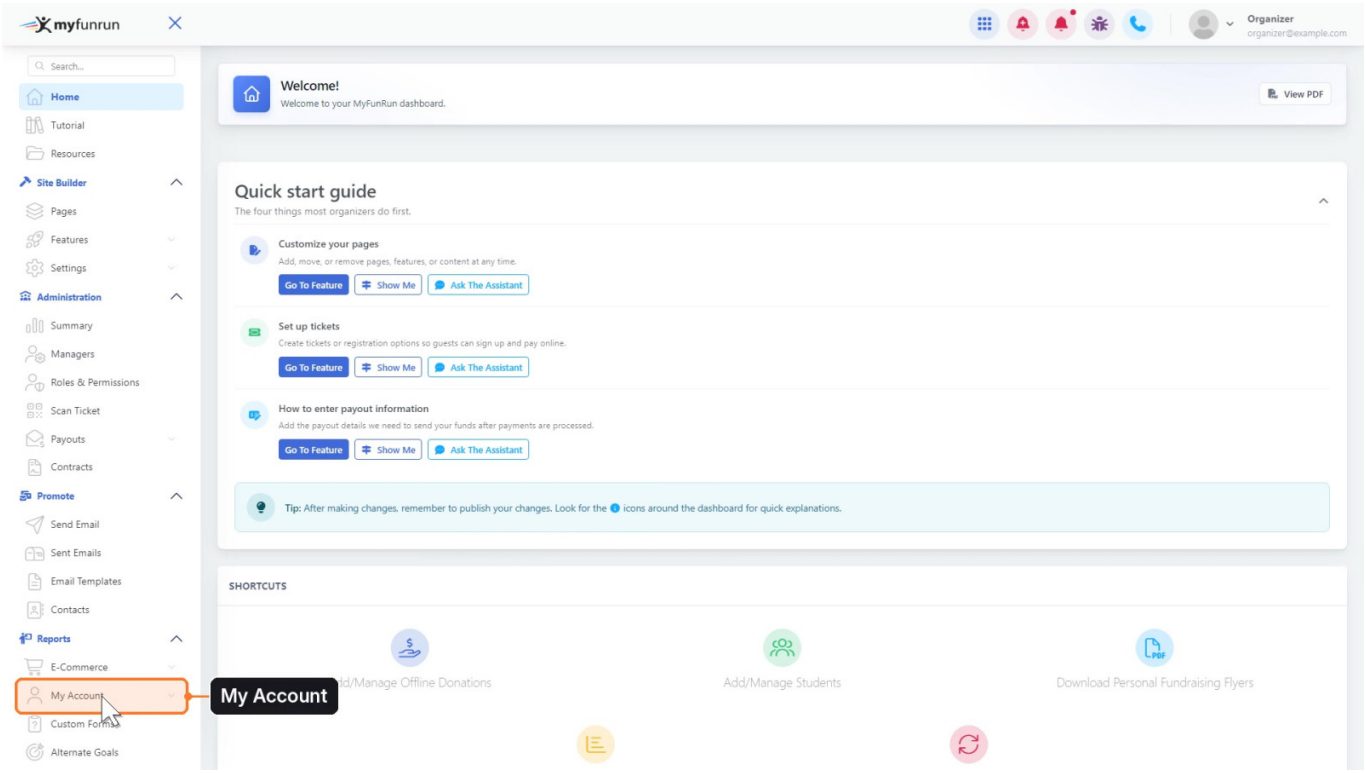
How to check your payout details and donations after a payout

Category: Fundraisers
Published: Oct 21, 2026
Reading Time: 3 min

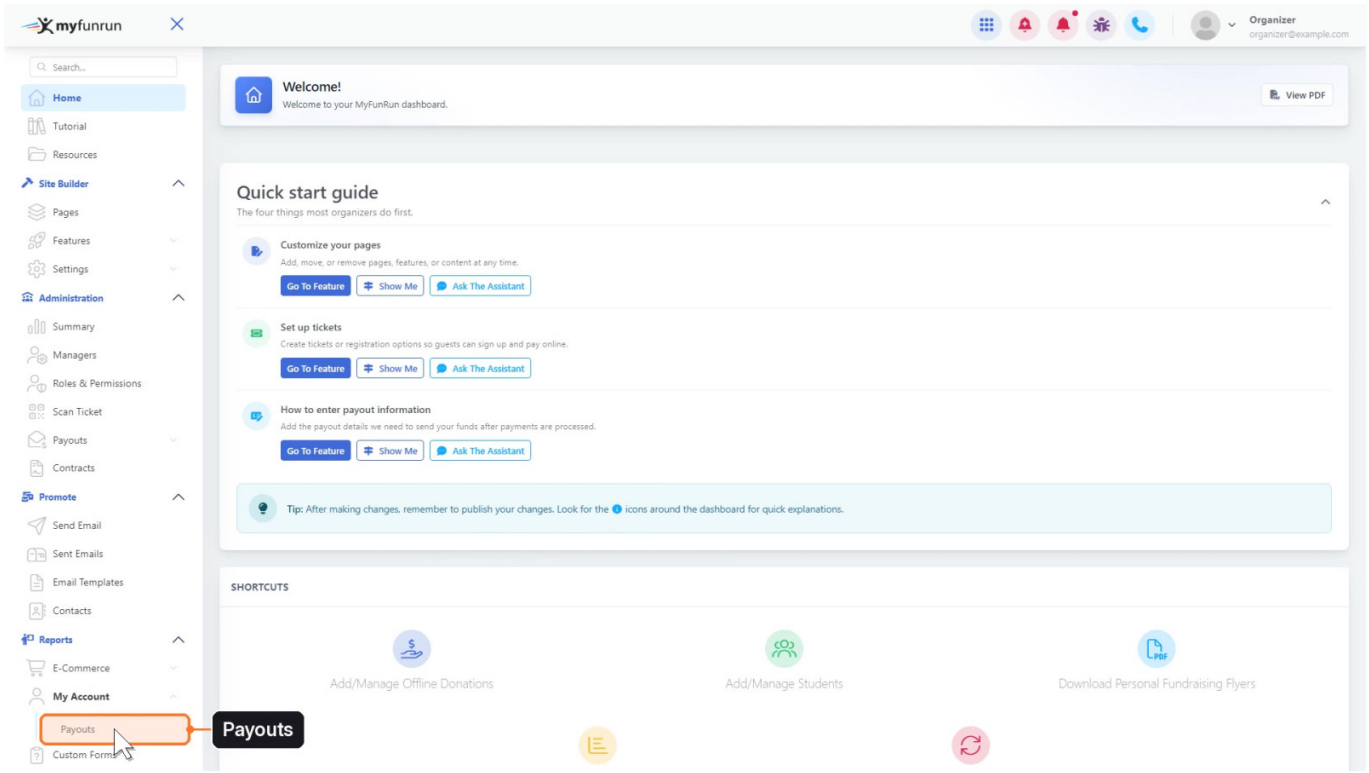
After your fun run's payout has been sent, you can always go back and check it. The **Payout details** window shows the payout amounts and dates, lets you download or email CSV reports, and links to every transaction and donation in that payout.

Step 1: Open your Payouts page

In the menu, under **Reports**, click **My Account**.

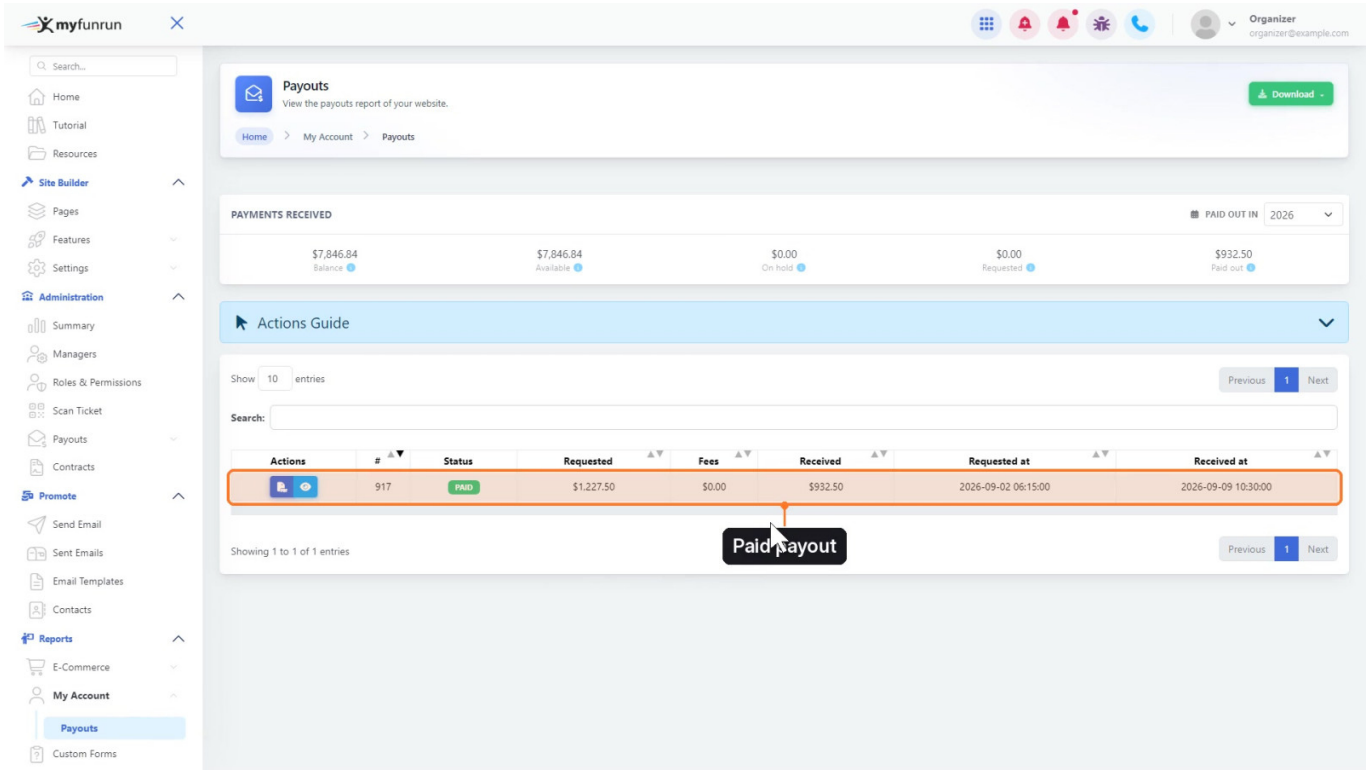


Click My Account.
Click **Payouts**.



