

How do I generate a tax invoice for a settlement payout?

13/06/2025 1:38 pm AEST

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 and generate a tax invoice that automatically feeds in the settlement payout information, such as the unique reference number, amount distributed, and a breakdown of processing fees and applicable tax.

Step-by-Step

Step 1: Access the 'Manage Finances' menu

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

The screenshot displays the GameDay Basketball Association dashboard. On the left-hand menu, the 'Finances' section is expanded, and 'Manage Finances' is highlighted with a red box. The main content area shows the association's details, including its logo, address (241 East Hague Avenue, Melbourne, Victoria, AUSTRALIA, 3000), and contact information for the President (Test SportingPulse, x@y.com), Vice President (SP Testing), Treasurer (Tested SPulse), and Secretary (Test Bell, test@foxsportspulse.com). Below this, there are four empty charts labeled 'Members', 'Players by Gender', 'Players', and 'New Members', each with a y-axis ranging from 0.0 to 1.0 and an x-axis labeled 'May 12'. The bottom of the dashboard features a row of icons for 'Members', 'Teams', 'Clubs', and 'Comps'.

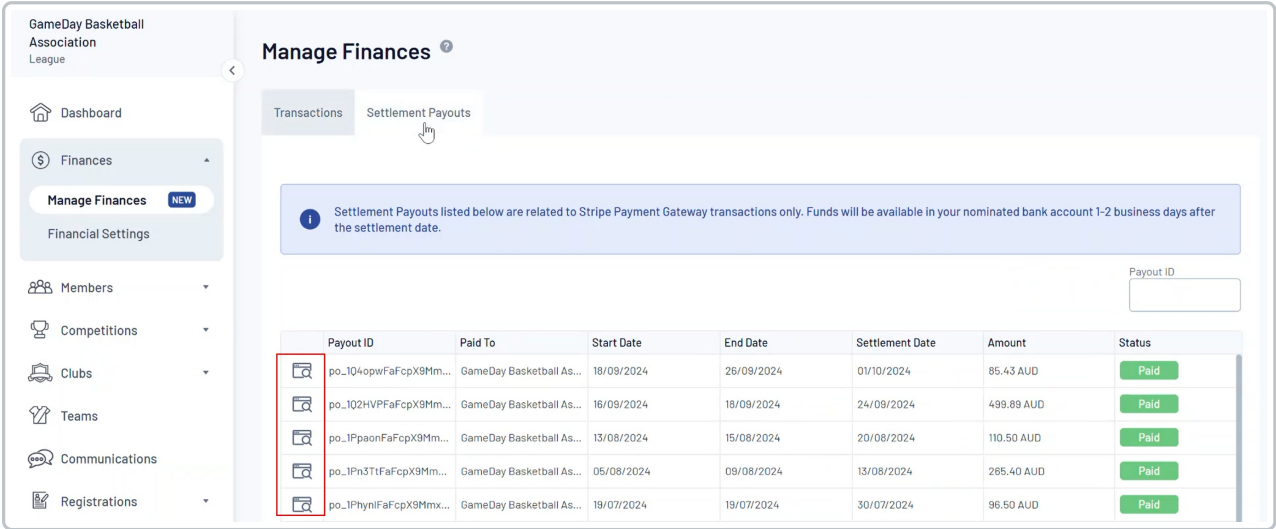
Step 2: Access your Settlement Payouts

Click the **SETTLEMENT PAYOUTS** tab



Step 3: View a Settlement

Click the **VIEW** (magnifying glass) button to view a specific settlement



Step 4: Generate the Tax Invoice

Click the **TAX INVOICE** button in the top-right-hand corner of the screen to generate the tax invoice for the settlement.

GameDay Basketball Association League

Dashboard

Finances

Members

Competitions

Clubs

Teams

Communications

Registrations

Programs

Reports

Settlement Payout Details: po_102HVPFaFcpX9MmxVIMIdTDM

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Tax Invoice

Details

Payout ID	po_102HVPFaFcpX9MmxVIMIdTDM
Paid To	GameDay Basketball Association 26935 5
Start Date	16/09/2024
End Date	18/09/2024
Settlement Date	24/09/2024
Amount	499.89 AUD
Total Processing Fees	20.09 AUD
Status	Paid

Settlement Payout Items

Order ID	Payment Date	Payment For	Product Name	Product Type	Qty	Amount	Settlement Amo...	Transaction Type	Split
24580482	18/09/2024	Locksley, Hudson	Polo Shirt	Merchandise	1	15.00 AUD	14.00 AUD	Payment	100 per cent to
24580476	18/09/2024	Kreuger, Lindsay	Polo Shirt	Merchandise	1	15.00 AUD	14.00 AUD	Payment	100 per cent to

Watch

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