

How do I reconcile funds received with my settlements?

19/06/2025 1:42 pm AEST

Overview

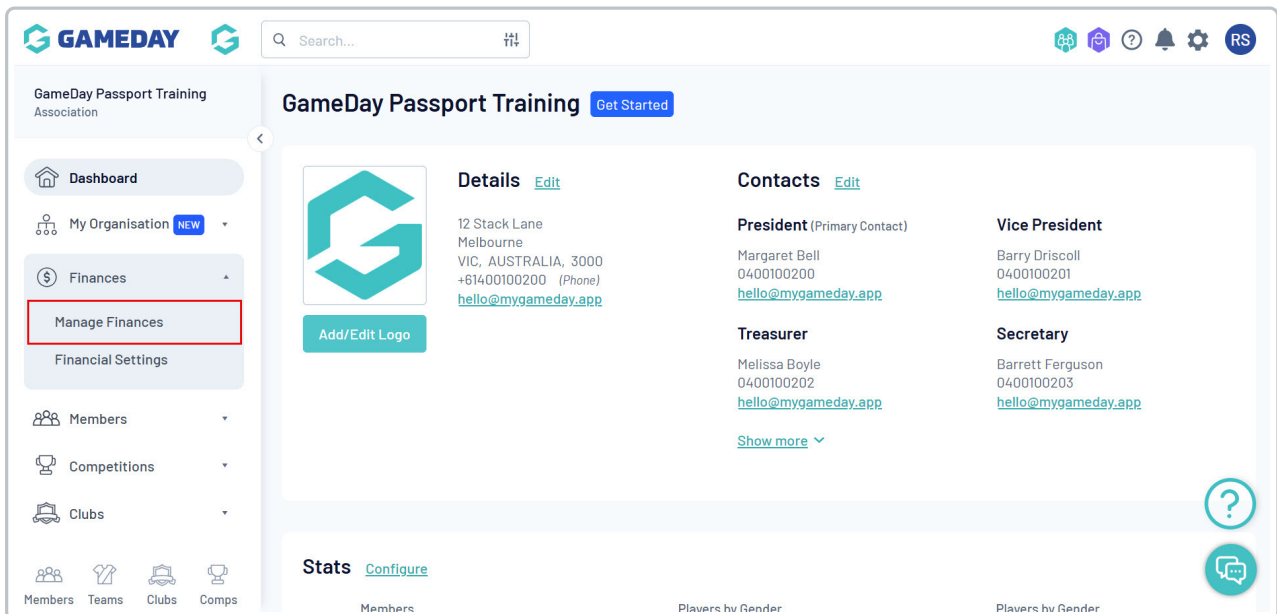
If you are taking online payments through Passport, you will need to reconcile the funds you receive in your bank account with the settlement payouts that are recorded in your Passport database. This can be done by checking the unique Statement Descriptor that appears on your individual settlements and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

Finding your Statement Descriptor

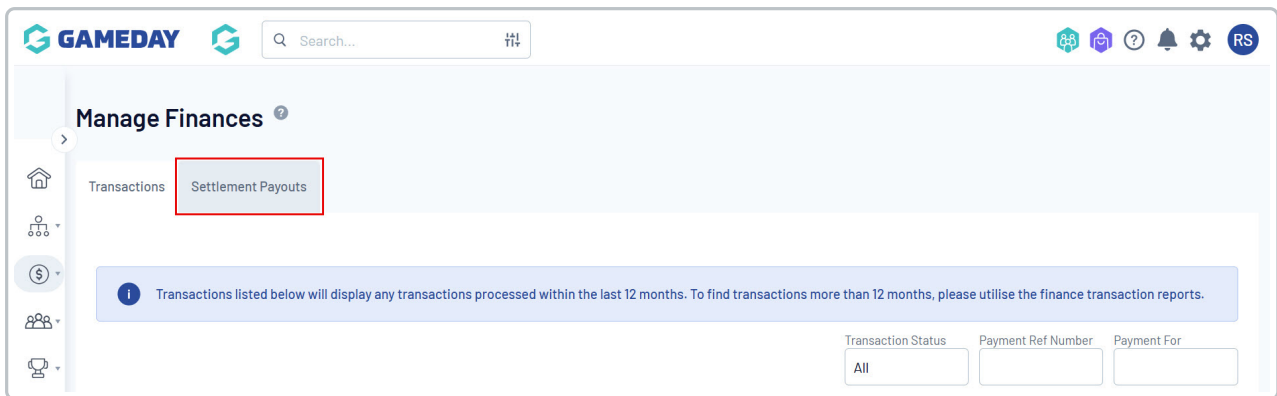
Your Statement Descriptor will be the unique identifier that you can use to separate your settlement payouts.

