Funds Received Report

24/07/2025 11:12 am AEST

Overview

The Funds Received report allows administrators to build a customised report to track and reconcile their settlement payouts.

> **Note**: Unlike the Settlement Payouts list (in the **Finances** > **Manage Finances** section) which only track settlement payouts distributed via Stripe, the Funds Received report will track all settlements paid out from Stripe payments plus other online gateways such as Braintree or PoliPay

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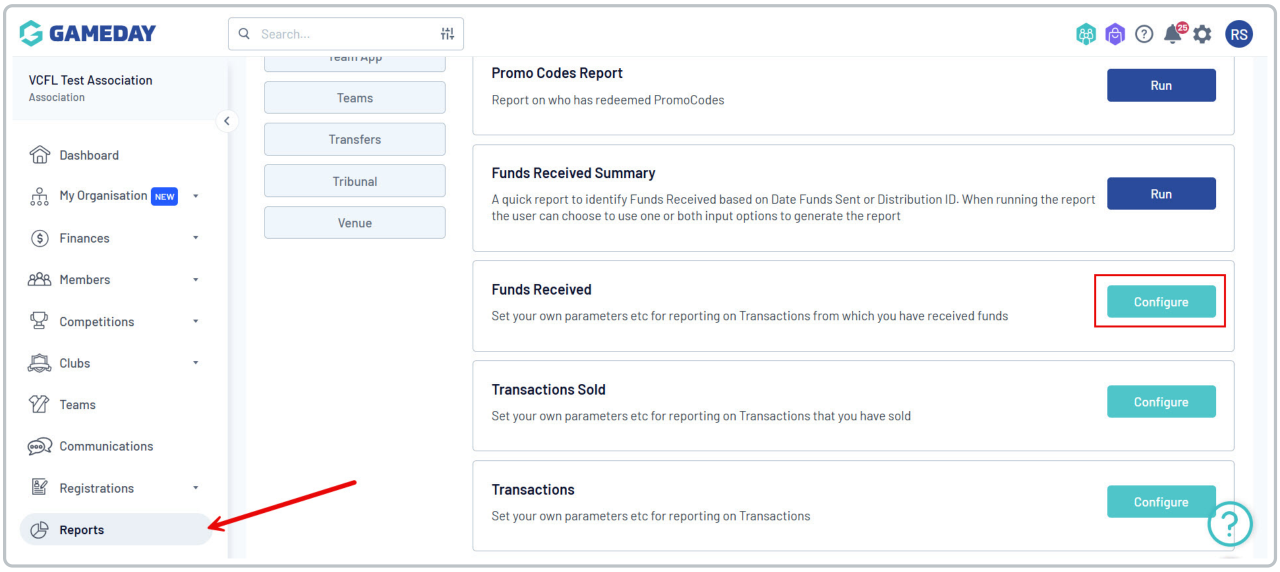
Step-by-Step

Step 1: Open the Funds Received report

In your GameDay Passport database, go to **Reports** > **Finance** > find the **Funds Received** report, then click **CONFIGURE**

