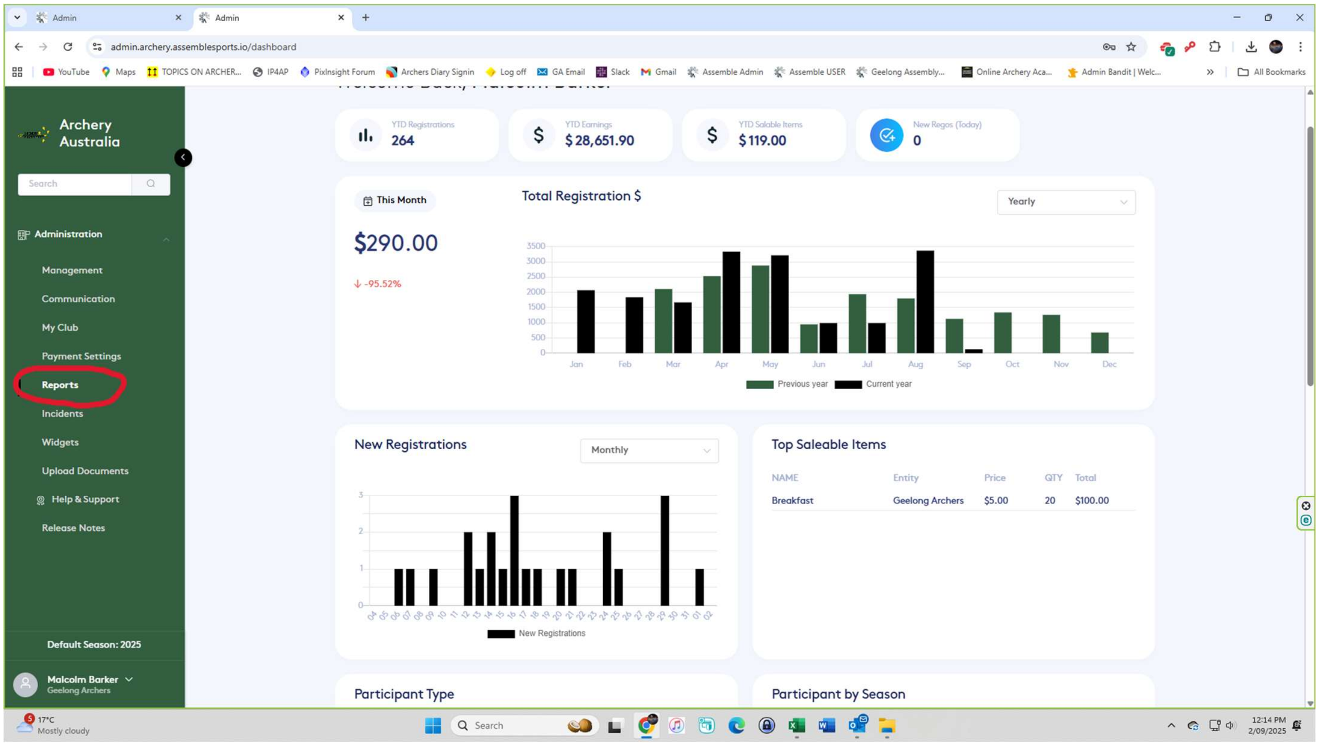
Downloading a Disbursements Report

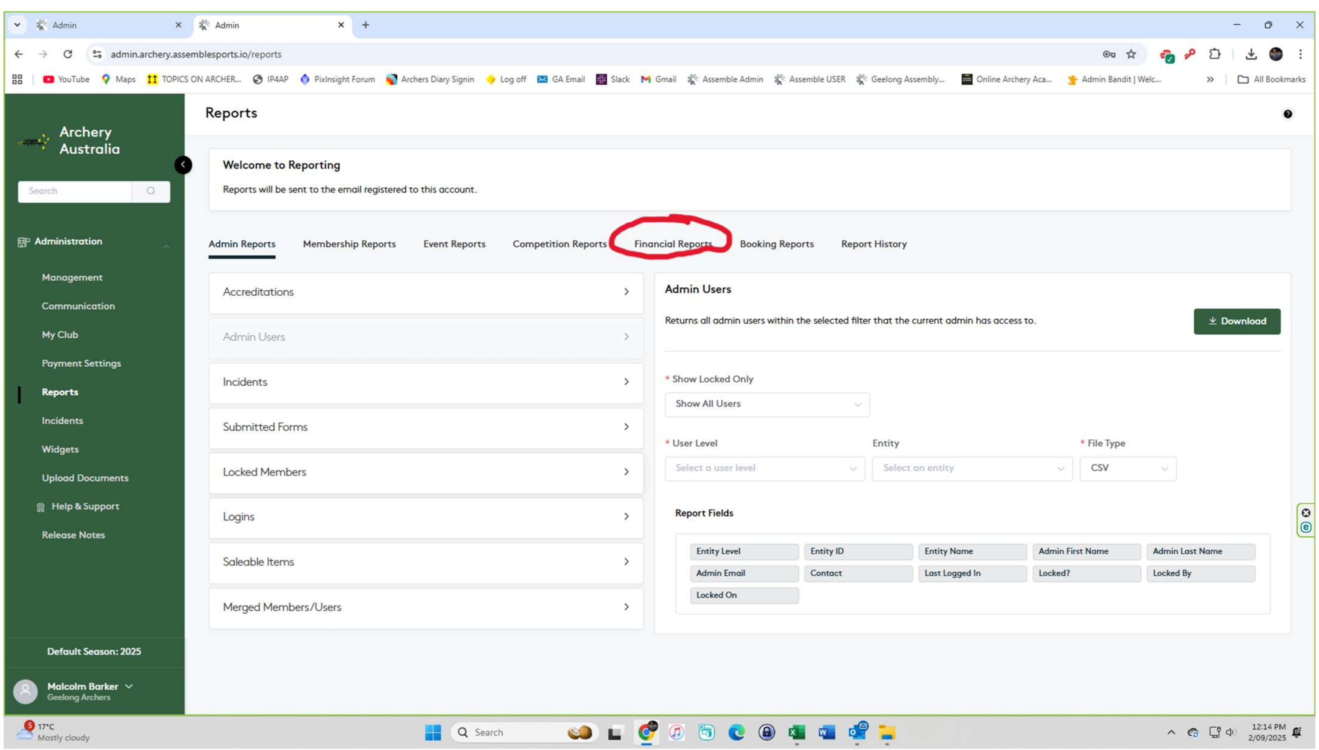
A Disbursements Report can be created in Assemble letting you know what amounts have been paid for memberships and events and allow you to reconcile these.