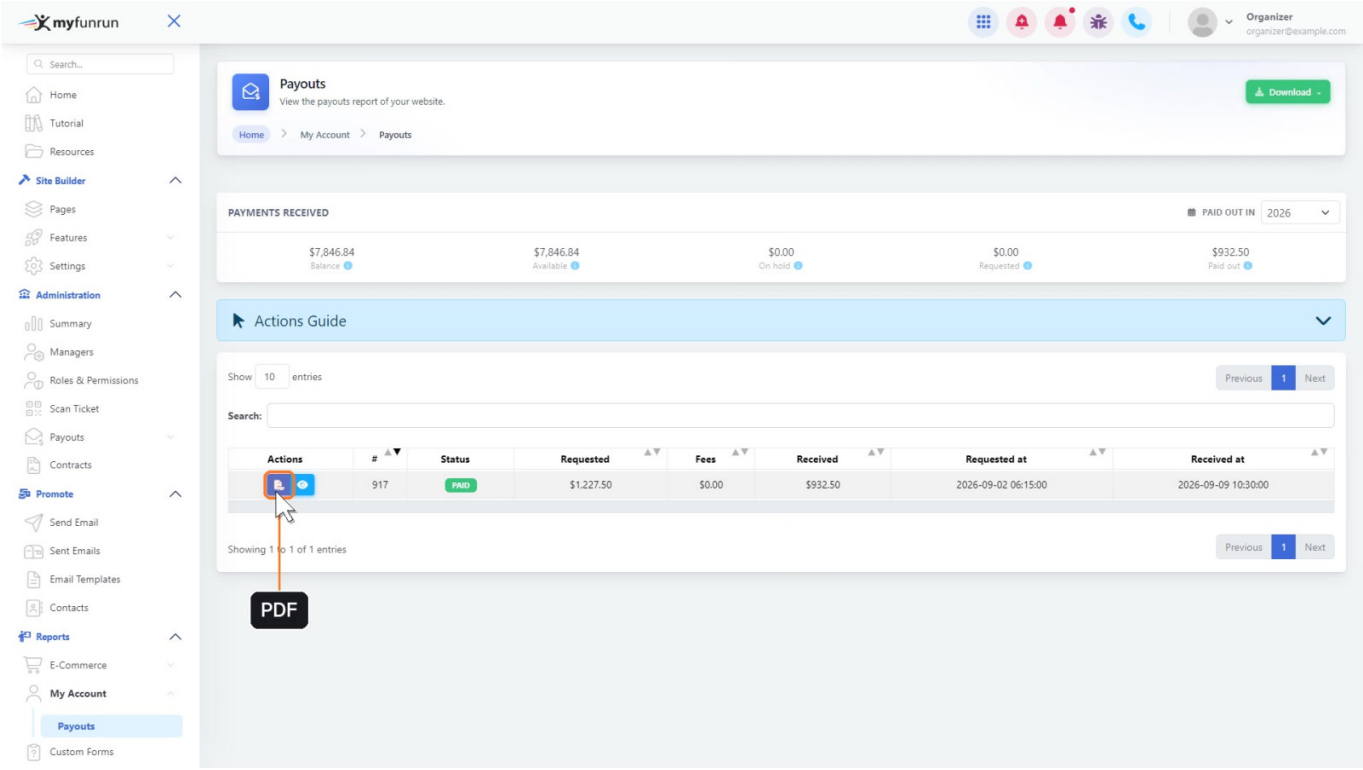
Click Payouts.

The Payouts page lists every payout for your fun run. A payout that has been sent is marked **Paid**, with the amount requested and the amount you received.



Find the paid payout.

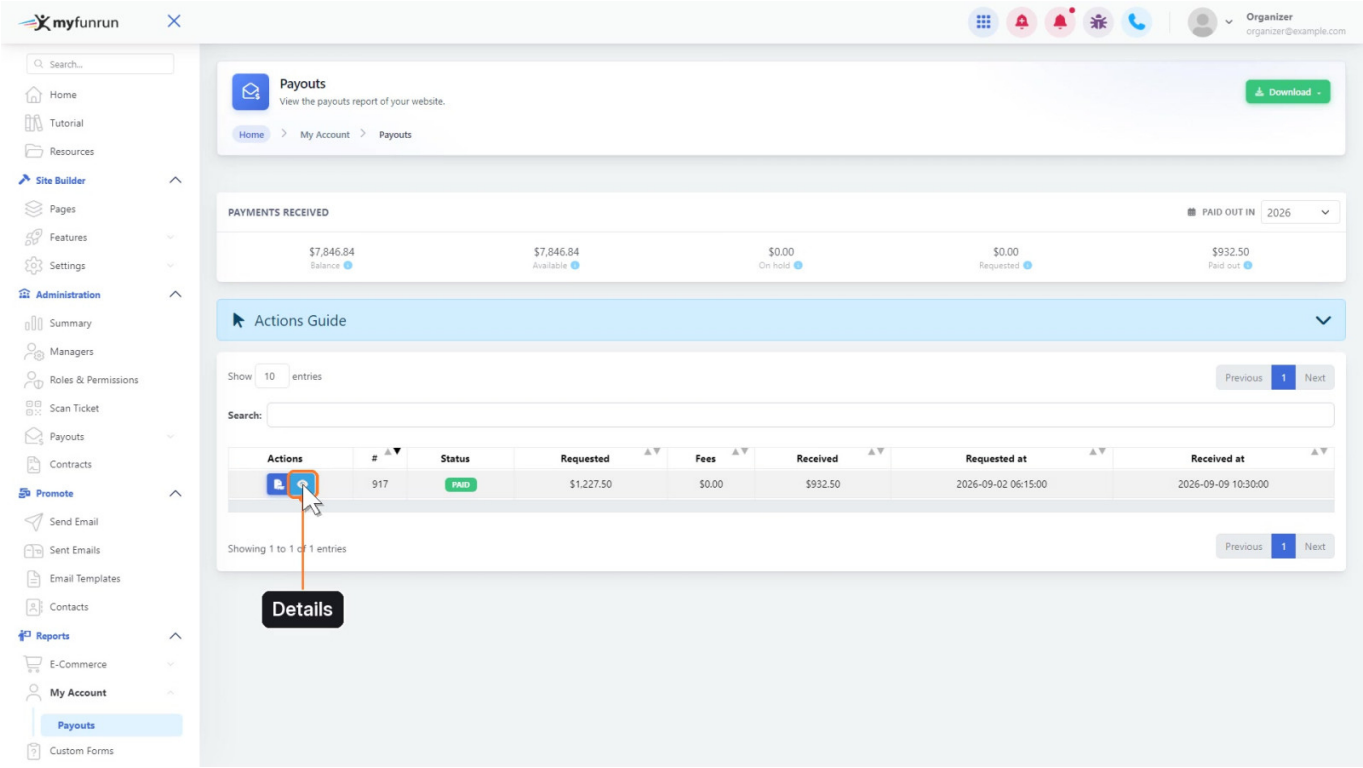
The **PDF** button gives you a printable copy of the payout.



Download a PDF of the payout.

