUD	\$ 0.00 AUD	Payment
1809884	May 16th 2023, 2:16 pm (AEST)				Event	1	\$ 99.95 AUD	\$ 3.90 AUD	\$ 0.04 AUD	Payment
1809883	May 16th 2023, 2:14 pm (AEST)				Add-on	1	\$ 0.00 AUD	\$ 1.10 AUD	\$ 0.00 AUD	Payment

- **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**

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

Show 50
Showing rows 1-50 of 638

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Export CSV 

Related Articles
