# How do I reconcile funds received with my settlements?

19/06/2025 1:42 pm AEST

## 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.

## **Finding your Statement Descriptor**

Your Statement Descriptor will be the unique identifier that you can use to separate your settlement payouts.

### Step 1: Open your GameDay settlements

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



Then click SETTLEMENT PAYOUTS

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\$	Manage Finances
	Transactions Settlement Payouts
چ ۹۹۹۰ -	Transactions listed below will display any transactions processed within the last 12 months. To find transactions more than 12 months, please utilise the finance transaction reports.
₩. ₽	Transaction Status     Payment Ref Number     Payment For       All

#### 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



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

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0	Settlement Payouts	listed below are	related to Stripe Payme	ent Gateway transactio	ons only. Funds will be av	ailable in your nominat	ed bank account 1-2 bus	siness days after the
								Pavout ID
								Payout ID
	Payout ID	Paid To	Start Date	End Date	Settlement Date	Payout Amount	Status	
đ	po_1RVYww2U6DwR	NAB7127	28/05/2025	28/05/2025	03/06/2025	31.00 AUD	Paid	
ā	po_1RDnZb2U6DwR	NAB7127	09/04/2025	09/04/2025	15/04/2025	4.00 AUD	Paid	
ā	po_1RBGFM2U6DwR	NAB7127	31/03/2025	03/04/2025	08/04/2025	30.07 AUD	Paid	
ā	po_1R8i0D2U6DwRq	NAB7127	26/03/2025	26/03/2025	01/04/2025	47.00 AUD	Paid	
5	po_1R3dHk2U6DwR	NAB7127	12/03/2025	13/03/2025	18/03/2025	7.58 AUD	Paid	
4	po 1R15xB2U6DwRg	NAB7127	17/01/2025	05/03/2025	11/03/2025	219.29 AUD	Paid	
	herend							

#### Step 3: View the individual settlement

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

nsact	ions Settlement Pa	ayouts						
0	Settlement Payouts settlement date.	listed below are	related to Stripe Payme	ent Gateway transactic	ons only. Funds will be av	ailable in your nominat	ted bank account 1-2 bus	iness days after the
								Payout ID
	Percent ID	Daid Ta	Start Data	End Data	Sattlement Date	Povout Amount	Status	
3	po 1RVYww2U6DwR	NAB7127	28/05/2025	28/05/2025	03/06/2025		Paid	
	po_1PDp7b2U6DwP	NAR 7127	09/04/2025	09/06/2025	15/0//2025	4 00 AUD	Paid	
		NAD	03/04/2023	00/04/2020	13/04/2023	700700		
Q	po_1RBGFM2U6DwR	NAB7127	31/03/2025	03/04/2025	08/04/2025	30.07 AUD	Paid	
d	po_1R8i0D2U6DwRq	NAB7127	26/03/2025	26/03/2025	01/04/2025	47.00 AUD	Paid	
Q	po_1R3dHk2U6DwR	NAB7127	12/03/2025	13/03/2025	18/03/2025	7.58 AUD	Paid	
d	po_1R15xB2U6DwRq	NAB7127	17/01/2025	05/03/2025	11/03/2025	219.29 AUD	Paid	

## Step 4: Note the Statement Description

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

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->	Settlement Payout Details: po_1R15xB2U6DwRq1Pl56QggKf	5 C Back Tax Invoice
	Details	
÷	Payout ID	po_1R15xB2U6DwRq1PI560ggKf5
(s) ,	Statement Description	ST-H2V9U1H9E2Q4
٢	Paid To	NAB7127
<u>888</u> ∗	Start Date	17/01/2025
Q .	End Date	05/03/2025
~	Settlement Date	11/03/2025
L L L L	Status	Paid
22	Summary & Adjustments	
<b></b>	Total Transaction Amount	316.3 AUD
80 -	Total Processing Fee Charges	(15.71 AUD)
, <del>0</del> -0,	Refunds	(91.30 AUD)
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You can also obtain the Statement Description along with any other settlement details by opening the **TAX INVOICE** in the top-right corner