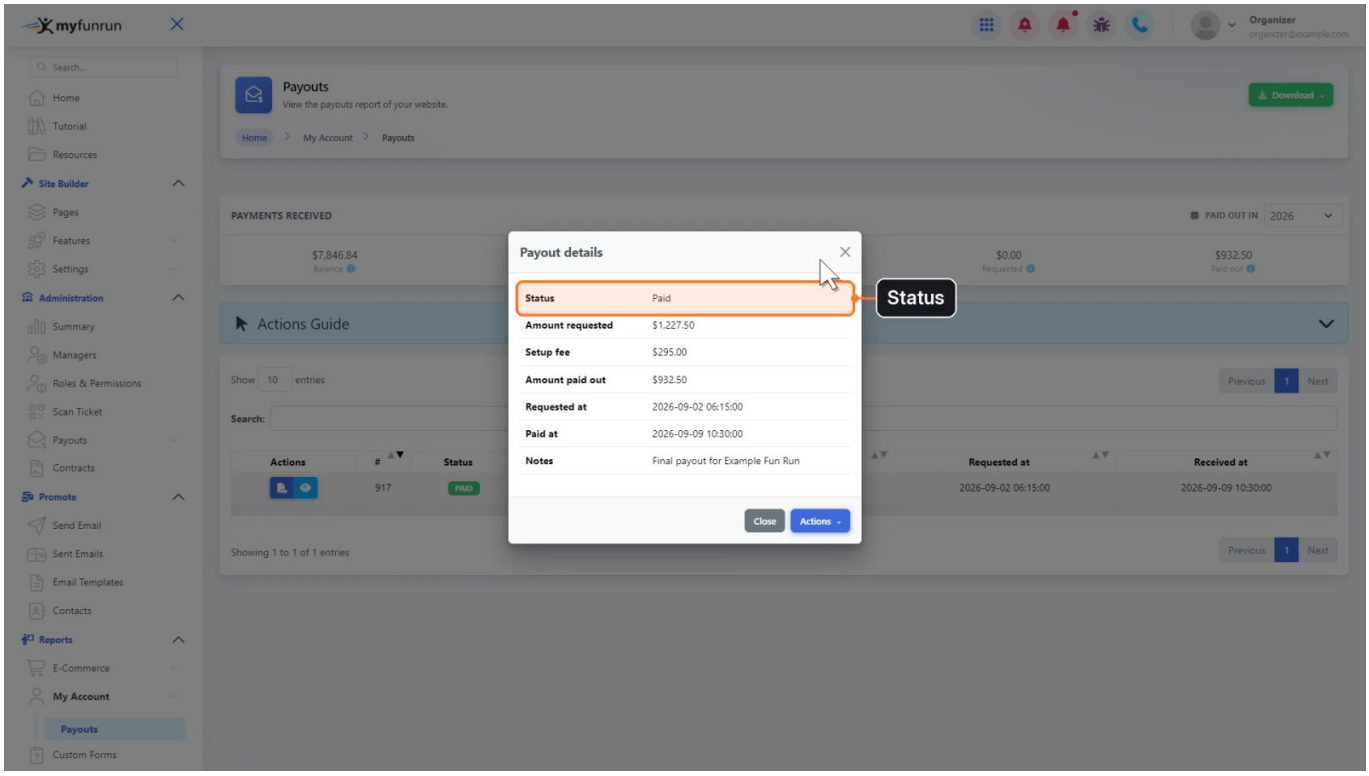
Step 2: Open the payout details

Click the **Details** button (eye icon) on the payout.



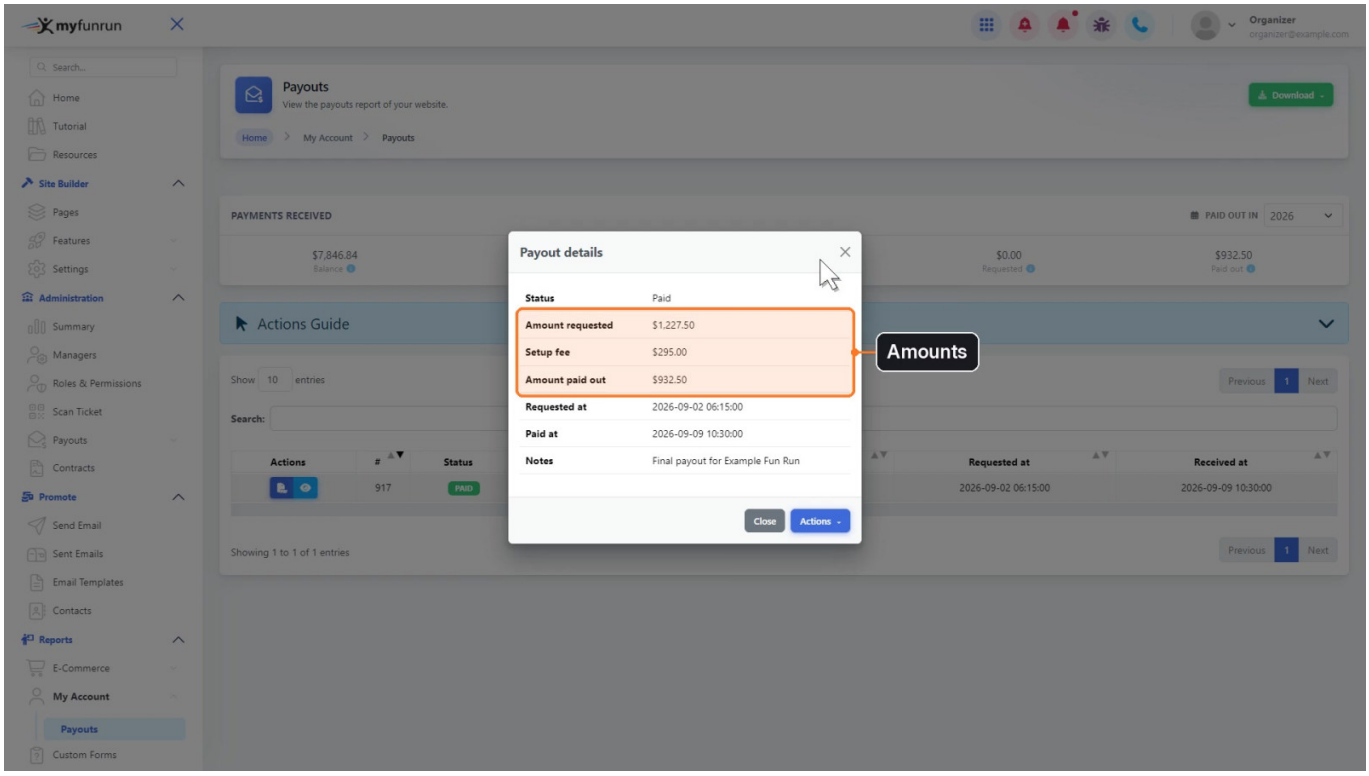
Click Details.

The **Payout details** window opens. **Status** shows whether the payout is paid.



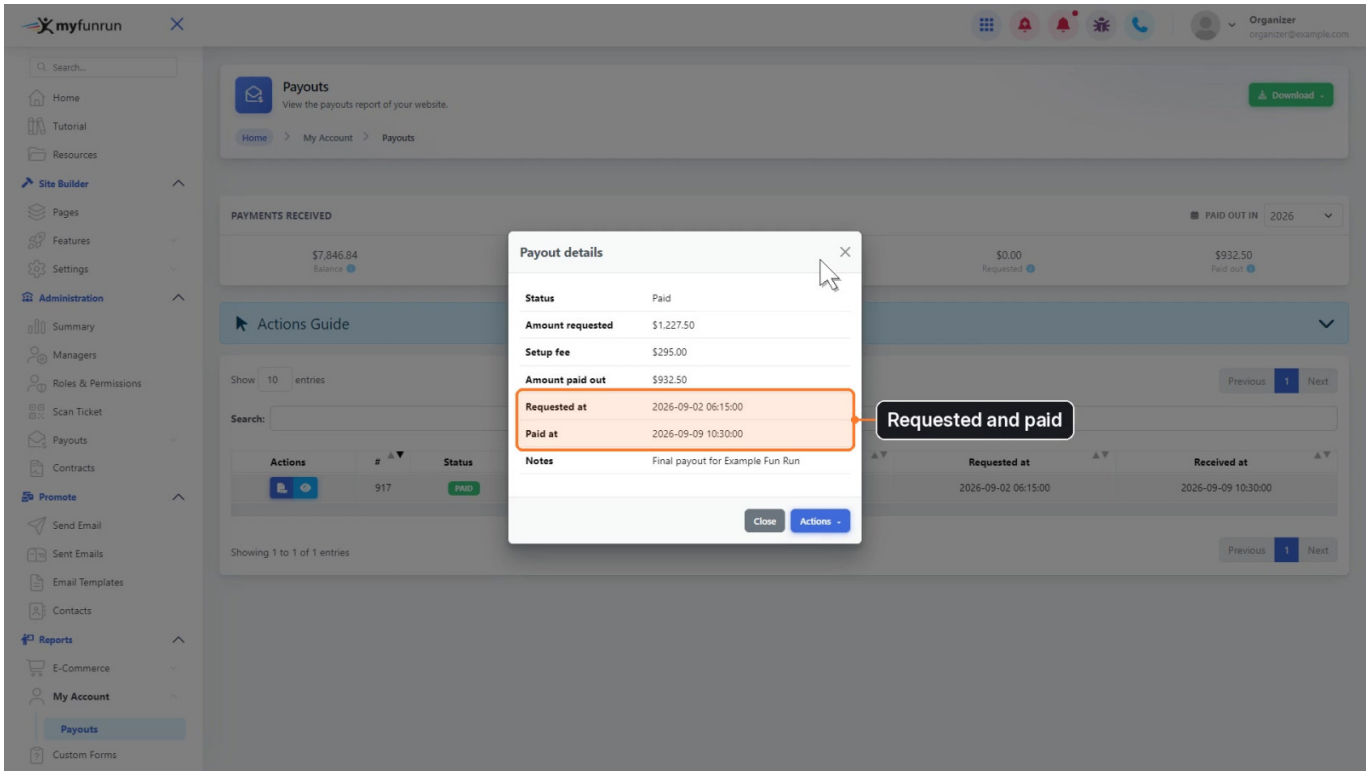
Status.