It also allows you to track pending or failed payments and see distribution to Archery Victoria and Archery Australia if needed.

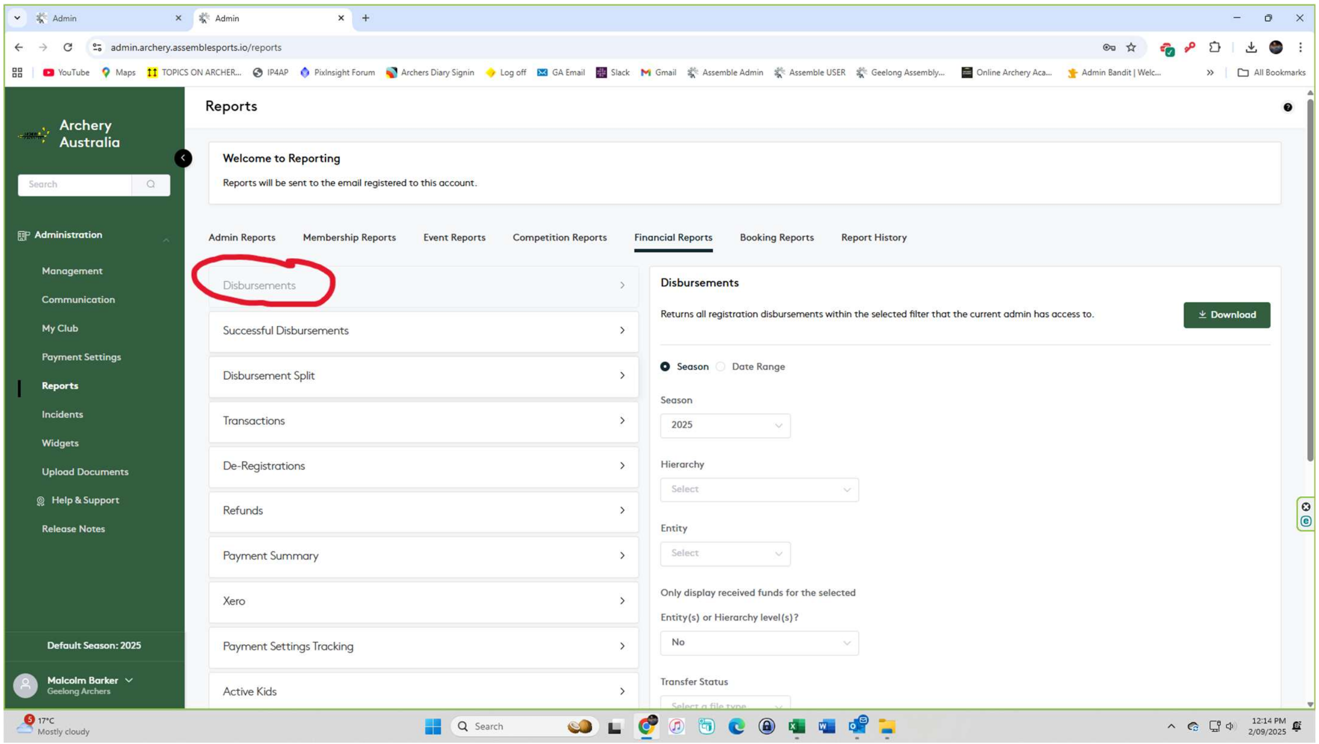
From the dashboard, go to Administration > Reports



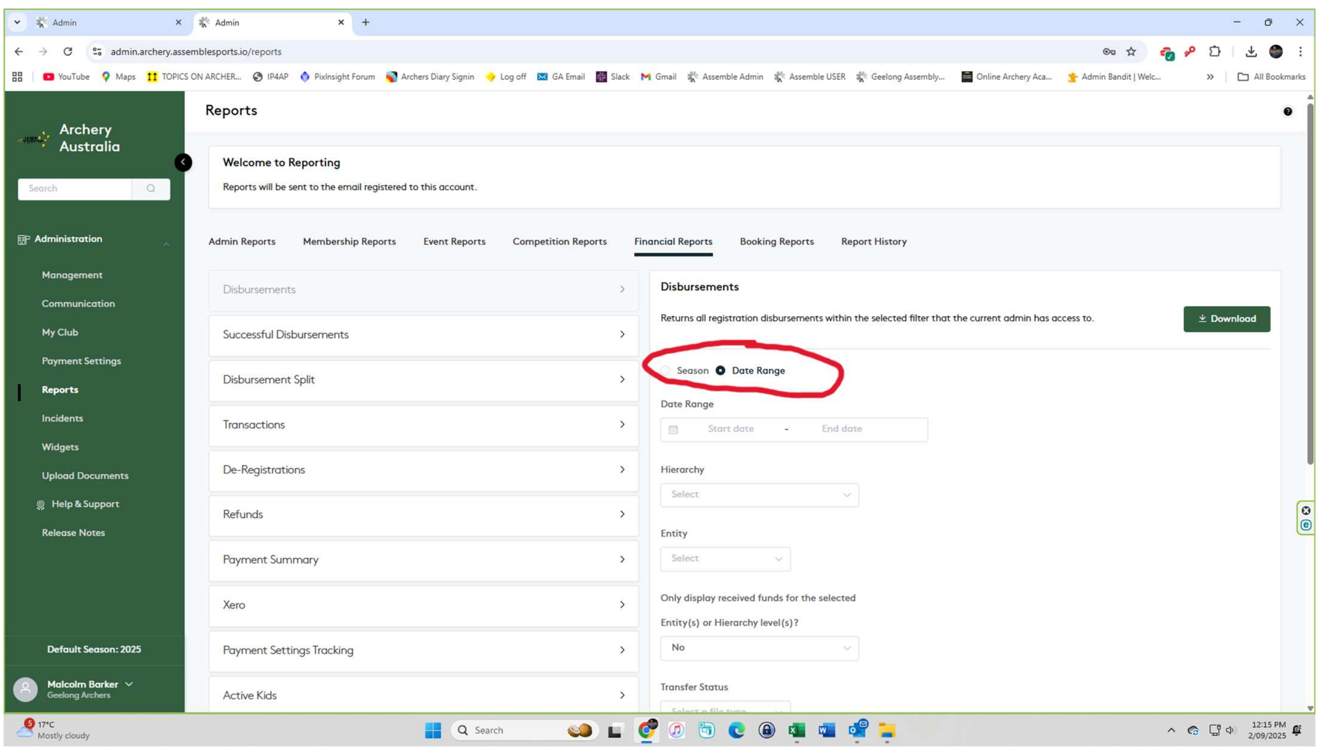
From here, select "Financial Reports"