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	Settlement Payout Details: po_	1R15xB2U6DwRq1Pl56Qg	gKf5	← Back Tax Invoice
â	Details			
÷	Payout ID		po_1R15xB2U6DwRq1Pl560ggKf5	
(s) ,	Statement Description		ST-H2V9U1H9E204	
٢	Paid To		NAB7127	
<u>288</u> -	Start Date		17/01/2025	
Q.	End Date		05/03/2025	
~	Settlement Date		11/03/2025	
se ·	Status		Paid	
22	Summary & Adjustments			
9	Total Transaction Amount		316.3 AUD	
80 -	Total Processing Fee Charges		(15.71 AUD)	
e-0	Refunds		(91.30 AUD)	
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The **Statement Description** will appear at the top of the invoice.

GAMEDAY	Date Invoice# (Pay Statement De Currency Amount Due	ce & Receipt 11/03/2025 po_1R15xB2U6DwRq1Pl560ggKf5 ST-H2V9U1H9E204 AUD 0.00		
GameDay Level 1 165 Cremorne Street, Cremorne VICTORIA 3121 Australia Customer GameDay Passport Training 12 Stack Lane Melbourne VIC 3000 AUSTRALIA				
Description	Settlement Payout Amount:	Processing Fees (ex Tax):	Applicable Tax:	Charges (inc Tax):
Settlement # po_1R15xB2U6DwRq1P1560ggKf5 (17/01/2025 - 05/03/2025)	219.29	14.28	1.43	15.71
Payment deducted from settlement				(15.71)

# **Reconciling Settlements through Funds Received Report**

To generate a report from Passport that reconciles each of the distributions that have been sent to your bank account, follow the steps below:

## Step 1: Configure a Funds Received report

In the left-hand menu, click **REPORTS** 

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GameDay Passport Training Association	GameDay Passport Training Get Started	d	
APR Members	C Details Edit	Contacts <u>Edit</u>	
Competitions •	12 Stack Lane Melbourne VIC, AUSTRALIA, 3000	<b>President</b> (Primary Contact) Margaret Bell	Vice President Barry Driscoll
🕜 Teams	+61400100200 (Phone) hello@mygameday.app	0400100200 <u>hello@mygameday.app</u>	0400100201 hello@mygameday.app
Communications	Add/Edit Logo	Melissa Boyle 0400100202	Secretary Barrett Ferguson 0400100203
Courses T		<u>hello@mygameday.app</u> Show more	<u>hello@mygameday.app</u>
🕑 Reports			?
🕅 Marketplace 2828 🕜 🚊 🖓	Stats Configure		
Members Teams Clubs Comps	Members	Plavers hv Gender	Plavers by Gender

## Click the **FINANCE** category

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	Clubs	Quick Reports					
- >	Competition						
â	Contacts	QUICK REPORT: FUNds RECEIVED From Braintree A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the report the		F	Run		
	Courtside	Competition       Ouick Report: Funds Received From Braintree         Contacts       A quick report to identify Funds Received based on Date Funds Sent or Distribution ID. When running the user can choose to use one or both input options to generate the report         Courtside       Ouick Report: Transactions         Members       Ouick Report: Members in current Season         Teams       Ouick Report: Members in current Season					
\$ *	Finance	Finance Quick Report: Transactions					
288 -	Members	Ouick Report: Transactions		F	kun		
₽.	Team App						
<b>Q</b> , •	Teams	Courtside  Finance Ouick Report: Transactions  Members  Team App Ouick Report: Members in current Season  Tribunal		F	Run		
12	Tribunal	Popular Reports					
<u>@</u>	Venue	· • • • • • • • • • • • • • • • • • • •				_(	?)
80 ·		Transactions		Con	ifigure	(	, ,
	Feedback	Set your own parameters etc for reporting on Transactions					

Find the Funds Received report and click **CONFIGURE** 

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	Funds Received         Configure           Set your own parameters etc for reporting on Transactions from which you have received funds         Configure
0 0 0 0 0 0 0	Transactions Sold
(\$) v	Set your own parameters etc for reporting on Transactions that you have sold
<u>288</u>	Saved Reports Please select Edit Run
Â.	Funds Received within Structure (Same Bank Account) - Braintree
	Set your own parameters etc for reporting on Transactions from which levels below you have received funds into the Same Bank Account as yours
<u>@</u>	$\bigcirc$