Amount requested, **Setup fee** and **Amount paid out** show what was requested and what was sent to you.



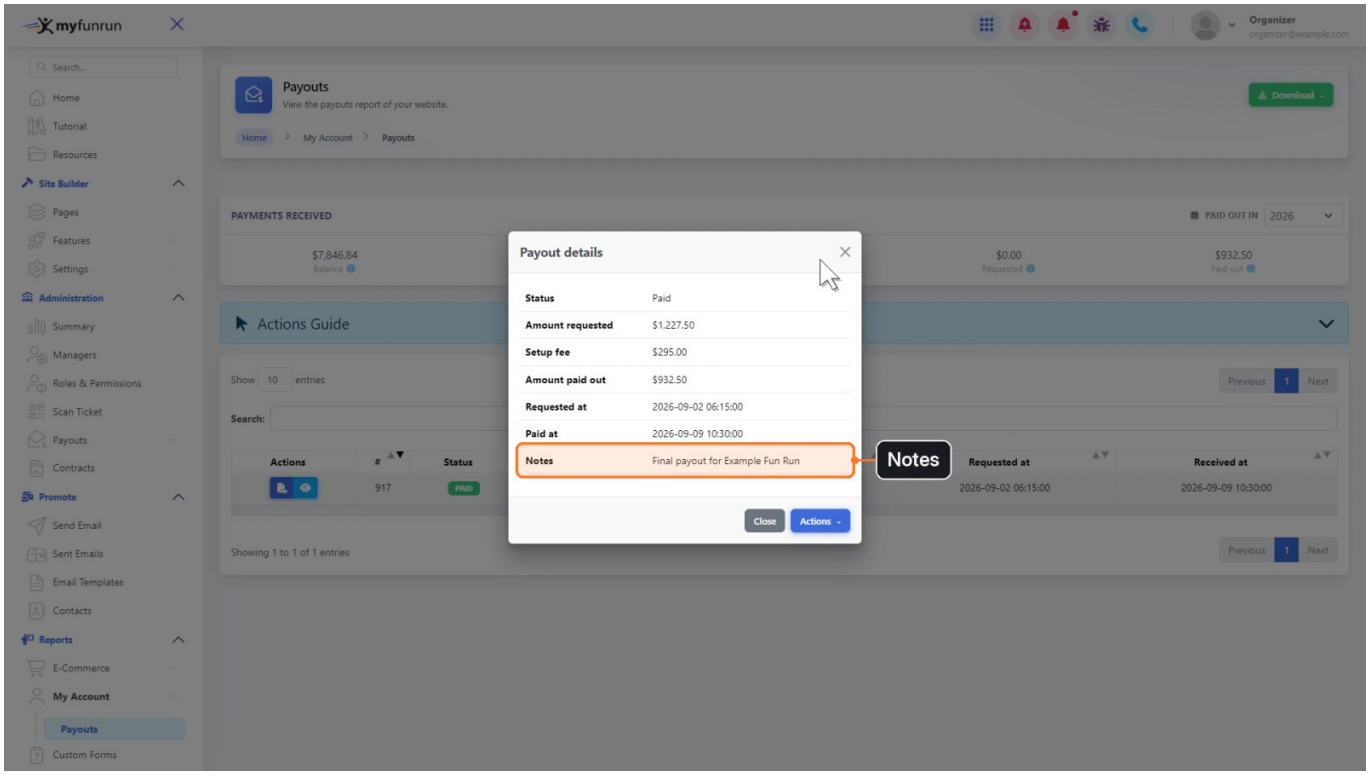
The payout amounts.

Requested at and **Paid at** show when the payout was requested and when it was paid.



When it was requested and paid.

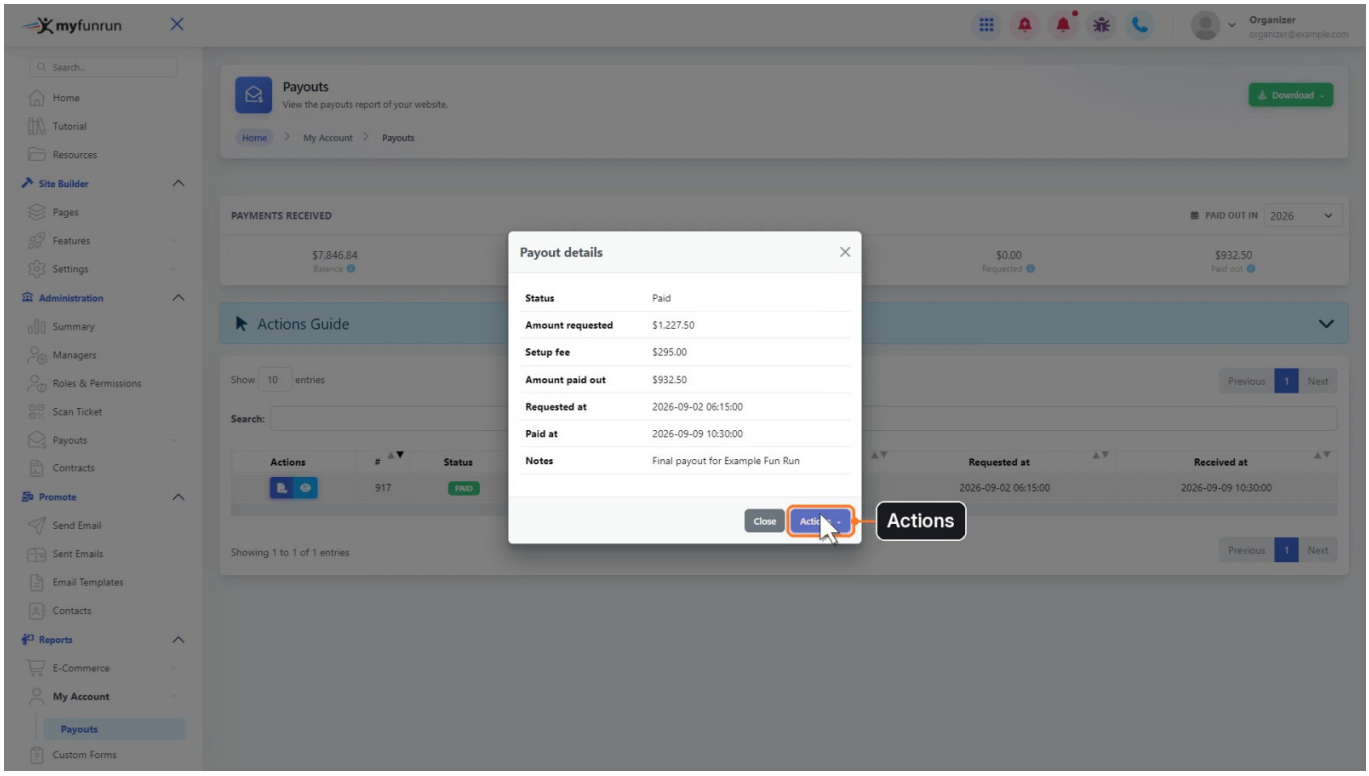
Notes shows any notes added to the payout.



Notes.

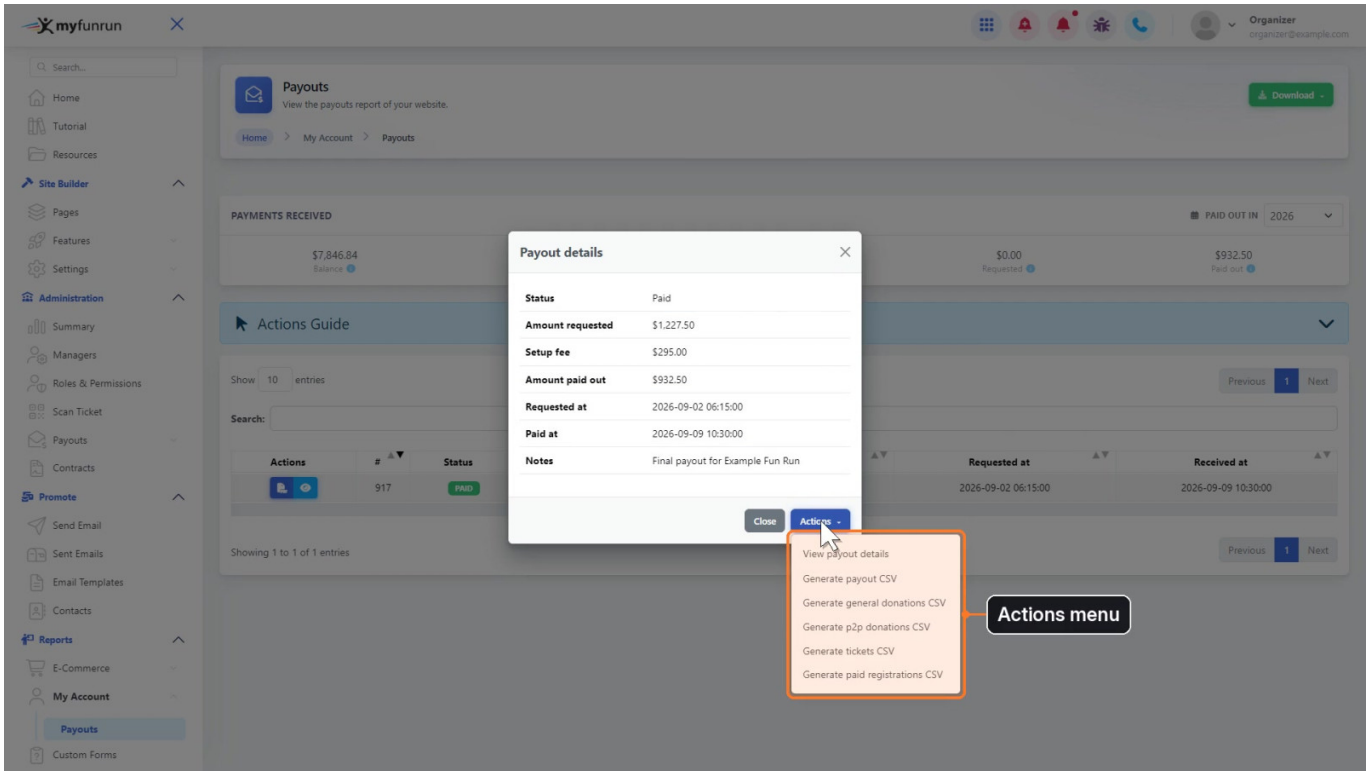
Step 3: Download or email your CSV reports

