

Settlement Reports

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Quick Steps: Go to Subscriptions > Transactions > Settlements

1. Within the Management Console, select **Subscriptions** from the top menu, then **Transactions** from the left menu.

2. Select **Settlements** from the expanded left menu.

3. This will display an overview of your Settlements and the payments made to your organisation.

If you are sitting in a Tier 1 or Tier 2 organisation then payments received by those organisations that sit below you will display under their name here.

4. Click on the hyperlink next to any date to view a PDF report of all transactions from that period and the breakdown of the payments.

Additional Information:

Your Settlement Reports will be updated by the middle of each week for the week period before that. Any payments made into your organisation from membership payments will display on your bank statement with SUBS and the date of the Settlement Period.
