



# GAMEDAY

## How do I see a list of my organisation's settlement payouts?

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### Overview

As a GameDay Passport administrator taking payments through registration fees, you can access a list of all the settlement payouts that have been distributed to your nominated bank account via Stripe.

This allows you to accurately reconcile the regular income you see on your bank statement generated from your organisation's online payments.

### Step-by-Step

#### Step 1: Access the 'Manage Finances' menu

In the left-hand menu, click **Finances** > **MANAGE FINANCES**

#### Step 2: Access your Settlement Payouts

Click the **SETTLEMENT PAYOUTS** tab

#### Step 3: Reconcile your Settlements

Each settlement payout you've received in your nominated bank account will be listed here with the following information:

- **Payout ID:** A unique identifier for the settlement payout
- **Paid To:** The name of the organisation to whom the settlement payout was sent
- **Start/End Date:** Any online payments processed within this date range will be included in the settlement payout
- **Settlement Date:** The date that the payout was sent to your bank account
- **Amount:** The total amount distributed to your bank account after fees
- **Status:** Denotes whether or not the settlement has been paid out by Stripe

### Watch

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