



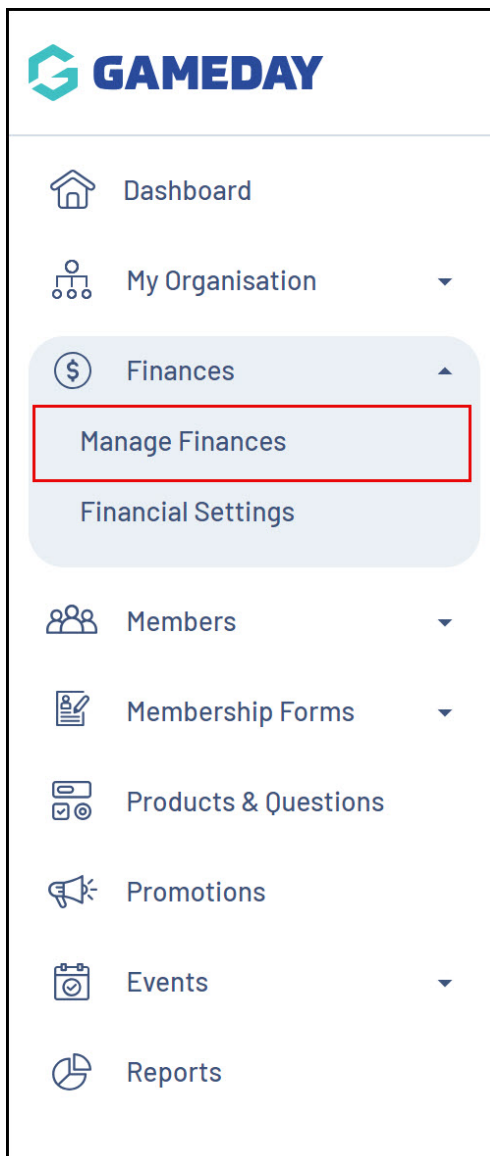
## How do I export my organisation's settlement information?

Last Modified on 19/09/2024 2:53 pm AEST

Through GameDay's Finances module, administrators can export their **Settlements** to a CSV file.

To export your organisation's settlement listing:

1. In the left-hand menu, expand the **Finances** menu, then select **MANAGE FINANCES**



2. Click the **SETTLEMENTS** tab

## Finances

Orders

Settlements

3. To export a CSV file of an individual settlement, find the settlement in the list and click **VIEW**

1969	PVT	7 May 2018 (AEST)	7 May 2018 (AEST)	\$ 1.00 AUD	Settled	View
1968	PVT	7 May 2018 (AEST)	8 May 2018 (AEST)	\$ 2.00 AUD	Settled	View
1967	PVT	7 May 2018 (AEST)	8 May 2018 (AEST)	\$ 2.00 AUD	Settled	View
1809	PVT		23 March 2018 (AEDT)	\$ 18.65 AUD	Settled	View
1195	PVT	22 June 2017 (AEST)	5 October 2017 (AEDT)	\$ 8.48 AUD	Settled	View
217	PVT	25 July 2017 (AEST)	24 August 2017 (AEST)	\$ 69.94 AUD	Settled	View
11	PVT	22 June 2017 (AEST)	26 July 2017 (AEST)	\$ 14.69 AUD	Settled	View
9	PVT	21 July 2017 (AEST)	21 July 2017 (AEST)	\$ 2.00 AUD	Settled	View

Show 10 ▾  
Showing rows 1-10 of 11

1 < 2 > >|

Export CSV ⬇

4. At the top of the itemised table, click the **Export** icon

← Back Tax Invoice

### Settlement - 8095

Payments

Paid To Account	Start Date	End Date	Settlement Date ⓘ	Currency	Total Amount	Status
Test Account1505	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST)	AUD	\$ 534.75 AUD	Settled

All Grouped

🔍 Type to search ⚙️ ⬇

Order ID	Payment Date	Member	Product Name	Source	Product Type	Product Quantity	Amount	Total Gateway Charge	Surcharge	Transact
822905	May 7th 2021, 10:23 am (AEST)	Mark Tellman	Coach Registration	National Membership Form	Membership	1	\$ 0.00 AUD	\$ 1.10 AUD	\$ 0.21 AUD	Payment
822905	May 7th 2021, 10:23 am	Mark	Volunteer	National Membership	Membership	1	\$ 0.00	\$ 0.00 AUD	\$ 0.00	Payment

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

Dashboard

Create + Search...

Notifications Product Updates

You have 0 new notifications. [View All](#)

↓ [settlementItemsAll-8092.csv](#)

Current Year Products Sold Current Year Paid Orders

State GameDay Training

last data refresh: 1 hrs ago

Total Event Participants

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