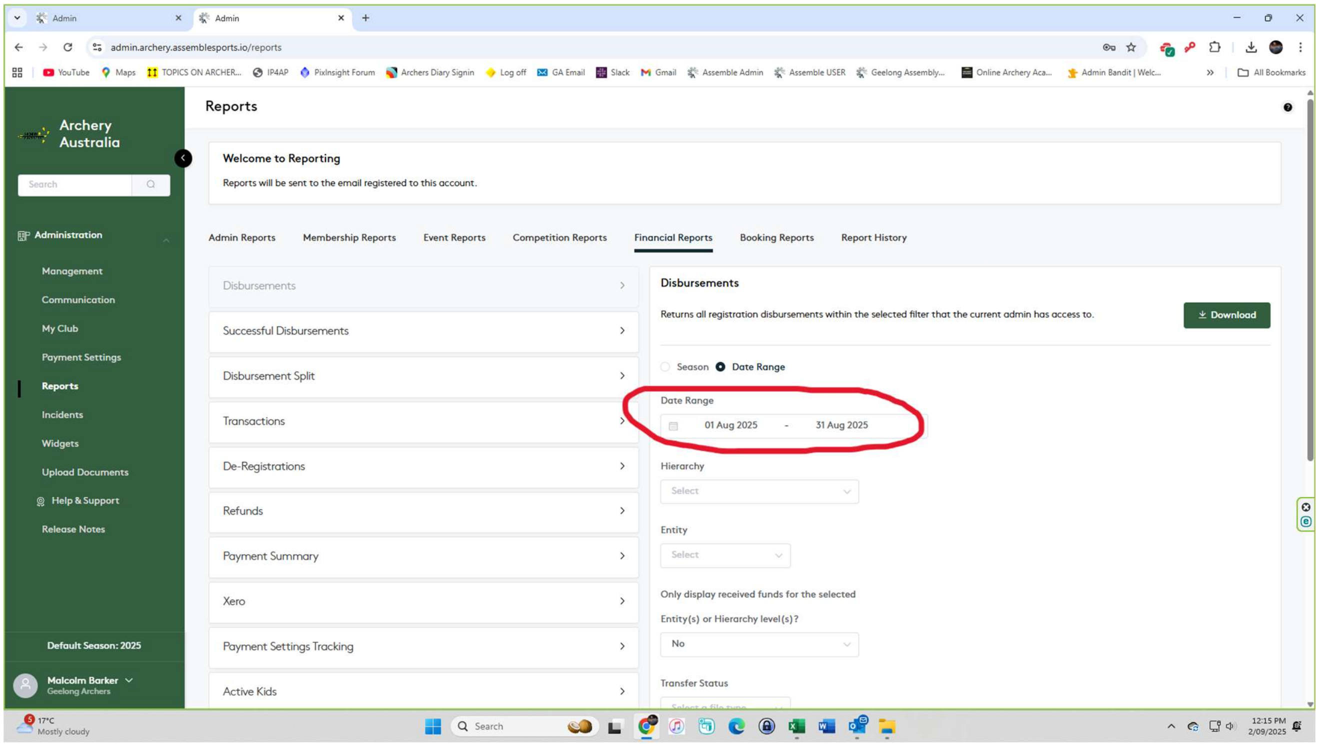
Then a set of options will appear for the Disbursement report



