



# Finance Reporting & Payout Reconciliation

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User Guide for JustGo

# What's inside?

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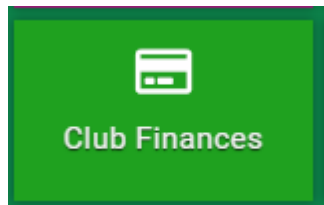


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# What does Club Finances Provide?



JustGo provides a quick and easy view of payments that have been processed through the system. This can be found from the Main Menu and launched from the Club Finances tile.



The Payment Summary page provides a list of all payment transactions. By clicking on the following sign you can open the record



Club Finances

Payment Summary | Subscription Summary | Instalment Summary | Planned Payments | Failed Payments

Breakdown of your club payments

Last month

<b>Payment Summary</b>	<b>Payment Breakdown</b>
Payments: <b>\$4140.25</b>	Memberships: <b>\$1870.00</b>
Received Income: <b>\$4046.04</b>	Events: <b>\$2200.00</b>
Fees: <b>\$94.21</b>	Other: <b>\$70.25</b>

Payments

Reference	Date	Payer Name	Type	Method	Total	Status	
PR000111	19/01/2022	System Admin	Payment	Cash (Admin Pay)	\$37.00	Paid	⚙️
PR000110	19/01/2022	System Admin	Payment	Zero Value Payment	\$0.00	Paid	⚙️
PR000109	19/01/2022	System Admin	Payment	Zero Value Payment	\$0.00	Paid	⚙️
PR000108	18/01/2022	System Admin	Payment	Zero Value Payment	\$0.00	Paid	⚙️
PR000107	18/01/2022	System Admin	Payment	Credit/Debit Card	\$5.16	Paid	⚙️
PR000106	18/01/2022	System Admin	Payment	Credit/Debit Card	\$61.34	Paid	⚙️
PR000105	17/01/2022	System Admin	Payment	Cash (Admin Pay)	\$92.50	Paid	⚙️
PR000104	13/01/2022	System Admin	Payment	Credit/Debit Card	\$81.88	Paid	⚙️
RR000056	16/12/2021	System Admin	Refund	Credit/Debit Card	\$53.00	Refunded	⚙️

# What does Club Finances Provide?



The payment details can be viewed which provides information about the actual transaction. This shows only your merchants element of the purchase.

← Payment Details

**PR000106** **Credit/Debit Card**

**System Admin(ME000001)**  
235 Macquarie St  
Sydney  
2000  
New South Wales  
Australia  
  
samantha.denmeade@justgo.com  
0141 459 0105

**Payment Header**  
Date:  
18/01/2022 04:34  
Processed By:  
System Admin via Credit/Debit Card  
Status:  
COMPLETE

Item	Price	Quantity	Discount	Surcharge	Net	Tax	Gross	Max Refundable	Refunded	
Junior Riding Member (Keonie Adams)	\$100.00	1	\$40.00	\$0.00	\$60.00	\$0.00	\$60.00	\$60.00	\$0.00	<a href="#">↶ Refund</a>

[↶ Refund All](#)

**Summary**

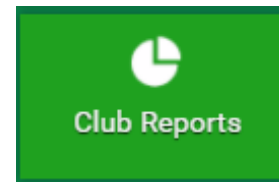
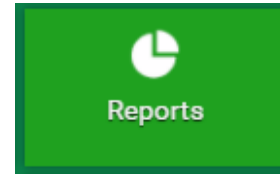
Discount:	\$40.00
Surcharge:	\$0.00
Net:	\$60.00
Tax:	\$0.00
Gross:	\$60.00
Fees:	\$1.34
Total:	\$61.34
Amount Recieved:	\$60.00
Amount Refunded:	\$0.00

# How to access Finance Reports?



Logged in as State/Zone/Club Administrator, you will find the **Club Reports** tile in the **Menu** area under **My Club**.

In the **Standard Reports tab**, you will see the Finance section.