Click **Actions**.



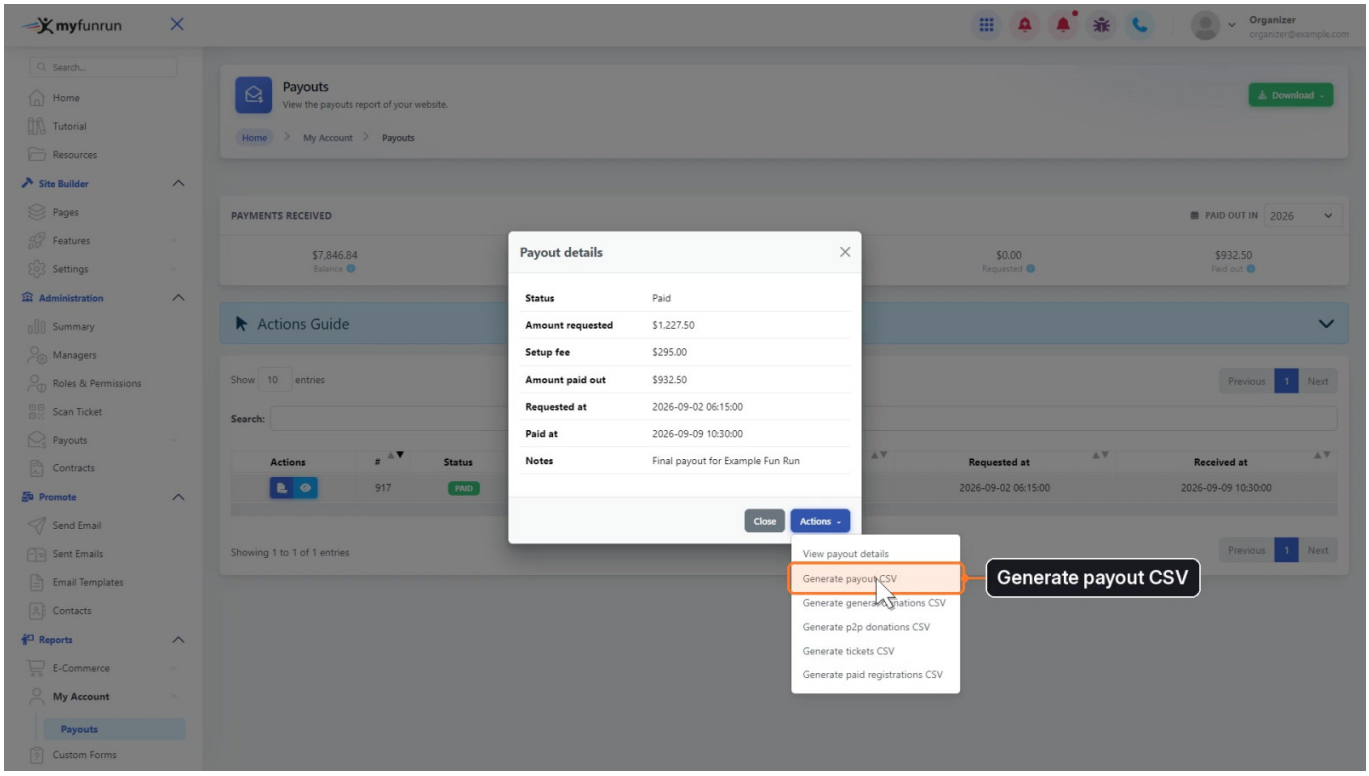
Click Actions.

The Actions menu lists everything you can do with this payout.



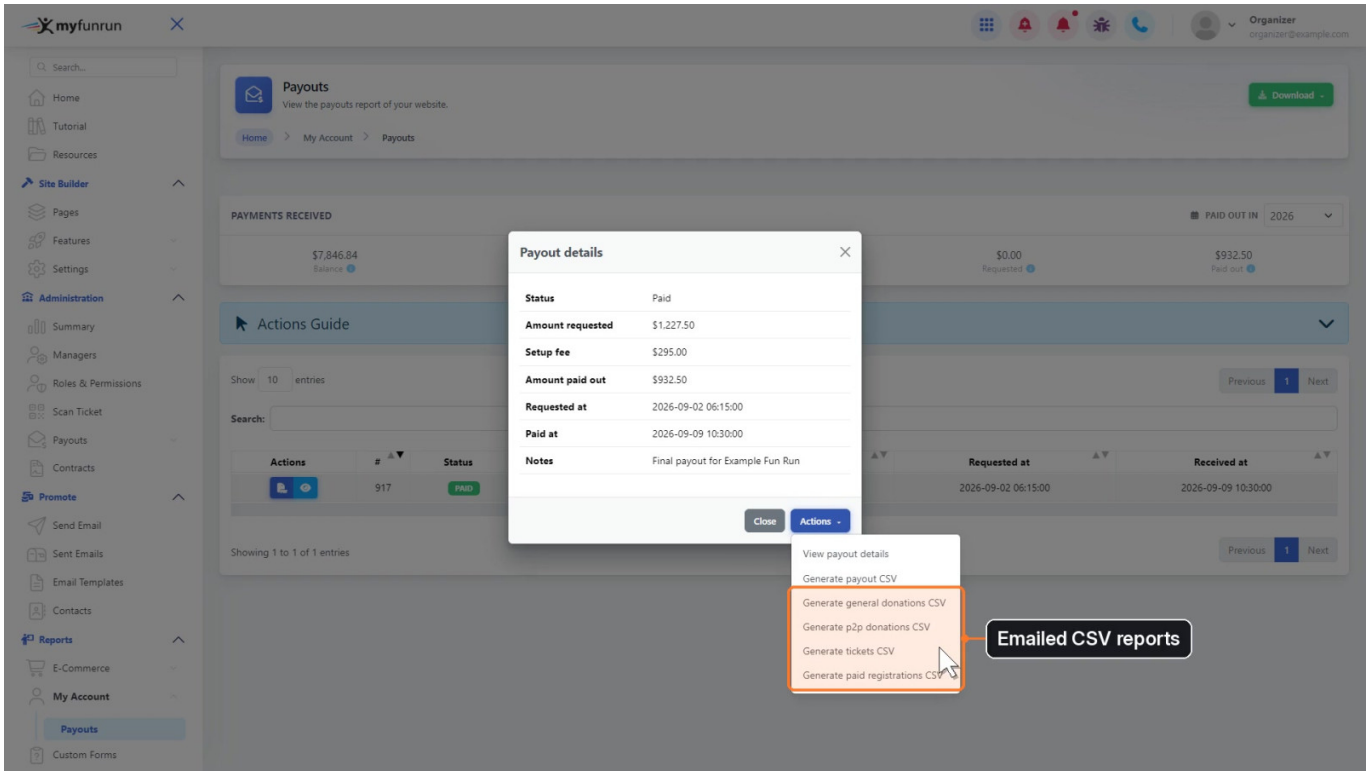
The Actions menu.

Click **Generate payout CSV** to download a spreadsheet of every transaction in this payout, with each supporter's details.



