



How do I reconcile funds received with my settlements?

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Overview

If you are taking online payments through Passport, you will need to reconcile the funds you receive in your bank account with the settlement payouts that are recorded in your Passport database. This can be done by checking the unique Statement Descriptor that appears on your individual settlements and tax invoices in Passport.

Step-by-Step

Step 1: Open your GameDay settlements

In the left-hand menu, click **Finances > Manage Finances > SETTLEMENT PAYOUTS**

Manage Finances ⓘ

Transactions Settlement Payouts

Settlement Payouts listed below are related to Stripe Payment Gateway transactions only. Funds will be available in your nominated bank account 1-2 business days after the settlement date.

Payout ID	Paid To	Start Date	End Date	Settlement Date	Amount	Status
[REDACTED]	[REDACTED]	03/01/2025	10/01/2025	14/01/2025	[REDACTED]	Paid
[REDACTED]	[REDACTED]	25/12/2024	03/01/2025	07/01/2025	[REDACTED]	Paid
[REDACTED]	[REDACTED]	19/12/2024	23/12/2024	31/12/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	13/12/2024	19/12/2024	24/12/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	06/12/2024	13/12/2024	17/12/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	26/11/2024	06/12/2024	10/12/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	15/11/2024	22/11/2024	26/11/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	08/11/2024	15/11/2024	19/11/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	01/11/2024	08/11/2024	12/11/2024	[REDACTED]	Paid
[REDACTED]	[REDACTED]	25/10/2024	01/11/2024	05/11/2024	[REDACTED]	Paid

Step 2: Find the settlement you want to reconcile

Your settlement list will include each weekly payout you received in your account, including the following information:

- **Paid To:** This will indicate the bank account details to which the funds were distributed
- **Start/End Date:** The Start Date and End Date fields indicate the date range within which

the orders making up this settlement were processed

- **Settlement Date:** This is the date on which the funds were settled by Stripe

Note: Depending on bank transfer times, the date you actually received the funds in your account may be up to 3 days after the Settlement Date

- **Amount:** This will reflect the amount you received in your bank account

The screenshot shows the 'Manage Finances' interface with the 'Settlement Payouts' tab selected. A sidebar on the left contains navigation options: Dashboard, States, Finances (with 'Manage Finances' highlighted), Financial Settings, Clearances, Registrations, Member Profile Portal, Reports, GameDay View, and Marketplace. A blue information banner at the top of the main content area states: 'Settlement Payouts listed below are related to Stripe Payment Gateway transactions only. Funds will be available in your nominated bank account 1-2 business days after the settlement date.' Below this is a search bar for 'Payout ID'. The main area contains a table with the following columns: Payout ID, Paid To, Start Date, End Date, Settlement Date, Amount, and Status. The table lists 12 rows of data, all with a 'Paid' status. A magnifying glass icon is visible in the bottom right corner of the table area.

Payout ID	Paid To	Start Date	End Date	Settlement Date	Amount	Status
[blurred]	[blurred]	03/01/2025	10/01/2025	14/01/2025	[blurred]	Paid
[blurred]	[blurred]	25/12/2024	03/01/2025	07/01/2025	[blurred]	Paid
[blurred]	[blurred]	19/12/2024	23/12/2024	31/12/2024	[blurred]	Paid
[blurred]	[blurred]	13/12/2024	19/12/2024	24/12/2024	[blurred]	Paid
[blurred]	[blurred]	06/12/2024	13/12/2024	17/12/2024	[blurred]	Paid
[blurred]	[blurred]	26/11/2024	06/12/2024	10/12/2024	[blurred]	Paid
[blurred]	[blurred]	15/11/2024	22/11/2024	26/11/2024	[blurred]	Paid
[blurred]	[blurred]	08/11/2024	15/11/2024	19/11/2024	[blurred]	Paid
[blurred]	[blurred]	01/11/2024	08/11/2024	12/11/2024	[blurred]	Paid
[blurred]	[blurred]	25/10/2024	01/11/2024	05/11/2024	[blurred]	Paid

Step 3: View the individual settlement

Next to the settlement you want to reconcile, click the **VIEW (magnifying glass)** icon

This screenshot is identical to the previous one, but with a red box highlighting the magnifying glass icon in the first row of the 'Settlement Payouts' table, indicating the action to view an individual settlement.

Step 4: Note the Statement Descriptor

In the Details section, you will see a **Statement Descriptor**. This is the unique identifier that can be matched exactly with the descriptor on your bank statement

Settlement Payout Details: [Redacted]

[← Back](#) [Tax Invoice](#)

Details

Payout ID	[Redacted]
Statement Description	ST-K5Y2F65H2V8I
Paid To	[Redacted]
Start Date	03/01/2025
End Date	10/01/2025
Settlement Date	14/01/2025
Amount	[Redacted]
Total Processing Fees	[Redacted]
Status	Paid

An example of the Statement Descriptor visible in Passport