How do I export 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 export a list of transactions that contibute to that payout.

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: Download the settlement export

Click the **DOWNLOAD** icon at the top right corner of the settlement breakdown list to generate an export of the payout

Watch

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