

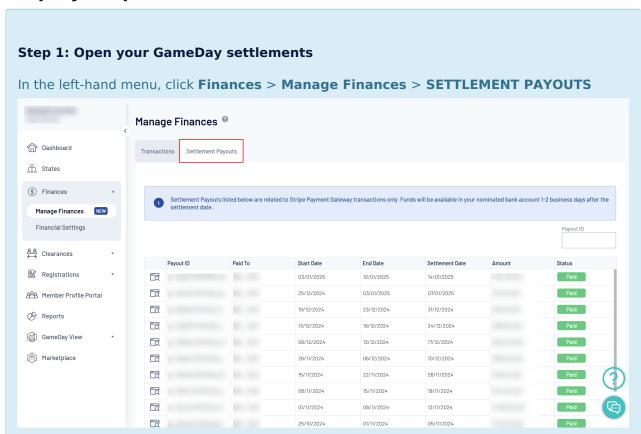
How do I reconcile funds received with my settlements?

Last Modified on 04/02/2025 12:30 pm AEDT

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 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:

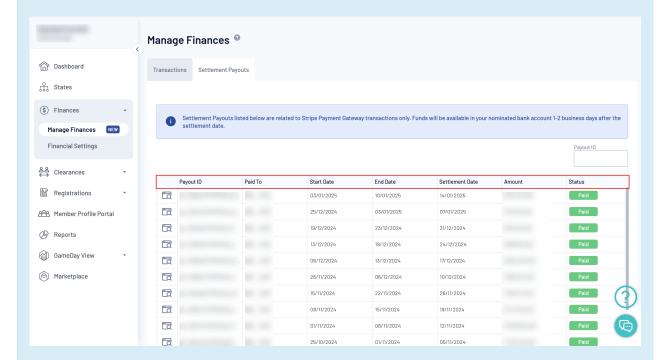
- Paid To: This will indicate the bank account details to which the funds were distributed
- Start/End Date: The Start Date and End Date fields indicate the date range within which

the orders making up this settlement were processed

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

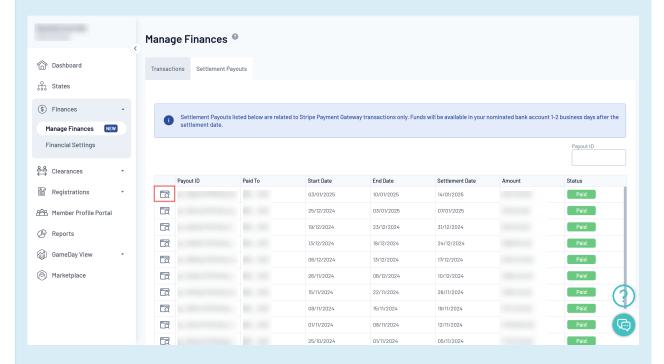
Note: Depending on bank transfer times, the date you actually received the funds in your account may be up to 3 days after the Settlement Date

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



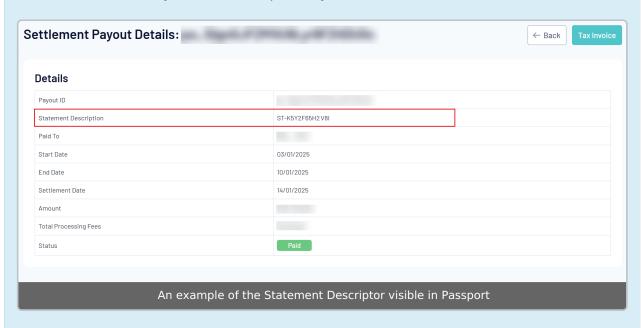
Step 3: View the individual settlement

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



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



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