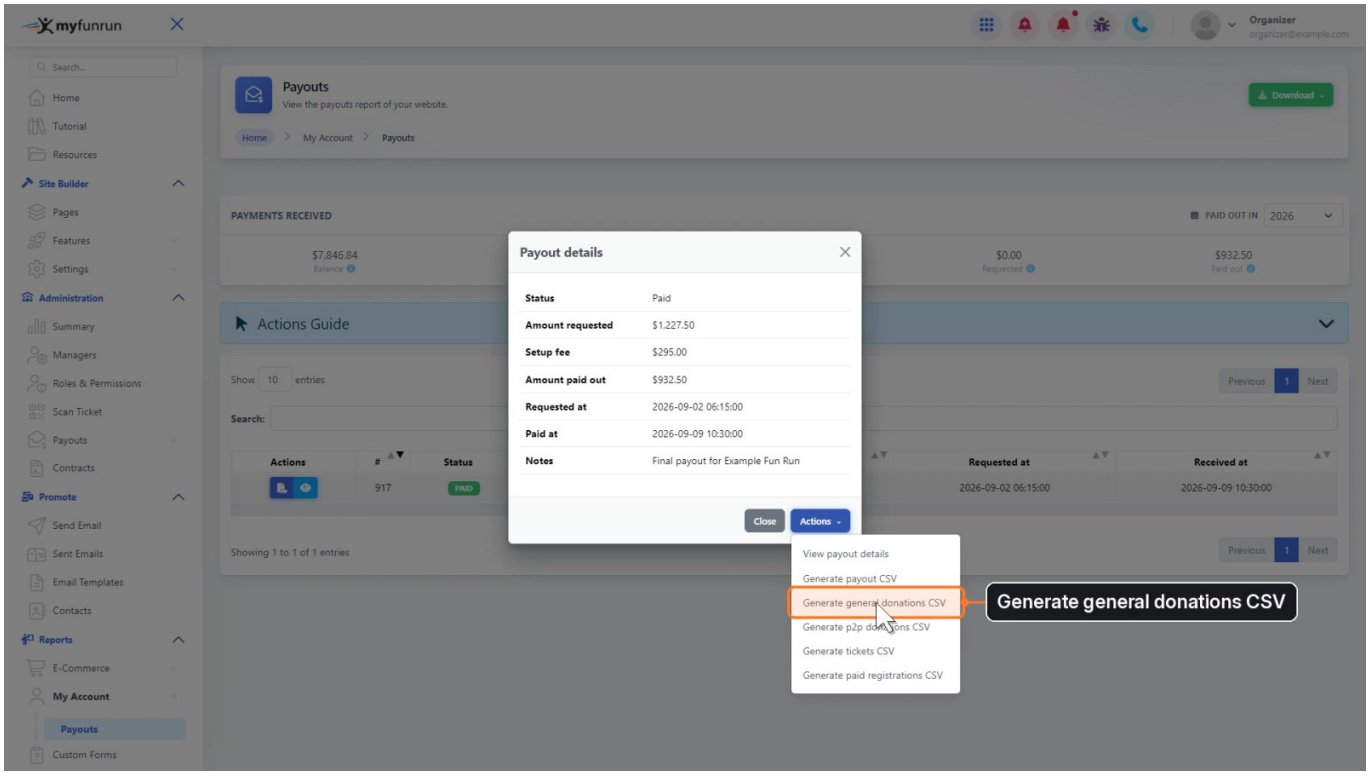
Download the payout CSV.

The next four options create a CSV for this payout of your general donations, P2P donations, tickets or paid registrations: **Generate general donations CSV**, **Generate p2p donations CSV**, **Generate tickets CSV** and **Generate paid registrations CSV**.



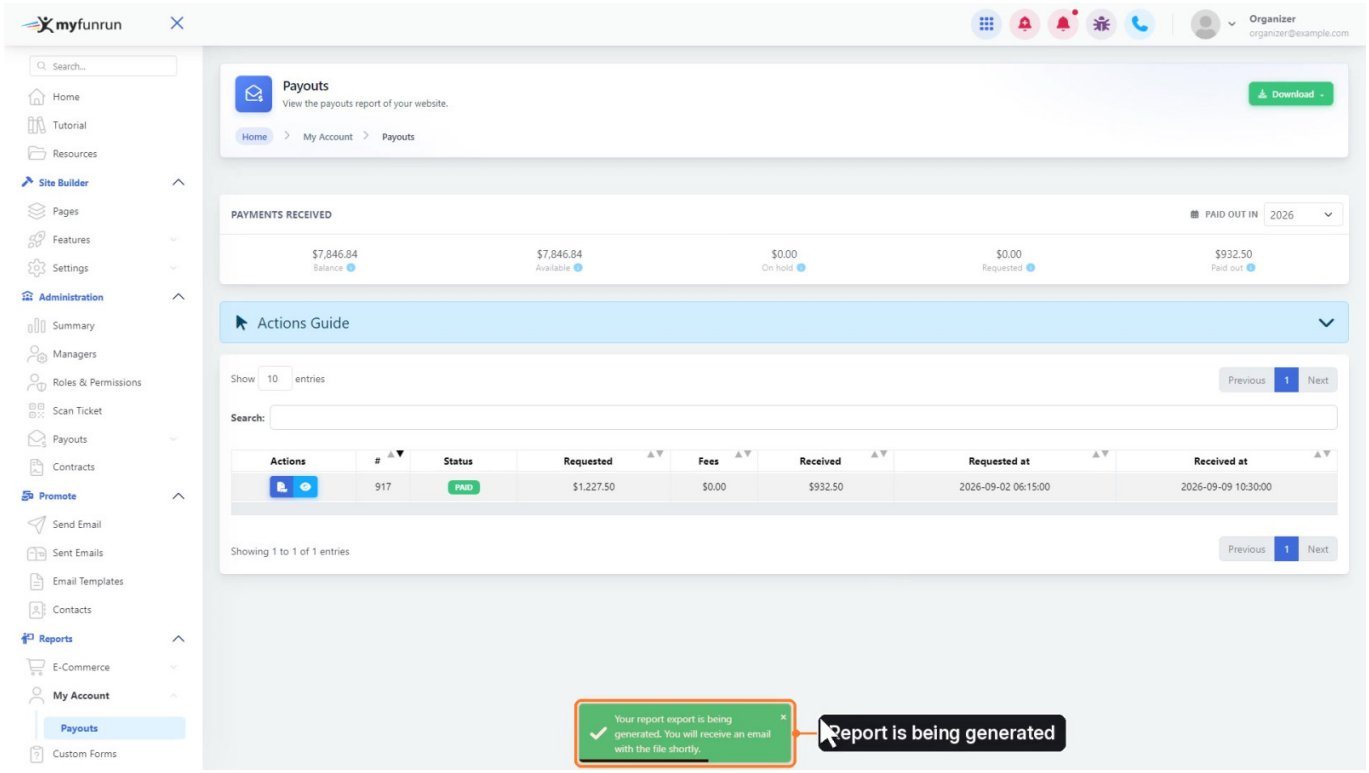
Reports sent to you by email.

Click the one you need, for example **Generate general donations CSV**.



Click Generate general donations CSV.

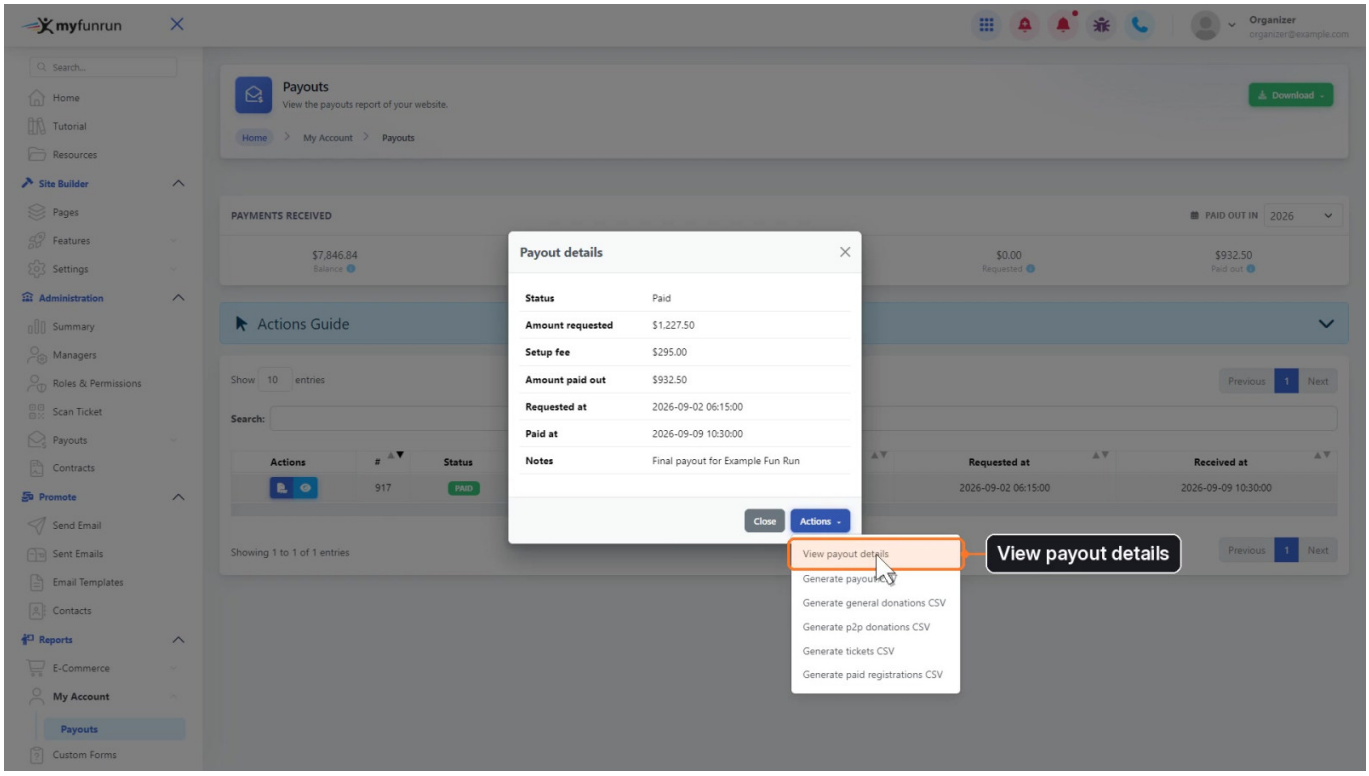
A message confirms: *Your report export is being generated. You will receive an email with the file shortly.*



You'll get the file by email.

