



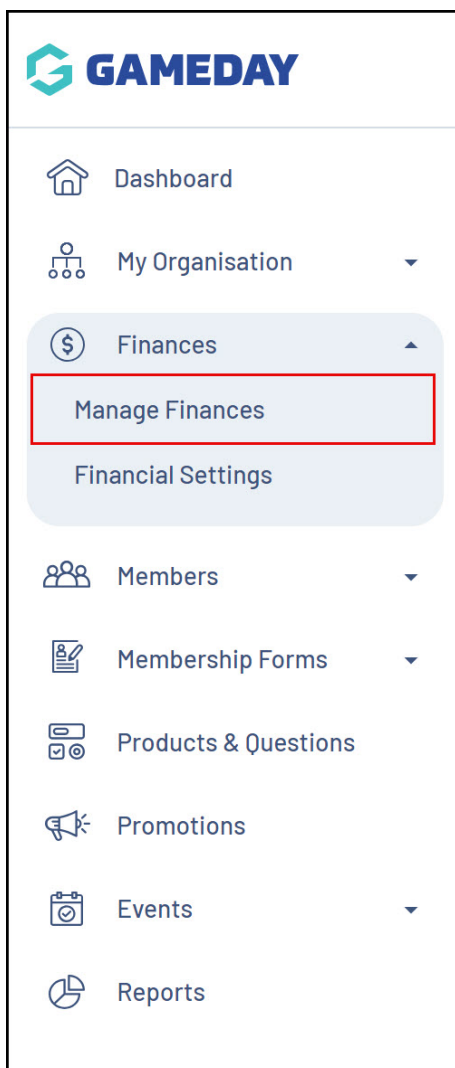
## Settlements | Overview

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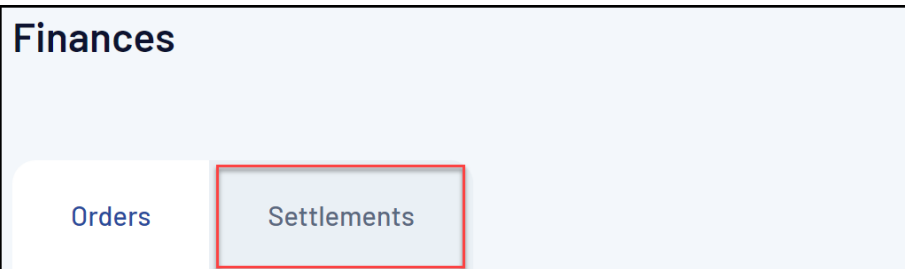
GameDay's **Manage Finances** module provides a complete list of all **Settlements** that have been settled to your nominated bank account through GameDay.

To access the Finances section:

1. Click **Finances** > **MANAGE FINANCES** in the left-hand menu:



2. Click the **SETTLEMENTS** tab:



## What is a Settlement?

In GameDay, a **Settlement** is a distribution that has been paid to your organisation based on [Orders](#) have been processed into your database though any Membership or Event forms you have set up, or by using GameDay's [admin portal gateway](#).

Settlements are distributed to all GameDay organisations on a weekly basis and distributed directly to a [nominated bank account](#), with GameDay's payment processing fee being deducted at this stage.

**Note:** Settlements include funds that are directly processed through our credit card gateway as part of your registration process - including any payments made directly through GameDay by Visa, Mastercard, Apple Pay, Google Pay or PayPal - however any orders that are manually marked on a member's record that do not use the in-built credit card gateway are not included in settlements.

## Settlement List

A screenshot of the 'Settlement List' page. The page header shows 'Finances' and two tabs: 'Orders' and 'Settlements', with 'Settlements' being the active tab. Below the tabs is a search bar with a magnifying glass icon and a gear icon for settings. The main content is a table with the following columns: Settlement Number, Paid to Account, Start Date, End Date, Settlement Date (with a help icon), Amount, Status, and Action(s). The table contains two rows of data. The first row has a Settlement Number of 8095, Paid to Account of Test Account, Start Date of 25 May 2018 (AEST), End Date of 6 May 2021 (AEST), Settlement Date of 10 May 2021 (AEST), Amount of \$ 534.75 AUD, Status of Settled, and Action(s) of View and a dropdown arrow. The second row has a Settlement Number of 8094, Paid to Account of Test Account, Start Date of 15 July 2020 (AEST), End Date of 22 April 2021 (AEST), Settlement Date of 10 May 2021 (AEST), Amount of \$ 10.67 AUD, Status of Settled, and Action(s) of View and a dropdown arrow.

Settlement Number	Paid to Account	Start Date	End Date	Settlement Date	Amount	Status	Action(s)
8095	Test Account	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST)	\$ 534.75 AUD	Settled	View
8094	Test Account	15 July 2020 (AEST)	22 April 2021 (AEST)	10 May 2021 (AEST)	\$ 10.67 AUD	Settled	View

The **Settlements** page shows a list of any settlements that have been distributed directly to your nominated bank account, including:

- **Settlement Number:** A unique ID assigned to the settlement.
- **Paid to Account:** The name of the bank account to which the settlement was distributed.
- **Start Date:** The start of the period of orders included in the settlement.

- **End Date:** The end of the period of orders included in the settlement.
- **Settlement Date:** The date that the settlement was distributed to your nominated bank account.
- **Amount:** The total amount settled.
- **Status:** Indicates that the settlement is complete.

## Page Actions

**Finances**

Orders    Settlements

1

2

Settlement Number	Paid to Account	Start Date	End Date	Settlement Date	Amount	Status	Action(s)
8095	Test Account	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST)	\$ 534.75 AUD	Settled	3 View 4
8094	Test Account	15 July 2020 (AEST)	22 April 2021 (AEST)	10 May 2021 (AEST)	\$ 10.67 AUD	Settled	View

On the **Settlement List**, you can apply various other actions and display settings, including:

- 1. Order Number Search:** Search for individual settlements by Settlement Number, Paid to Account or Amount.
- 2. List Table Settings:** Define which fields display in the columns of the list.
- 3. View Order:** [View](#) an individual settlement's details.
- 4. Actions:** Allows you to:
  - Download a **Tax Invoice** for your settlement.

For more information on processes relevant to the **Settlements** page, please refer to the **Related Articles** section of this article.

## Related Articles

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