## Step 2: Add your fields to the report

Use the + button next to any fields you want to add to the report. For reconciling settlements, we recommend the following field set (plus any others you may want to include):

- Transaction ID
- Product Name
- Payment For
- Line Item Total
- Money Received (after fees)
- Receiving Account Name
- Payment Date
- Statement Description
- Date Funds sent by Stripe

nfigure Report: Funds R	eceived			
Choose a field from the left column and Different types of fields are available fr Click the 'Run Report' button to execute	l drag it into the Selected om different field groupin e the report.	Fields box (the box will expand to fit you gs. Click the heading to open the group.	r fields).	
Find A Field	~ Se	lected Fields		
Details	^	<ul> <li>Transaction ID</li> </ul>	Filter :	Remove 😑
Payment For ID		Product Name	Filter :	Remove 😑
Payment From				
Receiving Bank Code		Payment For	Filter :	Remove 😑
+ Receiving Account Number				
+ Payment Gateway Reference		Line Item Total	Filter :	Remove 😑
Payment Log ID		<ul> <li>Money Received (after fees)</li> </ul>	Filter :	Remove 😑
Distribution ID				
Date Funds Sent by GameDay		Receiving Account Name	Filter :	Remove 😑
+ Association		_		
Club Payment for		Payment Date	Filter :	Remove 😑
Transaction Club		Statement Description	Filter :	Remove 😑
+ Product Type				
+ Product Items		Date Funds sent by Stripe	Filter :	Remove 😑
Product Item Selections	R	un Report		

## Step 3: Add a grouping option

To clearly separate each individual settlement payout on the report, add the **Date Funds sent by Stripe** field in the **Group By** drop-down

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	Payment Type	Options	
>	Voucher Code	Show O Unique Records Only Summar	y Data All Records
ش	Rebated Amount	Sort by Transaction ID Ascence	ling
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<u>888</u> -	Line Item Promo Discount Amount Applied	Uroup by Date Funds sent by S	
P •	Order Promo Discount Amount Applied	Report Output Distribution ID	
Â,	Stripe Payout ID	Choose how you want to vit	
12 -		Open the report to disp Club Payment for , myself in a format	suitable for external use. Select format
<u></u>	~	Report Format Tab Parment Type	(?)
¥ .	Foodback	Email Address rory Promotion Code	G

#### Step 4: Set an output option and run the report

In the **REPORT OUTPUT** section, you can either run the report to **display** in your browser in a new tab, or you can configure the report to be sent to your admin **email** as a Tab Delimited (Text) or CSV (Excel) file every time it is run.

	Payment For	O constant hu	10000	A 200000 11 000		
		Secondary sort by	None	Ascending		
>	Payment For ID	Group By	No Grouping			
â	Payment From					
<u>е</u>	Line Item Total	Report Output				
\$ • \$	Money Received (after fees)	Choose how you want  Display  Open the report to	to view the data from this report. Email o display in a new Email the report to n	nyself in a format suitable for	external use. Select format	
2. ·	Receiving Bank Code	Report Format	Tab Delimited			
, ,	Receiving Account Number	Email Address				
2	e Receiving Account Name					
2	Payment Gateway Reference	Run Report			(	?
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When you're ready, click RUN REPORT

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	Payment For	Secondary sort by	None	Ascending	
>	Payment For ID	Group By	No Grouping		
â	Payment From				
<b>○</b> •	Line Item Total	Report Output         Choose how you want to view the data from this report.         Image: Display       Email         Open the report to display in a new.       Email the report to myself in a format suitable for external use. Select format			
(\$) * 898 *	Money Received (after fees)				
₽.	Receiving Bank Code	tab Report Format	below. ab Delimited		
Q,	Receiving Account Number	Email Address			
22	Receiving Account Name				
<b>@</b>	Payment Gateway Reference	Run Report			(?)
	Payment Log ID     Feedback	Saved Reports			

You should notice that each group in the report corresponds to the amount you received in your bank account on the date specified.