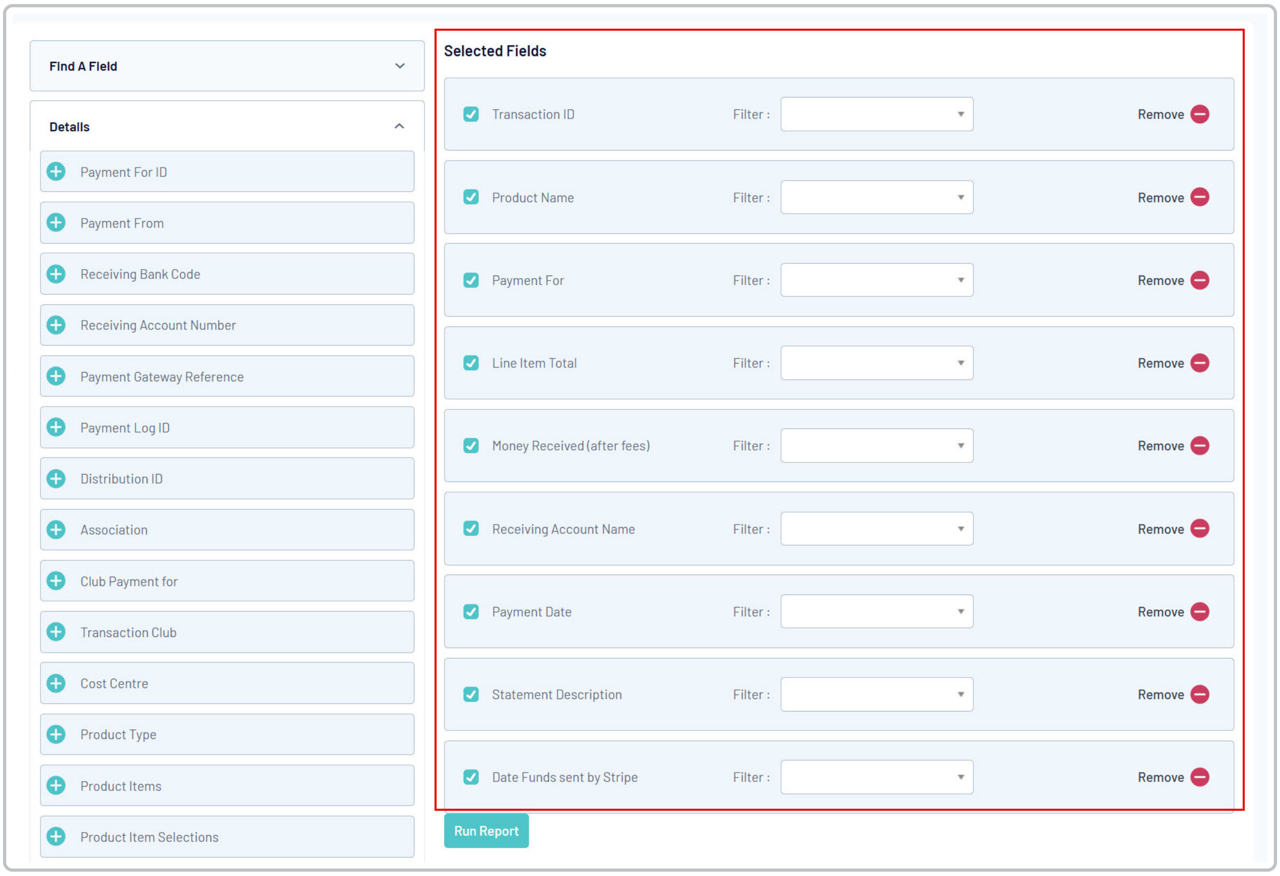


Step 2: Decide which fields you want on your report

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

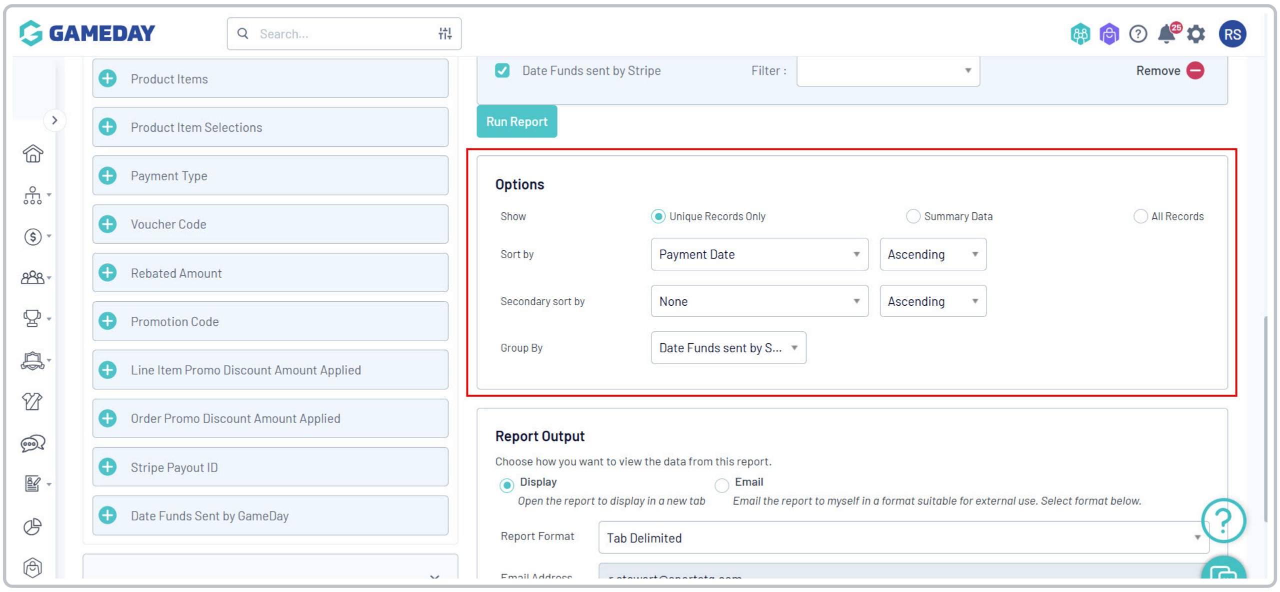
- Line Item Total
- Money Received (after fees)
- Receiving Bank Code (BSB)
- Receiving Account Number
- Receiving Account Name
- Payment Gateway Reference
- Payment Log ID
- Payment Date
- Distribution ID
- Date Funds Sent by GameDay
- Association
- Club Payment For
- Transaction Club
- Cost Centre
- 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
- Stripe Payout ID
- Statement Description
- Date Funds sent by Stripe