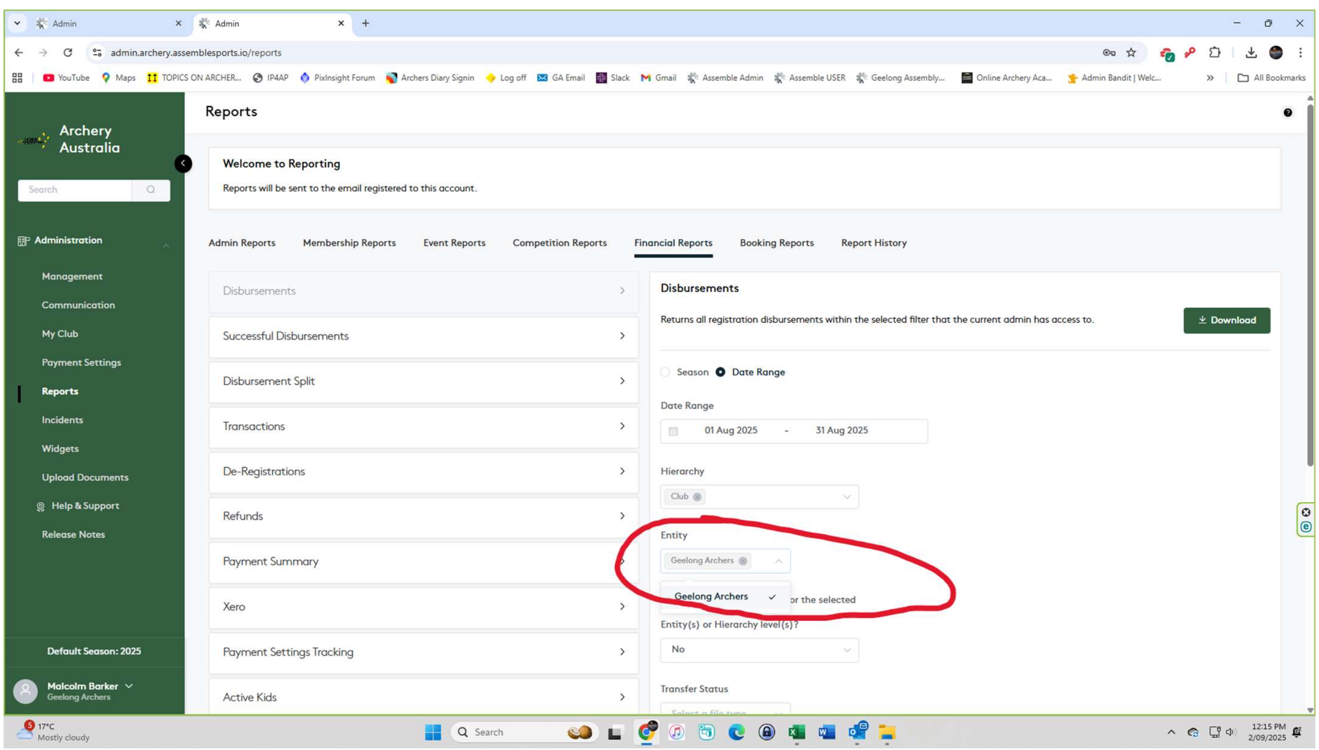
You can then select to view transaction for either a season, eg 2025 or 2024 or a date range. For most purposes, a date range such as a month would be ideal.



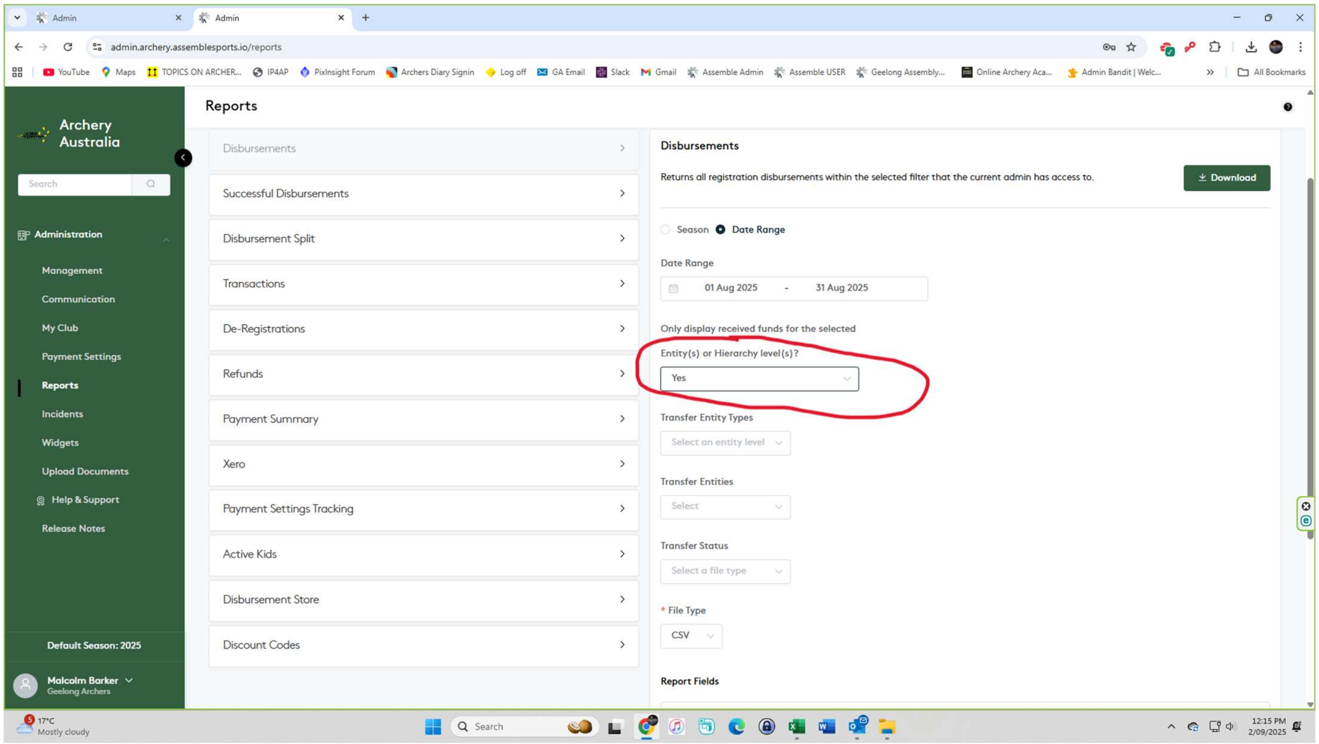
Then use the drop down boxes to select a start and finish date. This will show any transactions made by members or entrants between those dates.



