



GAMEDAY

How do I generate a tax invoice for a 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 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**

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

Watch

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