

Viewing Settlement Reports

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Quick Steps: Shop > Order Management > Settlements

Settlement Reports show those payments received during any given Settlement Period in a PDF report that is downloadable from the Management Console usually by the Tuesday or Wednesday after the end of the 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 week.

1. Within the Management Console, select **Shop** from the top menu, then **Order Management** 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.
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.

STG - Sample Club Logged in as: System Administrator [Log Off](#)

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Period	Base	GST	Postage	Charge	Refunds	Total
16 September 2016	\$153.18	\$10.82	\$10.00	\$7.66		\$166.34
					Refunds	\$0.00
					Total	\$166.34
9 September 2016	\$53.59	\$4.36	\$0.00	\$2.55		\$55.40
					Refunds	\$0.00
					Total	\$55.40
02 September 2016 - No Transactions						
26 August 2016	\$111.36	\$9.64	\$10.00	\$5.76		\$125.24
					Refunds	\$0.00
					Total	\$125.24

Note: 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 SHOP and the date of the Settlement Period. Note that only orders marked as Complete or Cancelled will be settled.

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