Reports	
Standard Reports	Customer Reports
Categories	
Club+	1
Clubs	5
Credentials	6
Enquiries	2
Events	3
Finance	6

# What are the State/Zone/Club reports available?



The State/Zone/Club access has 5 different finance reports.

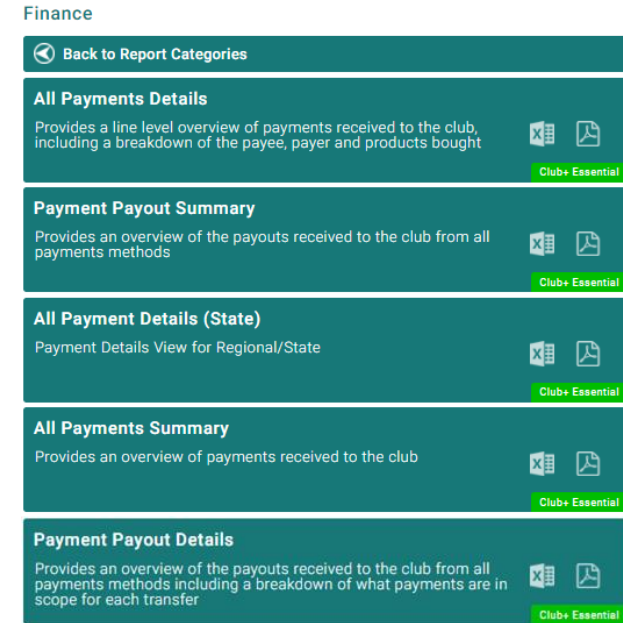
**All Payments Details** is the list of your State/Zone/Club payments going through the system.

**Payment Payout Summary** it's the summary of all transfers made to your bank account.

**All Payments Details (State)** is the list of all State payments going through the system.

**All Payments Summary** is a summary of all State payments.

**Payment Payout Details** it's all transfer details made to your bank account from Stripe.



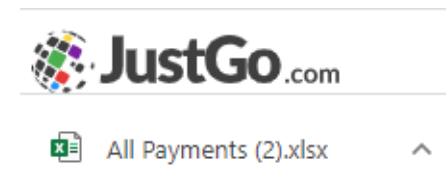
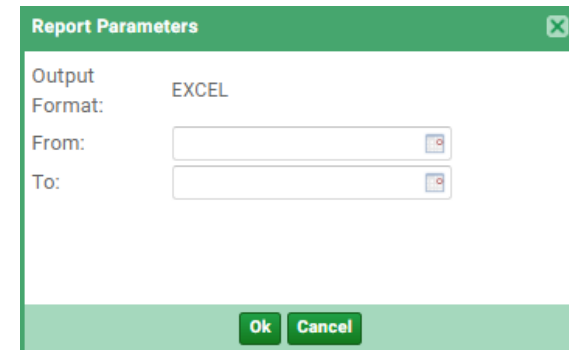
# How do I download a report?

You can download your report in 2 different formats, excel or PDF.

After selecting the desired report category, in this case **Finance**. Click on the format icon you wish to extract the report.

A pop-up window will appear, asking for the period you want your report to cover. Select the period and click OK.

You will find the file at the bottom of your screen.



# What is in the All Payments report?



## Header Level

Payment Reference	Date	Time	Payment Method	Comment	Member No (Processor)	First Name (Processor)	Last Name (Processor)	State	Currency	Gross	Payment Fee	Tax Amount	Surcharge	Discount	Net
								Paid	AUD	112.69	2.69	10.00	0.00	0.00	110.00
								Paid	AUD	112.69	2.69	10.00	0.00	0.00	110.00
								Paid	AUD	102.48	2.48	7.27	0.00	0.00	100.00

Here are some of the key columns in the **Header Level** tab.

**Payment Reference** is the payment reference in the system. You can also find this reference in the **Payment Receipts** session of JustGo.