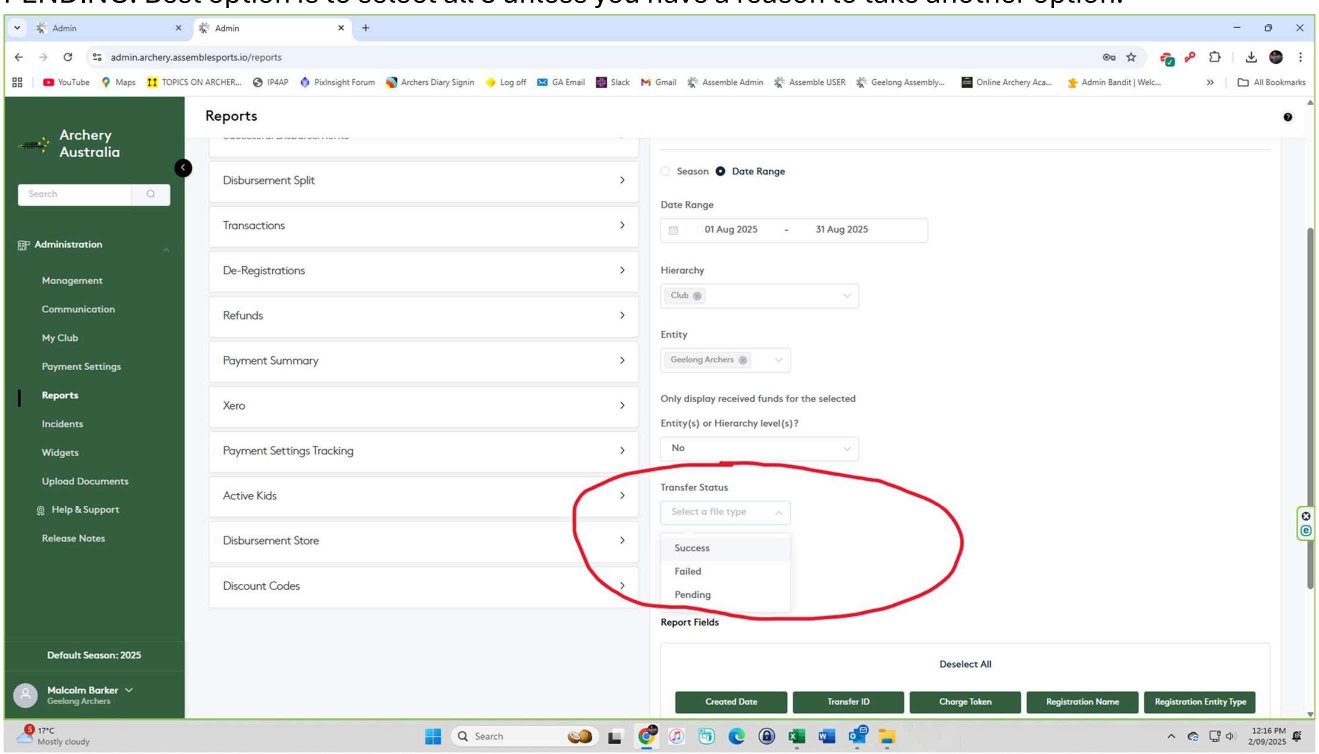
From here, you must indicate your hierarchy level (Club) and select your club (Geelong Archers in this case)

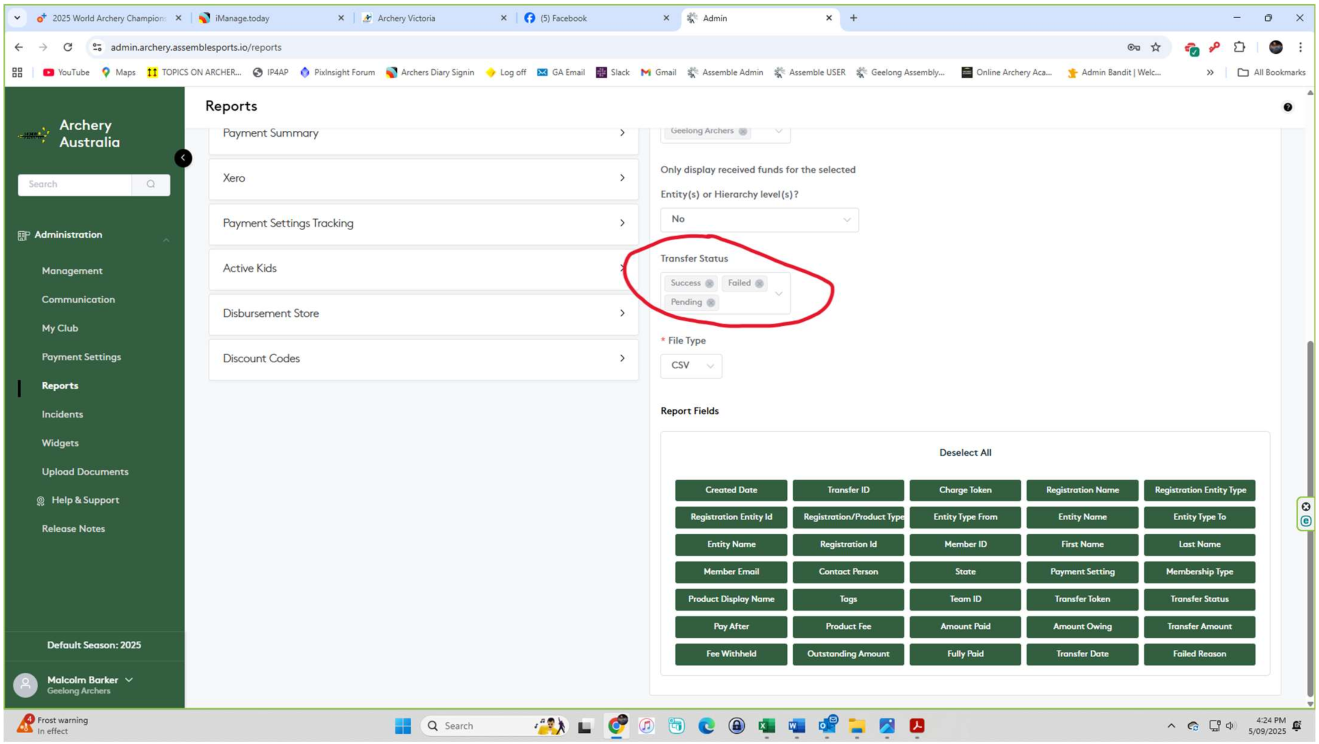


The next option is “Hierarchy or Entity Level?” Answering YES to this will result in a report that only displays the amounts paid or payable to the club. Selecting YES will also cause system to ask for the Hierarchy and Club details again. Answering NO will give a report listing all amounts including any payable to Archery Victoria and/or Archery Australia. The default is NO but select whichever is appropriate for needs.

