

# Settlement Report (PDF) and Export (CSV)

Last Modified on 31/01/2017 9:29 am AEDT

An update was made in June 2015 to the existing settlement report functionality, whereby individual settlement periods can now be exported as a Microsoft CSV file, in addition to the existing PDF report option that is available.

## Quick Steps: Membership > Financial > Settlements

1. Click on the **Membership** module along the top menu
2. Select the **Financial** tab from the left menu.
2. Click the **Settlements** menu to view a listing of all settlement periods.

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### Settlement Listing

Date	Amount	Charge	Refunds	Total	Actions
20-Jan-2017	\$7,363.00	\$323.94	0.00	\$7,039.06	Actions
13-Jan-2017	\$2,757.00	\$121.30	0.00	\$2,635.70	Actions
06-Jan-2017	\$470.00	\$20.68	0.00	\$449.32	Actions
30-Dec-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
23-Dec-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
16-Dec-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
09-Dec-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
02-Dec-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
30-Nov-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
25-Nov-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
18-Nov-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
11-Nov-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
04-Nov-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
31-Oct-2016	\$0.00	\$0.00	0.00	\$0.00	Actions
28-Oct-2016	\$0.00	\$0.00	0.00	\$0.00	Actions

3. Click on the relevant **Settlement Date**, and select **Report PDF** to download a PDF report of the settlement details, or **Export** to download a CSV spreadsheet.

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### View Settlement

Summary Payments Refunds Actions

Organisation	Amount	Charge	Total
[REDACTED]	\$7,363.00	\$323.94	\$7,039.06

Payments PDF Refunds PDF Listing

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4. These reports will commence downloading directly to your computer for your records.

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