**Comment** is the notes added in the **Payment Receipts** session of JustGo.

**Gross** is the payment value, including the fees.

**Payment Fee** is the fee value applied.

**Tax Amount** is tax value applied.

**Surcharge** is any extra amount added to the purchase price. e.g. **Surcharge Rule** applied to a membership.

**Discount** is any discount applied to the purchase price.

**Net** is the clean amount received.

Continued on the next page...



# What is in the All Payments report?



## Line Level

Club ID (Recipient)	Clubname (Recipient)	Header/Item Name	Description	Nominal	State	Currency	Gross	Payment Fee	Tax Amount	Surcharge	Discount	Transfer Value
		Adult Riding Member	An adult riding club member is one aged over 25 and under 80 years of age.		Paid	AUD	63.50	0.00	5.77	0	0	0.00
		Adult Riding Member	An adult riding club member is one aged over 25 and under 80 years of age.		Paid	AUD	12.00	0.00	0	0	0	0.00
		Adult Riding Member	An adult riding club member is one aged over 25 and under 80 years of age.		Paid	AUD	8.00	0.00	0	0	0	0.00

The **Line Level** tab includes more detailed information about the purchases.

**Club ID (Recipient)** and **Clubname (Recipient)** is the club identification if the transaction was a purchase of a club item. e.g. Club Membership, club event, etc.

**Header/Item Name** is the name of the item purchased and who made the purchase.

**Transfer** is the amount transferred from stripe to the bank account. Please note, only the already transferred values will appear in that column.

# What is in the All Payment Details/Summary report?



Payment Reference	Date	Time	Payment Method	Comment	Member No (Recipient)	First Name (Recipient)	Last Name (Recipient)	State	Currency	Price	Discount	Surcharge	Net	Tax	Gross	Product	Finance Code	Merchants	
PR002366	01/01/2022	00:02	Stripe						Paid	AUD	100	0	0	100	10	110	Centre Member (Riding)		Pony Club Australia
PR002367	01/01/2022	00:03	Stripe						Paid	AUD	100	0	0	100	10	110	Centre Member (Riding)		Pony Club Australia

The **All Payment Details** report will include more detailed information about the payments. Although it's a similar report to the **All Payments**, you download it if you need to see the product name, price and merchant.

Payment Reference	Date	Time	Payment Method	Comment	Member No (Processor)	First Name (Processor)	Last Name (Processor)	State	Currency	Price	Discount	Surcharge	Net	Tax	Gross	Fee Amount	Transfer Amount	Merchants	
PR002366	01/01/2022	00:02	Stripe						Paid	AUD	100	0	0	100	10	110	2.69	110	Pony Club Australia
PR002367	01/01/2022	00:03	Stripe						Paid	AUD	100	0	0	100	10	110	2.69	110	Pony Club Australia
PR002368	01/01/2022	00:05	Stripe						Paid	AUD	15	0	0	15	1.5	16.5	0.44	16.5	Pony Club Australia

The **All Payment Summary** report is a simpler version of the **All Payment Details**, not including the product details.

# What is in the Payment Payout report?



Method	Transfers ID	Transfer Date	Payment ID	Product Amount	Fee Amount	Transfer Amount
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	PR006328	16.94	0.44	16.50
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	PR006329	33.79	0.79	33.00
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	PR006330	16.96	0.46	16.50
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	PR006331	33.82	0.82	33.00

In the [Payment Payout Details](#), you will find all the transfer details made.

Method	Transfers ID	Transfer Date	Transfer Amount	Product Amount	Fee Amount
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	3291.00	3378.72	87.72
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	-110.00	-110.00	0.00
Stripe	po_1KlzWeFtiOYw1TKLZ3chDDmJ	18/01/2022	-110.00	-110.00	0.00

The [Payment Payout Summary](#), you will find all the summary of transfers made to the bank account.

This allows you to see which payments are included in each pay-out.

# Need further assistance?

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If you require further assistance then please contact [support@ponyclubaustralia.com.au](mailto:support@ponyclubaustralia.com.au)