



GAMEDAY

Funds Received within Structure (Same Bank Account) - Braintree Report

Last Modified on 13/08/2024 2:10 pm AEST

Overview

The **Funds Received Within Structure (same bank account) - Braintree** report allows administrators to build a customised report to track and reconcile their settlement, including any settlements that have been sent to other organisations below you within your hierarchy that have the same bank account as your on file.

Note: This report only relates to payments made through the Braintree payment gateway, and will not include any information on settlement payouts distributed via Stripe

Step-by-Step

Step 1: Open the Funds Received Within Structure (same bank account) report

In your GameDay Passport database, go to **Reports > Finance >** find the **Funds Received Within Structure (same bank account)** report, then click **CONFIGURE**

Step 2: Decide which fields you want on your report

You can add fields to the report by clicking the **+** button on the left-hand side to add each field into the **Selected Fields** section. You can choose from any of the fields below:

- Transaction ID
- Product Name
- Payment For (who paid for the products - either member or team name)
- Payment For ID
- Payment From
- Line Item Total
- Money Received (after fees)
- Receiving Bank Code (BSB)
- Receiving Account Number
- Receiving Account Name
- Payment Gateway Reference
- Payment Log ID

- Payment Date
- Distribution ID
- Date Funds Sent by GameDay
- Association
- Club Payment For
- Transaction Club
- Cost Centre
- Product Type
- Product Items
- Product Item Selections
- Payment Type
- Voucher Code
- Rebated Amount
- Promotion Code
- Line Item Promo Discount Amount Applied
- Order Promo Discount Amount Applied

Step 3 (optional): Format the report for reconciliation

To format the report in a way that allows you to easily reconcile the lump sum distributions made to your bank account, apply the following settings:

- **Sort By** = Payment Date
- **Group By** = Distribution ID

The **Distribution ID** is unique identifier that displays on your organisations bank statement

Step 4: Run the report

Once you're satisfied with your report, click **RUN REPORT**, and it will open in a new tab

Step 5 (optional): Export and/or save the report

You can export your report by setting the **Report Output** to '**Email**', then choosing **CSV** as the file format and entering your email address in the space provided - [Learn More](#)

If you want to save the report to use on an ongoing basis without having to rebuild the whole thing again, you can use the save option at the bottom of the report builder - [Learn More](#)

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