



GAMEDAY

How do I see the details of a specific settlement payout?

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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.

You can also drill down into a specific settlement to understand more information about what makes up the settlement, including a complete list of the online transactions during the settlement's transacting period.

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: View a Settlement

Click the **VIEW** button (magnifying glass icon) to view the details of a specific settlement, including a list of the transactions that comprise the settlement amount

Watch

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