Step 3 (optional): Format the report for reconciliation

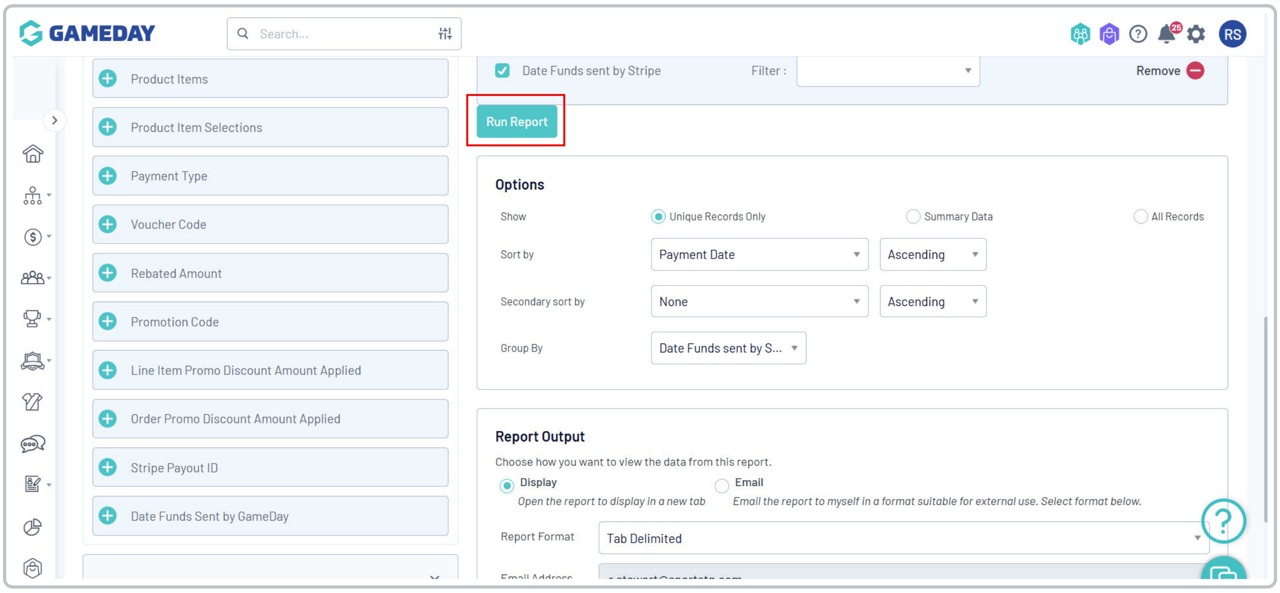
To format the report in a way that allows you to easily reconcile the lump sum distributions made to your bank account, apply the following settings in the **Options** section:

- **Sort By** = Payment Date
- **Group By** =Date Funds Sent by Stripe



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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Watch

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