



Understanding Stripe Payout Excel and PDF Exports

Overview:

When Stripe sends money to your bank account, Harba will email you to let you know. This email will go to the email address you pick. You can set or change this email address by going to Edit Marina > Accounting > Payout Settings > Payout Email.

What's in the Email:

The email will have attachments in Excel and PDF formats. These files give you all the details about the money transfer. They're helpful for keeping track of your transactions.

What's in the Files:

1. **Transaction Details:** Each file breaks down every transaction that's part of the payout. It shows:
 - How much money was involved in each transaction.
 - Any fees taken out.
 - How much money you actually get after the fees are taken out.
2. **Summary Section:** At the end of the file, there's a summary that:
 - Counts up all the transactions.
 - Adds up all the fees.
 - Shows the total amount you're getting.
 - Tells you the date the money was sent to your account.

Example Illustration:

Check out the example document attached to see how everything looks. It might help understand how the information is organized.

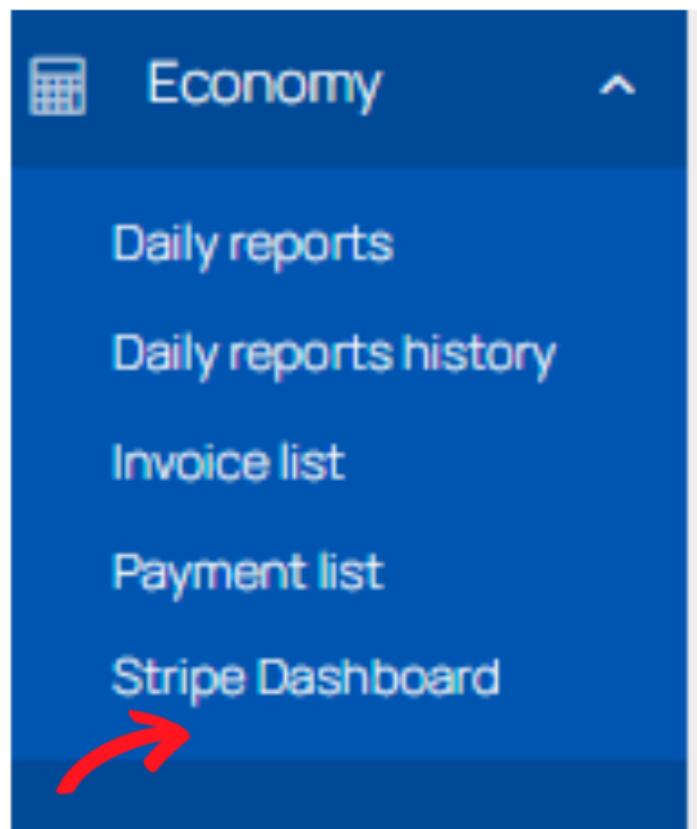
	A	B	C	D	E
1	Harbor Name				Currency
2	Invoice number	Payment date	Fee	Gross	Total
3	58622	06.07.2024 10.20	-5	170	165
4	58623	06.07.2024 11.00	-10	200	190
5					
6	Subtotal	370			
7	Fees	-15			
8	Payout date	01.08.20204			
9	Total paid out	355			
10					

Understanding Your Stripe Express Account:

Quick Access to Your Stripe Express Account via HarbaMaster:

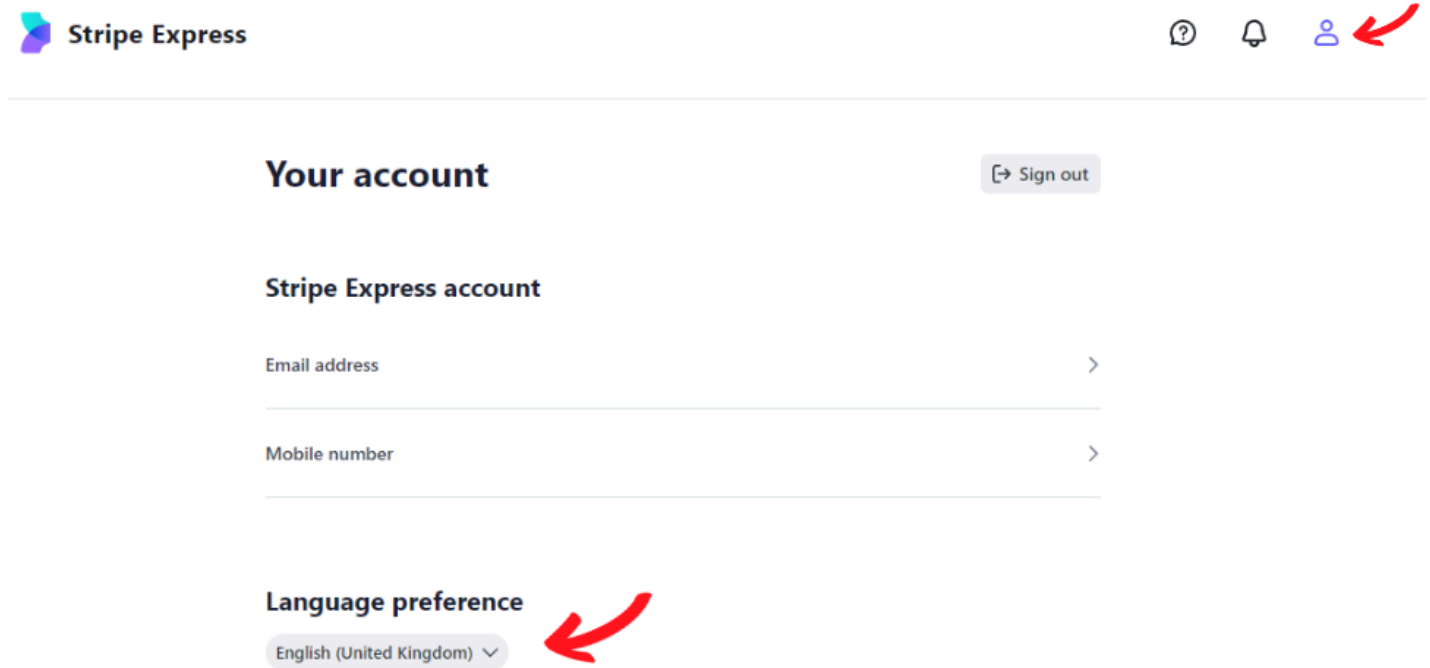
To easily reach your Stripe Express account within the HarbaMaster software:

1. Navigate to the left side menu bar.
2. Click on "Economy."
3. Select "Stripe Dashboard."



Stripe Express Language Selection:




1. **Changing Language:** When you're logged into your Stripe Express dashboard, you can switch the language. Just go to Language Preferences. Look at the image below to see where it is:





Stripe Express Payout Overview:

1. **Seeing Transactions:** In your Stripe Express dashboard, go to Transactions. Here, you can see all your transactions and payouts.
2. **Checking Payouts:** To see your payouts, filter for 'All Payouts!' This gives you a list of all the payouts you've received, along with the amount and date. Check the image below for help:

Transactions

 Export **All payouts**  **All time** 

TYPE	DATE	AMOUNT	
 STRIPE PAYOUT	1 May	-DKK 21.50	Settled
 STRIPE PAYOUT	23 Mar	-DKK 21.44	Settled

These payout documents are meant to make it easy to see what's happening with your Stripe payouts. If you need help or have questions, just reach out to our support team.

Harba support - Email: support@harba.co / Phone: +45 28 44 43 29