Step 1: Open your GameDay settlements

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



Then click **SETTLEMENT PAYOUTS**



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

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

	Payout ID	Paid To	Start Date	End Date	Settlement Date	Payout Amount	Status
	po_1RVYww2U6DwR...	NAB...7127	28/05/2025	28/05/2025	03/06/2025	31.00 AUD	<div>Paid</div>
	po_1RDnZb2U6DwR...	NAB...7127	09/04/2025	09/04/2025	15/04/2025	4.00 AUD	<div>Paid</div>
	po_1RBGFM2U6DwR...	NAB...7127	31/03/2025	03/04/2025	08/04/2025	30.07 AUD	<div>Paid</div>
	po_1R8iOD2U6DwRq...	NAB...7127	26/03/2025	26/03/2025	01/04/2025	47.00 AUD	<div>Paid</div>
	po_1R3dHk2U6DwR...	NAB...7127	12/03/2025	13/03/2025	18/03/2025	7.58 AUD	<div>Paid</div>
	po_1RI5xB2U6DwRq...	NAB...7127	17/01/2025	05/03/2025	11/03/2025	219.29 AUD	<div>Paid</div>



Step 3: View the individual settlement

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

Transactions
Settlement Payouts

Information icon 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.

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	po_1RDnZb2U6DwR...	NAB...7127	09/04/2025	09/04/2025	15/04/2025	4.00 AUD	Paid
	po_1RBGFM2U6DwR...	NAB...7127	31/03/2025	03/04/2025	08/04/2025	30.07 AUD	Paid
	po_1R8i0D2U6DwRq...	NAB...7127	26/03/2025	26/03/2025	01/04/2025	47.00 AUD	Paid
	po_1R3dHk2U6DwR...	NAB...7127	12/03/2025	13/03/2025	18/03/2025	7.58 AUD	Paid
	po_1R15xB2U6DwRq...	NAB...7127	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.

Settlement Payout Details: po_1R15xB2U6DwRq1PI560ggKf5
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Tax Invoice

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Reports
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Help

Details

Payout ID	po_1R15xB2U6DwRq1PI560ggKf5
Statement Description	ST-H2V9U1H9E204
Paid To	NAB...7127
Start Date	17/01/2025
End Date	05/03/2025
Settlement Date	11/03/2025
Status	Paid

Summary & Adjustments

Total Transaction Amount	316.3 AUD
Total Processing Fee Charges	(15.71 AUD)
Refunds	(91.30 AUD)

You can also obtain the Statement Description along with any other settlement details by opening the **TAX INVOICE** in the top-right corner

Settlement Payout Details: po_1R15xB2U6DwRq1PI560ggKf5

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Tax Invoice

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Details

Payout ID	po_1R15xB2U6DwRq1PI560ggKf5
Statement Description	ST-H2V9U1H9E204
Paid To	NAB...7127
Start Date	17/01/2025
End Date	05/03/2025
Settlement Date	11/03/2025
Status	Paid

Summary & Adjustments

Total Transaction Amount	316.3 AUD
Total Processing Fee Charges	(15.71 AUD)
Refunds	(91.30 AUD)

The **Statement Description** will appear at the top of the invoice.

Tax Invoice & Receipt

Date11/03/2025
Invoice# (PayoutID)po_1R15xB2U6DwRq1PI560ggKf5
Statement DescST-H2V9U1H9E204
CurrencyAUD
Amount Due0.00

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_1R15xB2U6DwRq1PI560ggKf5 (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**

GameDay Passport Training Association

Details [Edit](#)

12 Stack Lane
Melbourne
VIC, AUSTRALIA, 3000
+61400100200 (Phone)
hello@mygameday.app

[Add/Edit Logo](#)

Contacts [Edit](#)

President (Primary Contact)
Margaret Bell
0400100200
hello@mygameday.app

Vice President
Barry Driscoll
0400100201
hello@mygameday.app

Treasurer
Melissa Boyle
0400100202
hello@mygameday.app
[Show more](#)

Secretary
Barrett Ferguson
0400100203
hello@mygameday.app

Stats [Configure](#)

Members Players by Gender Players by Gender

Click the **FINANCE** category

Quick Reports

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 user can choose to use one or both input options to generate the report

[Run](#)