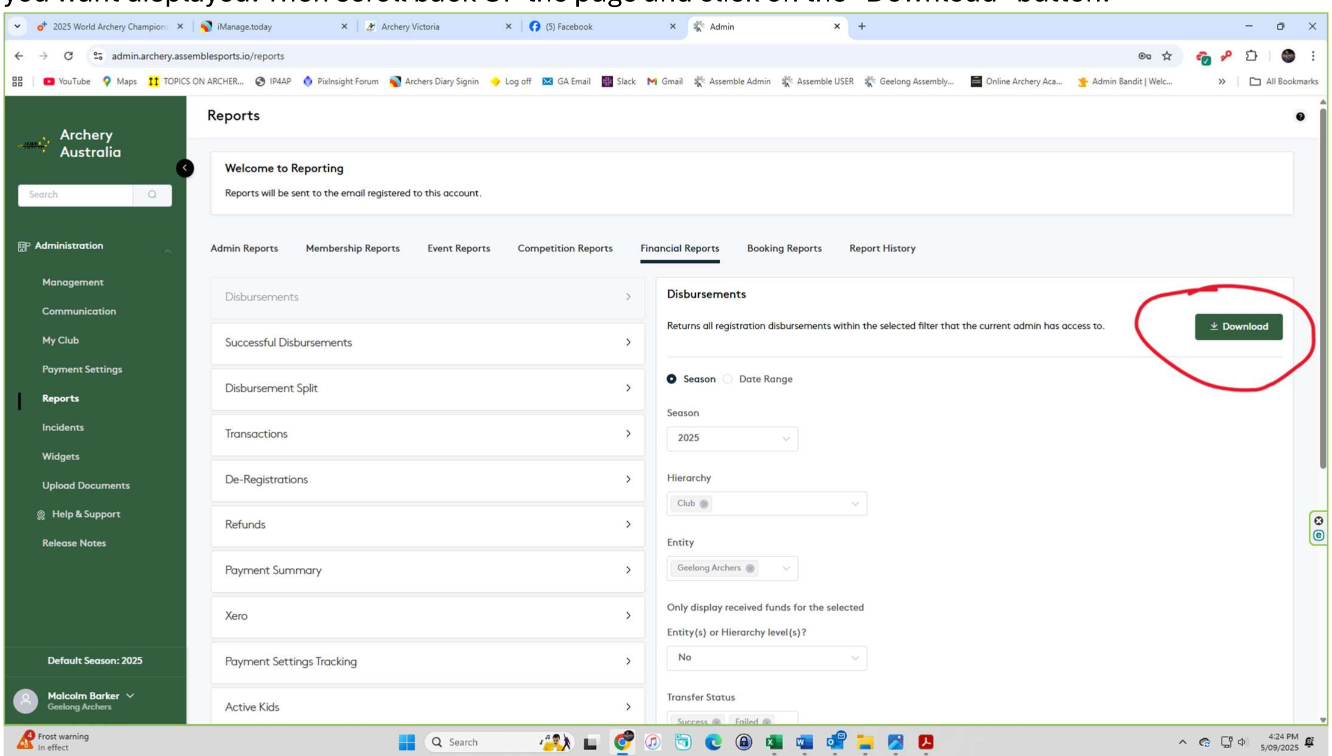


The next question is “Transfer Status”. The drop down gives you 3 options, SUCCESS, FAILED and PENDING. Best option is to select all 3 unless you have a reason to take another option.

