

USING THE DASHBOARD

How to check settlements

1. Select 'settlements' from the left-hand menu
2. The most recent settlement will be displayed first. To view the details of a settlement select it from the list.
3. Settlement details will appear on the right.

You can see a list of transactions that make up a settlement by clicking "View transaction detail" under the Settlement breakdown. This will take you to the Transactions tab of the Sales page and automatically filter transactions to a given settlement date. There you can download them as a file.

The screenshot displays the 'Settlements' dashboard. At the top, it shows 'Company structure' and 'Viewing: All outlet(s)'. The main heading is 'Settlements'. Below this, there's a section for 'Monthly settlements' for 'November 2018'. It shows a total deposited to you of 153,124.72 GBP and total settlements of 174. The settlement summary on the right shows 197.40 GBP sent on Tuesday, 25 November 2018. Below the summary, there's a table of transactions with columns for Date, Worldpay Ref, Type, Status, and Amount. The table lists several transactions, including Fund, Charges, and Rejected items. A 'Settlement breakdown' section shows Sales (1) at 197.40 GBP and Refunds (1) at -0.00 GBP, totaling 197.40 GBP. A 'Transactions breakdown' section shows a list of transactions with columns for Date & time, Card type, and Transaction amount. The transactions are all Mastercard Credit transactions for 17.40 GBP each, dated Tue 25 Nov 2018, 18:08.

Date	Worldpay Ref	Type	Status	Amount
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Charges	Released	-129.74 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Fund	Rejected	197.40 GBP
25 November	PO3007898403	Fund	Released	197.40 GBP
25 November	PO3007898403	Charges	Released	-129.74 GBP

Date & time	Card type	Transaction amount
Tue 25 Nov 2018, 18:08	Mastercard Credit	17.40 GBP
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