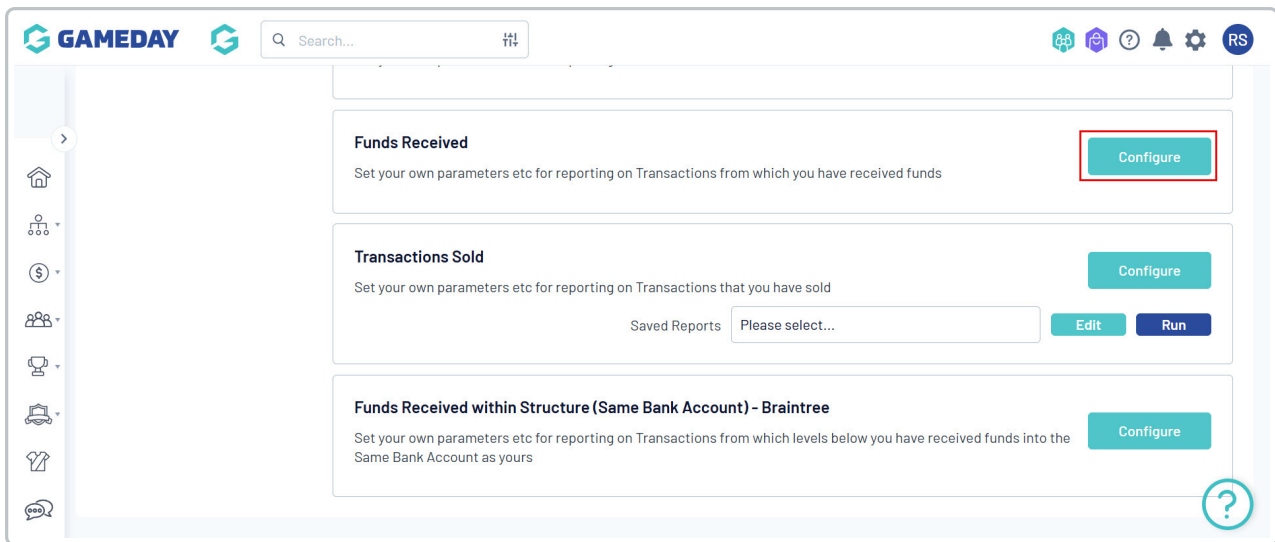
Quick Report: Transactions
[Run](#)

Quick Report: Members in current Season
[Run](#)

Popular Reports

Transactions
Set your own parameters etc for reporting on Transactions
[Configure](#)

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



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

Configure Report: Funds Received



Choose a field from the left column and drag it into the Selected Fields box (the box will expand to fit your fields).
Different types of fields are available from different field groupings. Click the heading to open the group.
Click the 'Run Report' button to execute the report.

Find A Field

Details

+ Payment For ID

+ Payment From

+ Receiving Bank Code

+ Receiving Account Number

+ Payment Gateway Reference

+ Payment Log ID

+ Distribution ID

+ Date Funds Sent by GameDay

+ Association

+ Club Payment for

+ Transaction Club

+ Product Type

+ Product Items

+ Product Item Selections

Selected Fields



Transaction ID

Filter :

Remove



Product Name

Filter :

Remove



Payment For

Filter :

Remove



Line Item Total

Filter :

Remove



Money Received (after fees)

Filter :

Remove



Receiving Account Name

Filter :

Remove



Payment Date

Filter :

Remove



Statement Description

Filter :

Remove



Date Funds sent by Stripe

Filter :

