

How do I export my settlement listing?

Last Modified on 18/04/2024 9:44 am AEST

Organisations taking transactions online through GameDay have the ability to export a complete list of their Settlements into a CSV file that can be opened in Excel.

To export your settlement list:

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

G 0	SAMEDAY			
	Dashboard			
°E.	My Organisation	•		
\$	Finances	•		
Fir	nances			
Financial Settings				
288	Members	•		
	Membership Forms	•		
0 V 0	Products & Questions			
	Promotions	NEW		
	Events	•		
B	Reports			
Æ	GameDay View			

2. Click the **SETTLEMENTS** tab

Finances			
Orders	Settlements		

3. At the top of the page, click the **Export** icon

Finances ⁰							
Orders	Settlements						
						Q Sea	rch
Settlement Nu	mber 🗘 Paid To 🗘	Paid to Account 💲	Start Date 🗘	End Date 🗘	Settlement Date 🛯 💲 A	Amount 🗘 🛛 Stat	cus 🗘 Action(s)
8095	PVT National Body	Test Account1505	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST) \$	534.75 AUD S	View 🗸

Your download will then appear in the **Notifications** widget at the top of the page:

Create + Q Search	😝 🎯 🕐 🗱 GameDay Training 👻
Dashboard	Notifications Product Updates You have 0 new notifications. View All
Current Year Products Sold Current Year Paid Orders	settlementItemsAll-8092.csv Last data refresh: 1 hr/s ago tal Event Participants

Related Articles