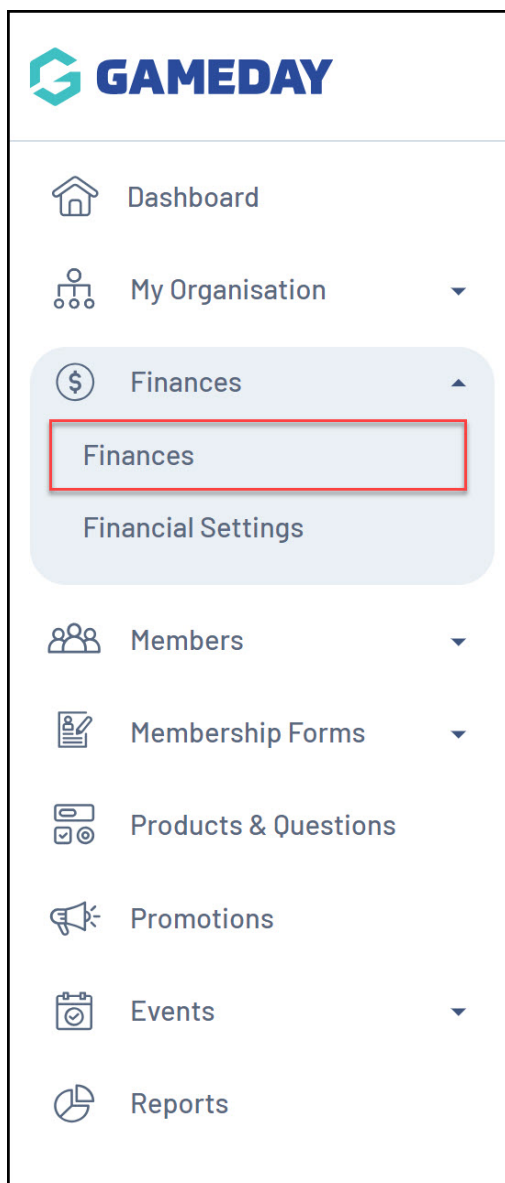# How do I export my organisation's settlement information?

Last Modified on 18/04/2024 10:20 am AEST

Through GameDay's Finances module, administrators can export their **Settlements** to a CSV file.

To export your organisation's settlement listing:

1. In the left-hand menu, expand the **Finances** menu, then select **FINANCES**.

2. Click the **SETTLEMENTS** tab.

Finances

Orders   Settlements

3. To export a CSV file of an individual settlement, find the settlement in the list and click **VIEW**.

1969	PVT	7 May 2018 (AEST)	7 May 2018 (AEST)	$ 1.00 AUD	Settled	View ⌄
1968	PVT	7 May 2018 (AEST)	8 May 2018 (AEST)	$ 2.00 AUD	Settled	View ⌄
1967	PVT	7 May 2018 (AEST)	8 May 2018 (AEST)	$ 2.00 AUD	Settled	View ⌄
1809	PVT		23 March 2018 (AEDT)	$ 18.65 AUD	Settled	View ⌄
1195	PVT	22 June 2017 (AEST)	5 October 2017 (AEDT)	$ 8.48 AUD	Settled	View ⌄
217	PVT	25 July 2017 (AEST)	24 August 2017 (AEST)	$ 69.94 AUD	Settled	View ⌄
11	PVT	22 June 2017 (AEST)	26 July 2017 (AEST)	$ 14.69 AUD	Settled	View ⌄
9	PVT	21 July 2017 (AEST)	21 July 2017 (AEST)	$ 2.00 AUD	Settled	View ⌄

Show 10 ⌄
Showing rows 1-10 of 11

|< < 1 2 > >|

Export CSV ⬇

4. At the top of the itemised table, click the **Export** icon

← Back   Tax Invoice

Settlement - 8095

Payments

Paid To Account	Start Date	End Date	Settlement Date ⓘ	Currency	Total Amount	Status
Test Account1505	25 May 2018 (AEST)	6 May 2021 (AEST)	10 May 2021 (AEST)	AUD	$ 534.75 AUD	Settled

All   Grouped

🔍 Type to search   ⚙ ⬇

Order ID	Payment Date	Member	Product Name	Source	Product Type	Product Quantity	Amount	Total Gateway Charge	Surcharge	Transact
822905	May 7th 2021, 10:23 am (AEST)	Mark Tellman	Coach Registration	National Membership Form	Membership	1	$ 0.00 AUD	$ 1.10 AUD	$ 0.21 AUD	Payment
822905	May 7th 2021, 10:23 am	Mark	Volunteer	National Membership	Membership	1	$ 0.00 AUD	$ 0.00 AUD	$ 0.00	Payment

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

Related Articles