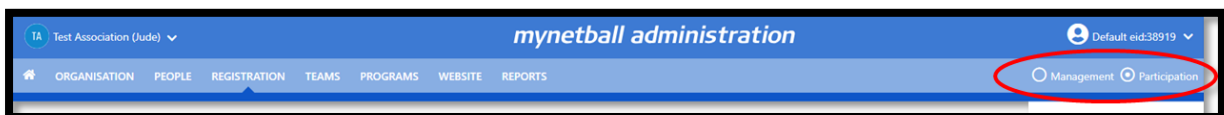


Quick Reference Guide: Payment Settlement Report

The payment settlement report will display the funds received by the association or club into the organisations bank account in batches.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can access the payment settlement report under **Management** or **Participation**.

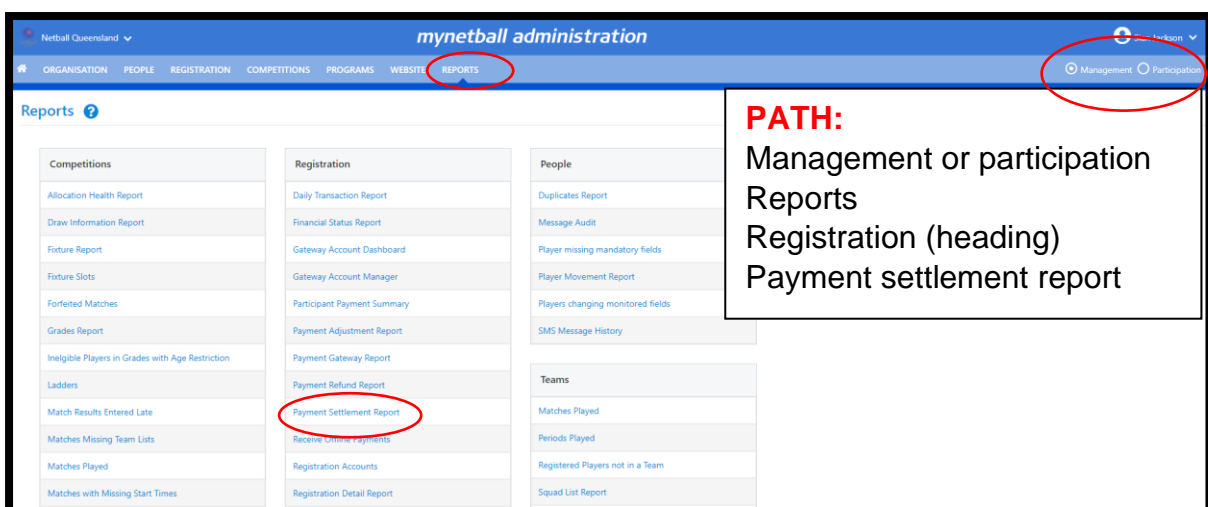


Clubs will not have the option to choose between management or participation, they will just be in participation.



To access this section, you will need to select **Reports, Registration (heading), Payment Settlement Report**.

This will bring you to the **Payment Settlement Report** page.



PATH:
 Management or participation
 Reports
 Registration (heading)
 Payment settlement report

Payment Settlement Report

From To [Search](#)

BATCH ID	START DATE	END DATE	STATUS	AMOUNT	DETAIL
223	26/09/2019 12:00 AM	03/10/2019 12:00 AM	NONE		Detail
222	19/09/2019 12:00 AM	26/09/2019 12:00 AM	SETTLEMENT_OK		Detail
221	12/09/2019 12:00 AM	19/09/2019 12:00 AM	SETTLEMENT_OK		Detail
220	05/09/2019 12:00 AM	12/09/2019 12:00 AM	SETTLEMENT_OK		Detail
219	29/08/2019 12:00 AM	05/09/2019 12:00 AM	SETTLEMENT_OK		Detail
218	22/08/2019 12:00 AM	29/08/2019 12:00 AM	SETTLEMENT_OK		Detail
217	15/08/2019 12:00 AM	22/08/2019 12:00 AM	SETTLEMENT_OK		Detail
216	08/08/2019 12:00 AM	15/08/2019 12:00 AM	SETTLEMENT_OK		Detail

Each batch can be downloaded into an excel spreadsheet. To confirm who paid in the batch of funds select **Detail** on the right hand-side.

This will bring you to the **Payment Settlement Details** page.

To

Payment Settlement Details

Invoice ID	Invoice Amount	Trans Date	Trans ID	Internal Ref	Source Organisation	Person ID	Person Name	Purchase	Split /

Scroll to the bottom and download the report.

