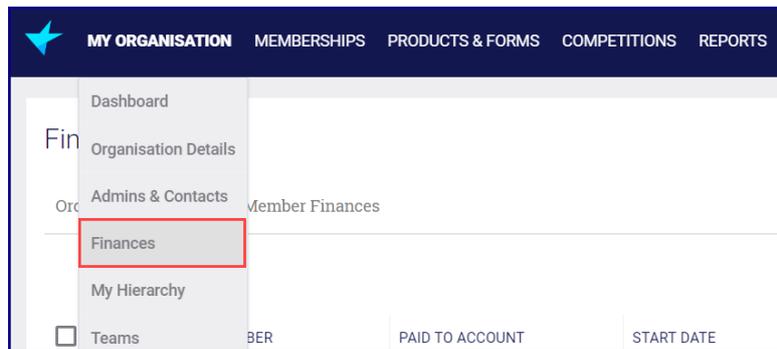




## How do I export a settlement report?

Last Modified on 07/10/2019 12:15 pm AEDT

Hover over **My Organisation** and select **Finances**.



Select the **Settlements** tab.

Finances

Orders **Settlements** Member Finances

Search

<input type="checkbox"/>	SETTLEMENT NUMBER	PAID TO ACCOUNT	START DATE	END DATE	AMOUNT	STATUS
<input type="checkbox"/>	954	Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	9.00	Created

**NOTE:** this report shows the details of a particular settlement.

Find the settlement and click on the **Settlement Number**.

Finances

Orders **Settlements** Member Finances

Search

<input type="checkbox"/>	SETTLEMENT NUMBER	PAID TO ACCOUNT	START DATE	END DATE	AMOUNT	STATUS
<input type="checkbox"/>	954	Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	9.00	Created

At the top of the screen you will see the basic details of the settlement.

Settlement - 954

Tax Invoice Save Cancel

Paid To Account	Start Date	End Date	Currency	Total Amount	Status
Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	AUD	9.00	Created

Make sure you are on the **Payments** tab. Select the **All** tab.

Settlement - 954 Tax Invoice Save Cancel

Paid To Account	Start Date	End Date	Currency	Total Amount	Status
Baseball Victoria - Bendigo Bank	6/03/2018	6/03/2017	AUD	9.00	Created

**Payments** Adjustments

**All** Grouped

PAYMENT DATE	MEMBER	DETAIL	AMOUNT	TOTAL CHARGE	SURCHARGE
22/03/2018 6:27 am	check three	Club fees 2	0.96	0.04	0.00
22/03/2018 6:12 am	Stephen Curry	Club fees 2	0.96	0.04	0.00
22/03/2018 4:27 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:20 pm	Hello There	Club fees 2	0.00	0.00	0.00

Here you will see a list of all the transactions included in this settlement.

To export this to a .csv file, click **Export CSV**.

**All** Grouped

PAYMENT DATE	MEMBER	DETAIL	AMOUNT	TOTAL CHARGE	SURCHARGE
22/03/2018 6:27 am	check three	Club fees 2	0.96	0.04	0.00
22/03/2018 6:12 am	Stephen Curry	Club fees 2	0.96	0.04	0.00
22/03/2018 4:27 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:20 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 5:16 am	Hello There	Club fees 2	0.96	0.04	0.00
22/03/2018 4:11 pm	Hello There	Club fees 2	0.00	0.00	0.00
22/03/2018 4:46 am	Hello There	Club fees 2	0.96	0.04	0.00
21/03/2018 5:17 am	Lebron James Two	Club fees 2	0.96	0.04	0.00
21/03/2018 11:50 am	Jaenee CHHHH	Club fees 2	0.00	0.00	0.00
20/03/2018 11:28 pm	Jaenee CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 7:14 am	Jaenee CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 6:28 am	Jaenee CHHHH	Club fees 2	0.96	0.04	0.00
20/03/2018 6:15 am	Jaenee CHHHH	Club fees 2	0.96	0.04	0.00

Show 50 Showing Rows 1 - 13 of 13 First Previous 1 Next Last **Export CSV**

Once done, you can open this in Excel.

Settlement - 954.csv - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Conditional Formatting, Table Styles

Formula Bar: C3, Club fees 2

	A	B	C	D	E	F	G	H	I	J
1	Payment Date	Member	Detail	Amount	Total Charge	Surcharge				
2	22/03/2018 6:27	check three	Club fees 2	0.96	0.04	0				
3	22/03/2018 6:12	Stephen Curry	Club fees 2	0.96	0.04	0				
4	22/03/2018 16:27	Hello There	Club fees 2	0	0	0				
5	22/03/2018 16:20	Hello There	Club fees 2	0	0	0				
6	22/03/2018 5:16	Hello There	Club fees 2	0.96	0.04	0				
7	22/03/2018 16:11	Hello There	Club fees 2	0	0	0				
8	22/03/2018 4:46	Hello There	Club fees 2	0.96	0.04	0				
9	21/03/2018 5:17	Lebron James Two	Club fees 2	0.96	0.04	0				
10	21/03/2018 11:50	Jaenee CHHHH	Club fees 2	0	0	0				
11	20/03/2018 23:28	Jaenee CHHHH	Club fees 2	0.96	0.04	0				
12	20/03/2018 7:14	Jaenee CHHHH	Club fees 2	0.96	0.04	0				
13	20/03/2018 6:28	Jaenee CHHHH	Club fees 2	0.96	0.04	0				
14	20/03/2018 6:15	Jaenee CHHHH	Club fees 2	0.96	0.04	0				

## Related Articles