Understanding Auction Settlements

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Settlement Reports show those payments received during any given Settlement Period in a PDF report that is downloadable from the Management Console at the end of the monthly settlement period. These reports give you a breakdown of all payments made to your organisation and the amounts that will be settled into your organisation's bank account that month.

Quick Steps: Go to **AUCTIONDESQ / SETTLEMENTS**

Settlement Reports:

1. Within the Management Console, select **AUCTIONDESQ** from the top menu, then **SETTLEMENTS** from the left menu.

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

3. 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.

The Settlement Period for AuctionDesq runs on the calendar month and settlements are normally processed on the second Friday of each month.

Next Steps: **Related Topics:**