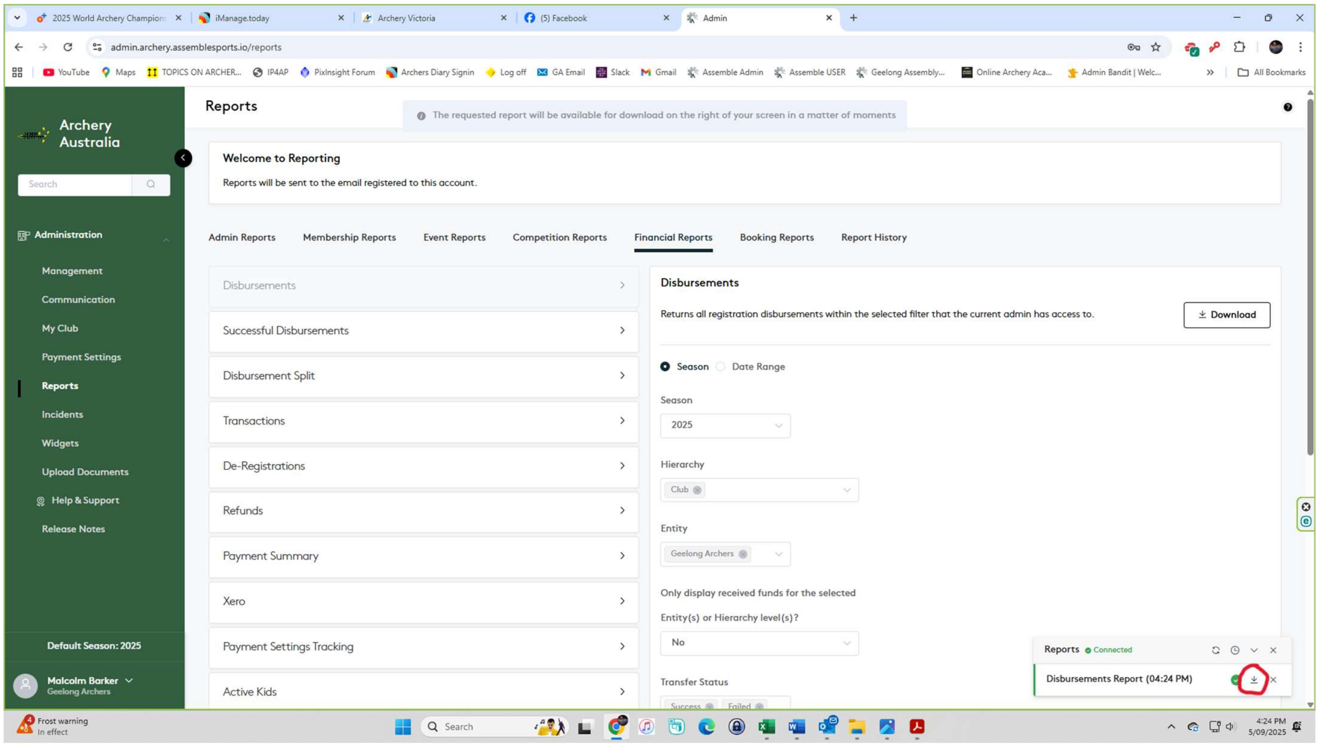




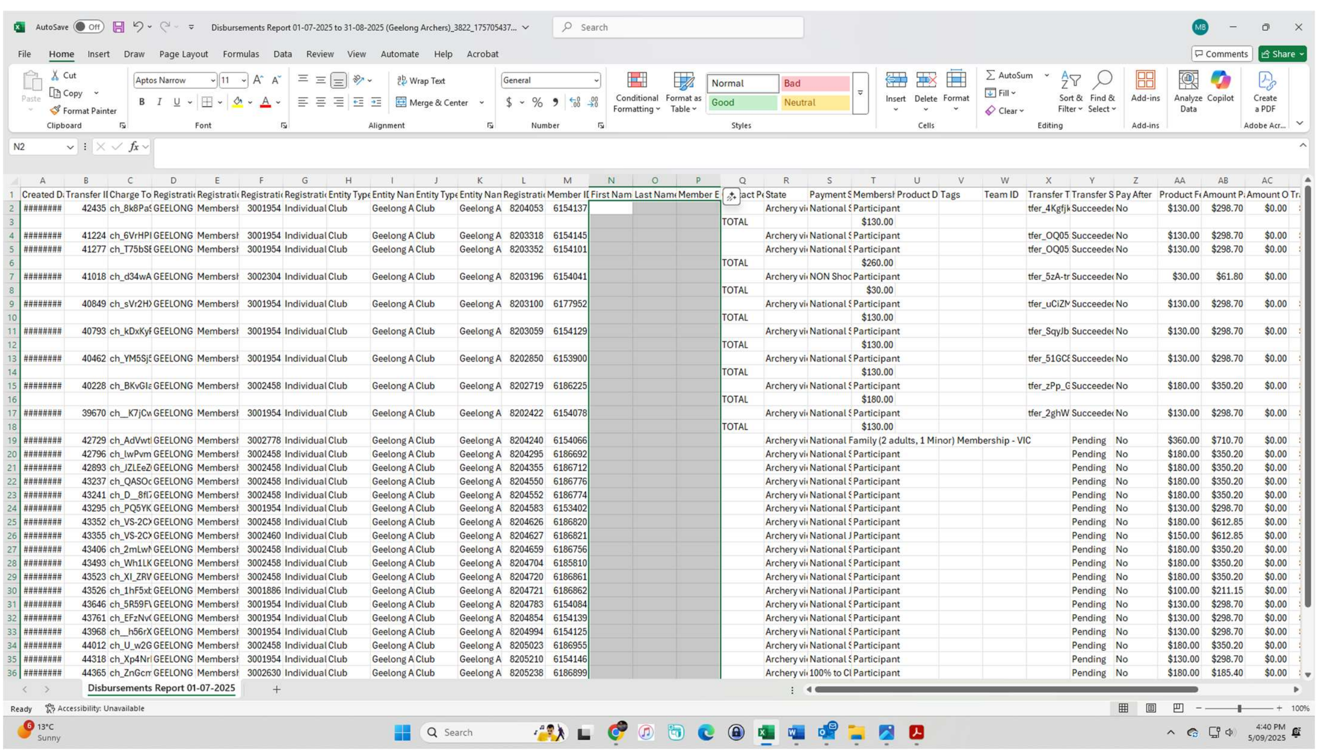
In Report Fields you can select what column heading you want to view in your report. If you not sure, leave them all selected. If sure, simplest process is to hit "Deselect All" and then click on the fields you want displayed. Then scroll back UP the page and click on the "Download" button.



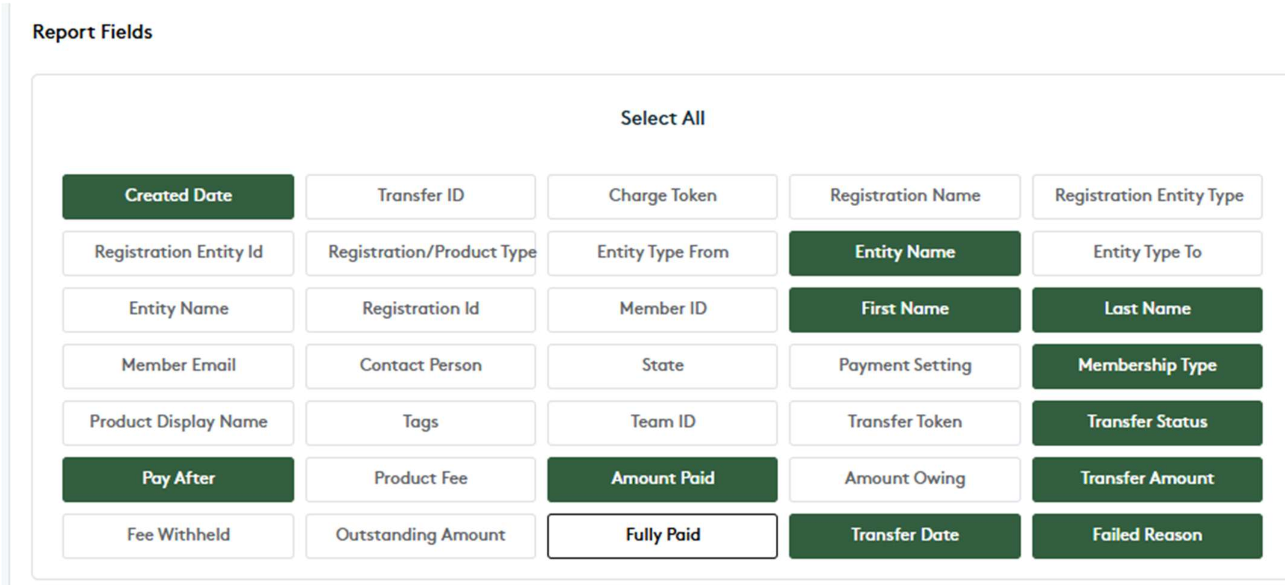
A Dialogue box should appear at bottom right, select the downward pointing arrow and your report will download. If it doesn't appear, check your browser settings and ensure that pop ups are allowed. Browsers can block pop up on a page by page basis, so check that the browser is not blocking pop ups for Assemble.