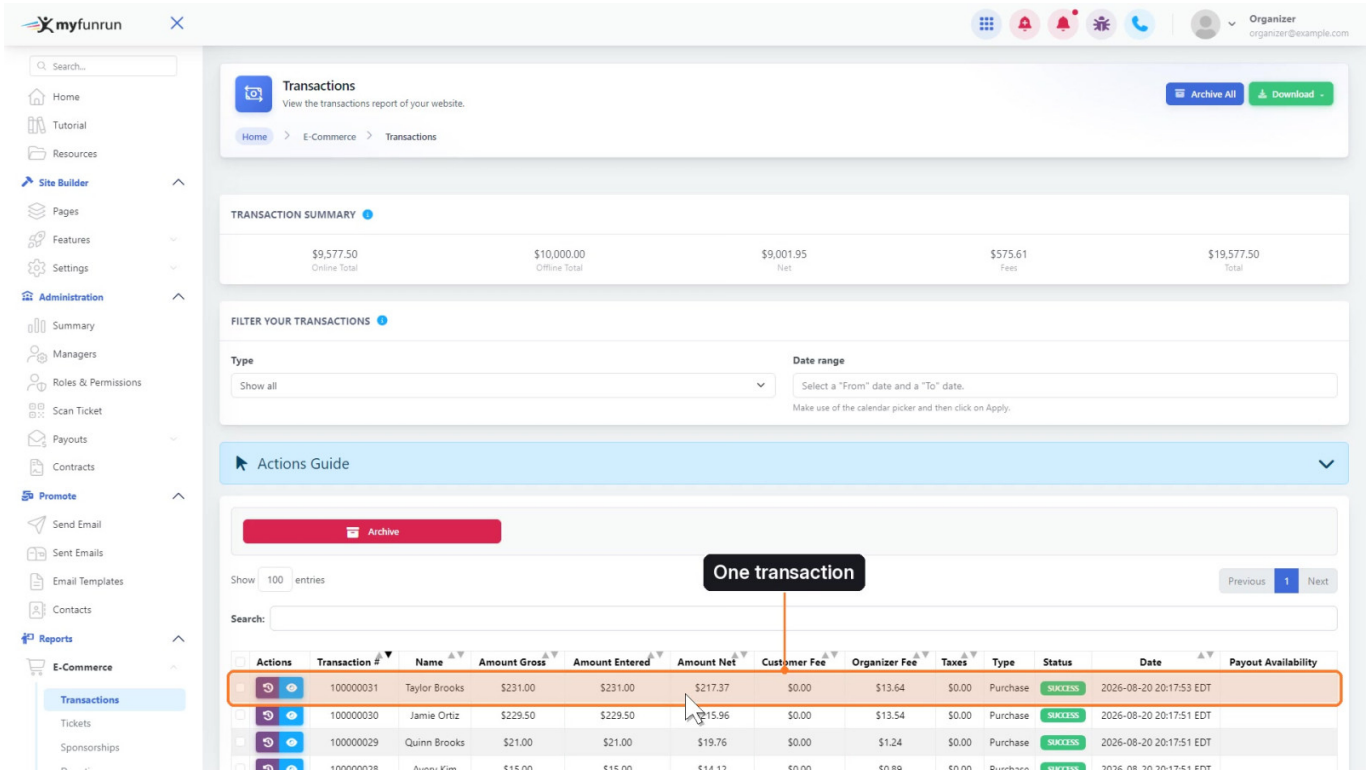
Step 4: See every transaction and donation in the payout

Click **Details** on the payout again, click **Actions**, then click **View payout details**. It opens in a new tab.



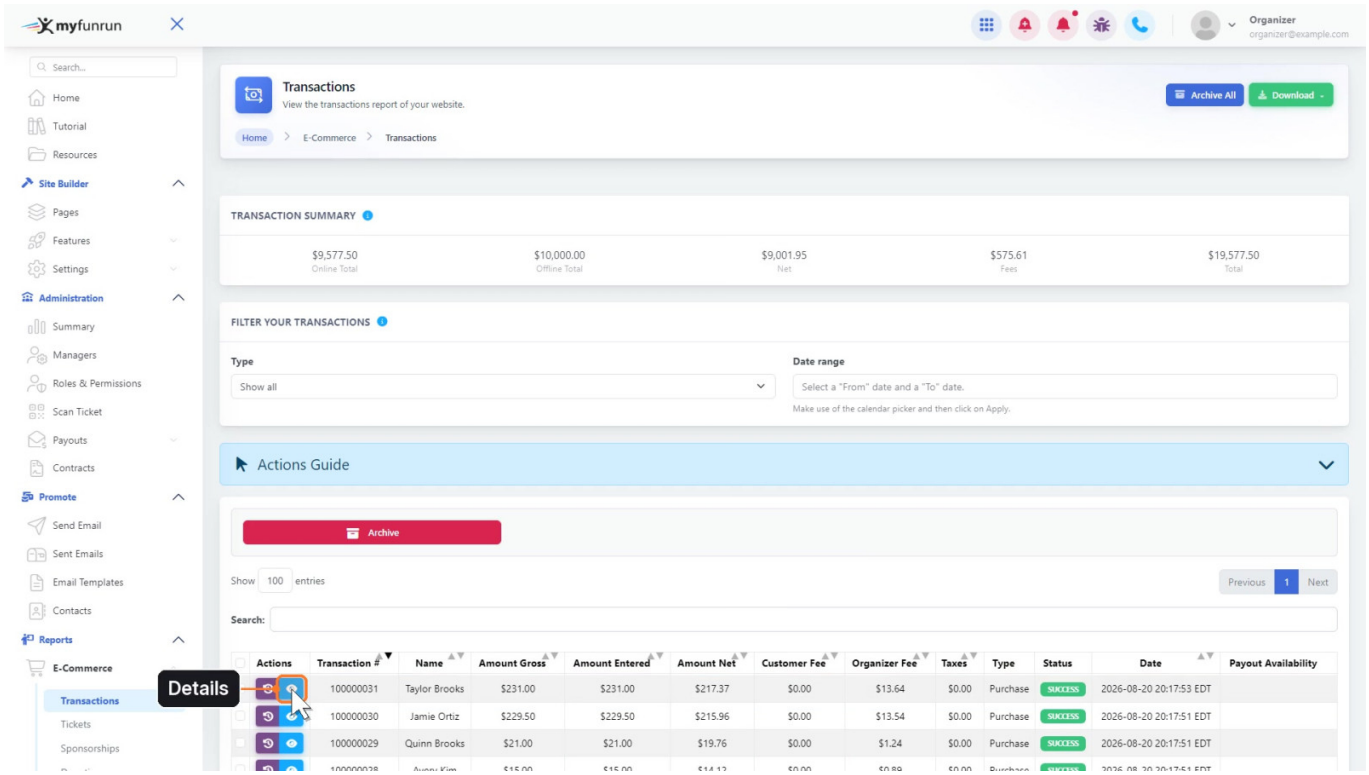
Click View payout details.

The **Transactions** report opens, showing only the transactions in this payout. Each row is one transaction, with the supporter's name, the amounts and the fees.