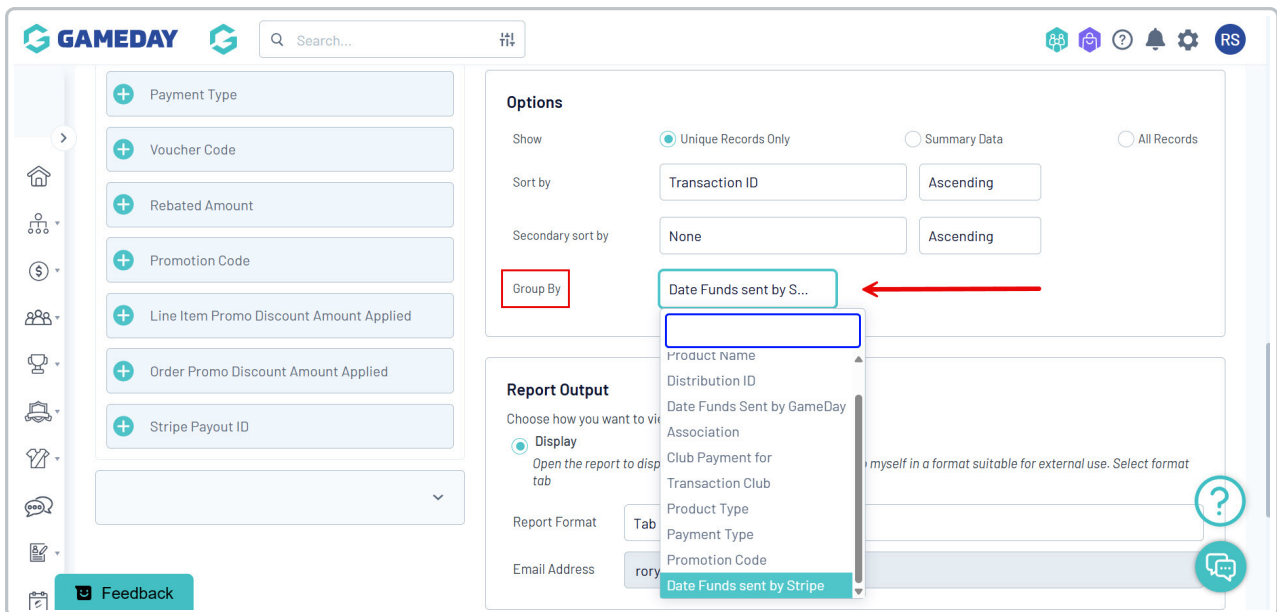
Remove



Run Report

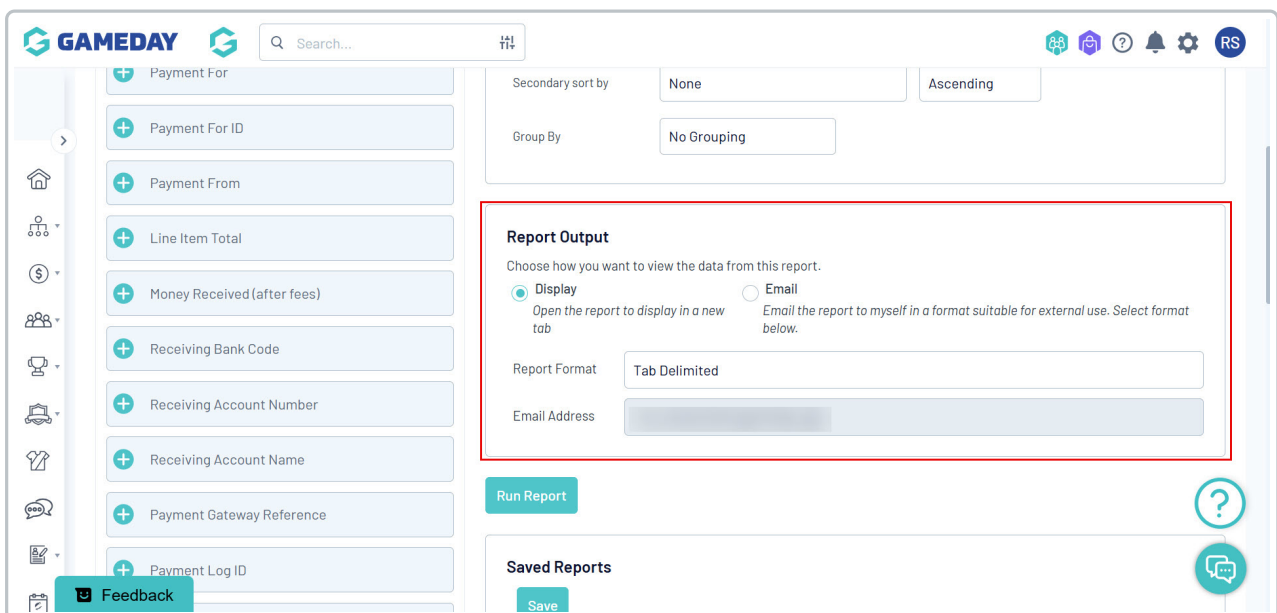
Step 3: Add a grouping option

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



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.



When you're ready, click **RUN REPORT**

GAMEDAY

Search...

RS

+ Payment For

+ Payment For ID

+ Payment From

+ Line Item Total

+ Money Received (after fees)

+ Receiving Bank Code

+ Receiving Account Number

+ Receiving Account Name

+ Payment Gateway Reference

+ Payment Log ID

Secondary sort by

None

Ascending

Group By

No Grouping

Report Output

Choose how you want to view the data from this report.

☒ Display

Open the report to display in a new tab

☐ Email

Email the report to myself in a format suitable for external use. Select format below.

Report Format

Tab Delimited

Email Address

Run Report

Saved Reports

Save

Feedback

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