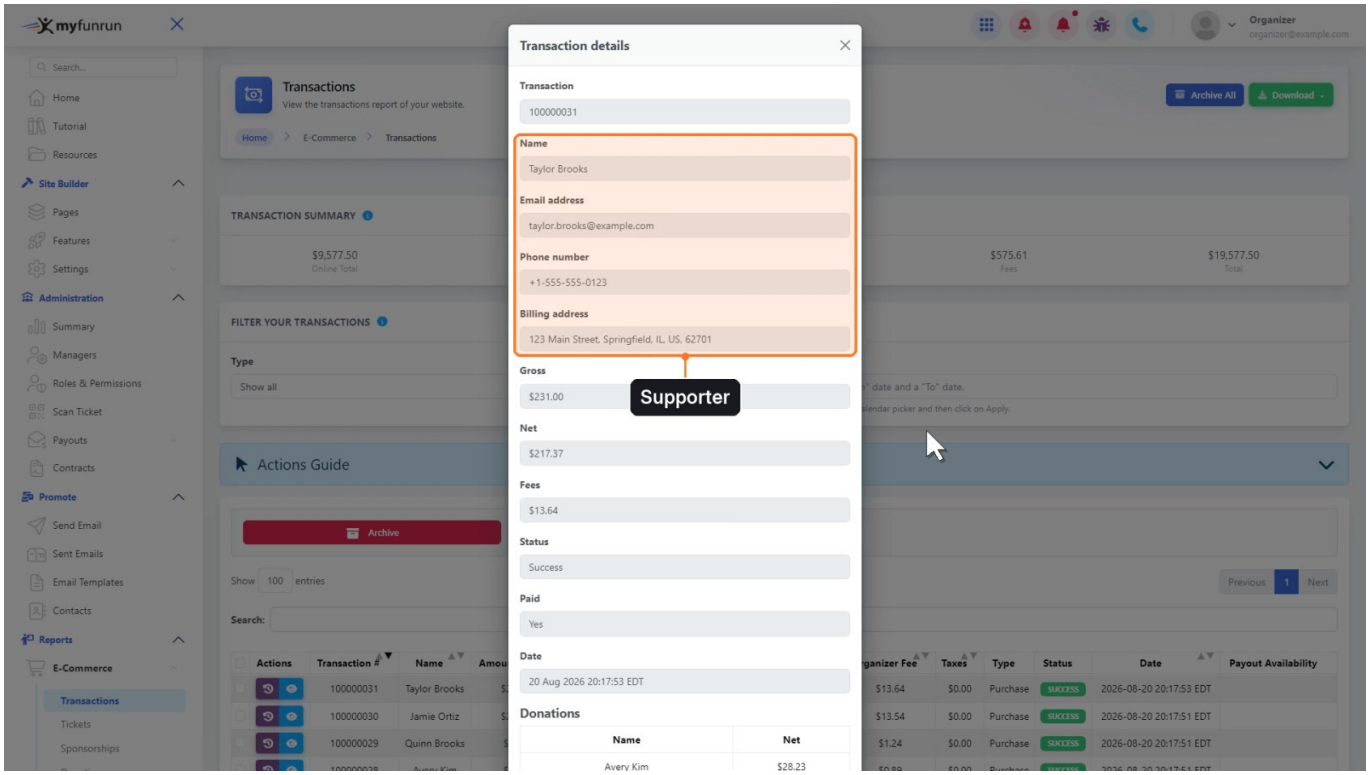
One row per transaction.

Click **Details** (eye icon) on a transaction.



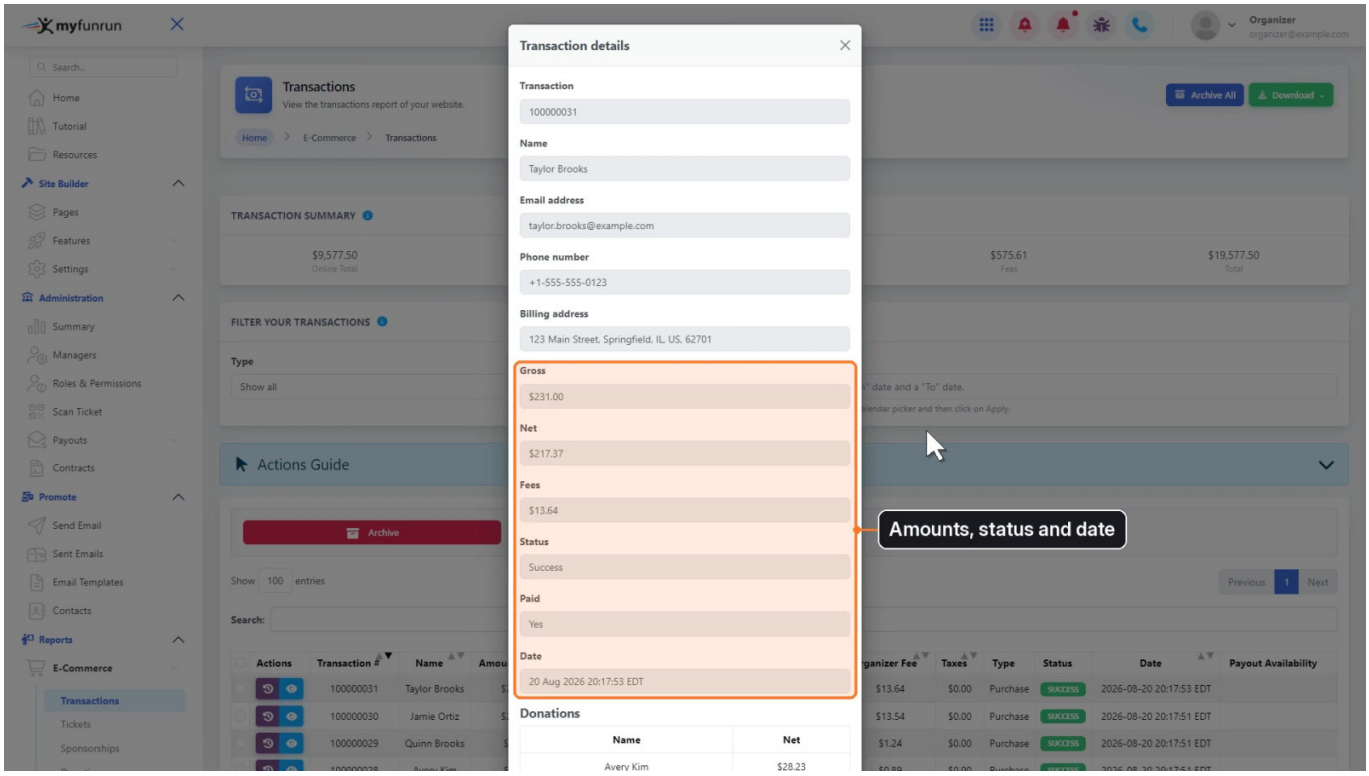
Click Details.

Transaction details shows the supporter's name, email address, phone number and billing address.



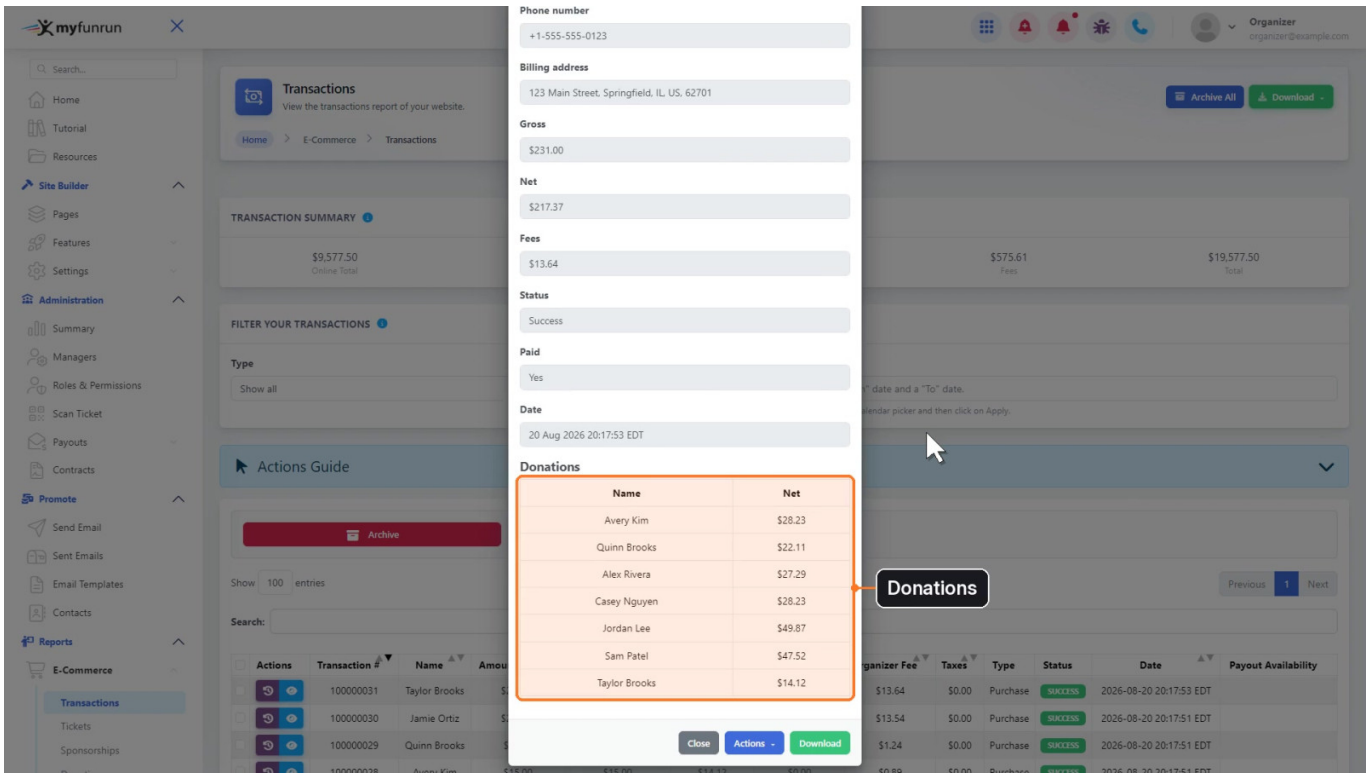
The supporter's details.

Below that you'll see the **Gross**, **Net** and **Fees** amounts, the **Status**, whether it was **Paid**, and the **Date**.



Amounts, status and date.

Scroll down to **Donations** to see each participant who received a donation in this transaction, and the net amount for each.



Each participant's donation.

Good to know

- The four emailed CSV reports are emailed to the account you are signed in with.
- The transaction summary at the top of the Transactions report shows totals for your whole fun run; the table below it lists only the transactions in the payout.