Opening the resulting report with all field selected results in a report similar to below. This is also with only club level disbursements included (Personal Identifying information has been removed from the greyed out columns)



There is probably more information than needed in most cases. A more efficient report could be created by only selecting the following fields:



This will result in a report that looks like this open in Excel (I have again removed personal identifying information and resized some columns to make it readable.)

E32

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Created Date	Registrati	Entity Name	First Nam	Last Nam	Membersh	Product D	Transfer S	Pay After	Amount P	Transfer A	Transfer Date	Failed Reason	
2	19/07/2025 11:32	Individual	Geelong Archers			Participant		Succeede	No	$61.80	$30.00	20/08/2025 10:31		
3														
4	17/07/2025 19:06	Individual	Geelong Archers			Participant		Succeede	No	$298.70	$130.00	19/08/2025 10:30		
5														
6	16/07/2025 16:23	Individual	Geelong Archers			Participant		Succeede	No	$298.70	$130.00	16/08/2025 10:30		
7														
8	13/07/2025 8:56	Individual	Geelong Archers			Participant		Succeede	No	$298.70	$130.00	13/08/2025 10:30		
9														
10	9/07/2025 20:06	Individual	Geelong Archers			Participant		Succeede	No	$350.20	$180.00	9/08/2025 10:30		
11														
12	1/07/2025 11:18	Individual	Geelong Archers			Participant		Succeede	No	$298.70	$130.00	1/08/2025 10:30		
13														
14	6/08/2025 20:11	Individual	Geelong Archers					Pending	No	$710.70	$360.00			
15	8/08/2025 8:51	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
16	9/08/2025 11:11	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
17	12/08/2025 20:47	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
18	12/08/2025 20:48	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
19	13/08/2025 18:08	Individual	Geelong Archers			Participant		Pending	No	$298.70	$130.00			
20	14/08/2025 17:48	Individual	Geelong Archers			Participant		Pending	No	$612.85	$180.00			
21	14/08/2025 17:48	Individual	Geelong Archers			Participant		Pending	No	$612.85	$150.00			
22	15/08/2025 14:48	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
23	16/08/2025 10:40	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
24	16/08/2025 12:42	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
25	16/08/2025 12:49	Individual	Geelong Archers			Participant		Pending	No	$211.15	$100.00			
26	17/08/2025 14:00	Individual	Geelong Archers			Participant		Pending	No	$298.70	$130.00			
27	18/08/2025 15:08	Individual	Geelong Archers			Participant		Pending	No	$298.70	$130.00			
28	20/08/2025 20:37	Individual	Geelong Archers			Participant		Pending	No	$298.70	$130.00			
29	21/08/2025 17:14	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
30	24/08/2025 18:41	Individual	Geelong Archers			Participant		Pending	No	$298.70	$130.00			
31	25/08/2025 9:18	Individual	Geelong Archers			Participant		Pending	No	$185.40	$180.00			
32	25/08/2025 23:03	Individual	Geelong Archers			Participant		Pending	No	$350.20	$180.00			
33	Total Success Transf	$1,120.00												
34	Total Pending Transf	$3,240.00												
35	Total Failed Transfer	$0.00												

This report lists all transactions for the club made between 1st of August and 30th September. At the top all successful transfers to the Club bank account, along with the date of the transfer are listed and below that any pending transactions. It will also list Failed transfers and give a reason if there are any.

At the bottom is a Totals Summary. If you had selected “No” against the question “Hierarchy or Entity Level?” it will also list any amounts due or paid to AV and AA. That report would look like this. I have removed most data apart from 2 memberships, one paid and 1 pending.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Created Date	Registrati	Entity Nan	First Nam	Last Name	Membersh	Product D	Transfer S	Pay After	Amount P	Transfer A	Transfer Date	Failed Reason	
2	3/08/2025 15:51	Individual	Geelong A	Person	A	Participant		Succeede	No	$298.70	$130.00	3/09/2025 10:30		
3														
4	3/08/2025 15:51	Individual	Geelong A	Person	A	Participant		Succeede	No	$298.70	$30.00	3/09/2025 10:30		
5														
6	3/08/2025 15:51	Individual	Geelong A	Person	A	Participant		Succeede	No	$298.70	$130.00	3/09/2025 10:30		
7														
8														
9	6/08/2025 20:11	Individual	Geelong A	Person	B			Pending	No	$710.70	$360.00			
10	6/08/2025 20:11	Individual	Geelong A	Person	B			Pending	No	$710.70	$80.00			
11	6/08/2025 20:11	Individual	Geelong A	Person	B			Pending	No	$710.70	$250.00			
12	Total Success Trans	$2,430.00												
13	Total Pending Trans	$6,180.00												
14	Total Failed Transfe	$0.00												
15														
16														

As you can see, for Person A, this reports lists the Club portion of $130, the AV portion of $30 and the AA portion of $130.

What headings you choose to use are up to you. You can also choose whether or not to include AV and AA amounts in your report.

One thing to be aware of, amounts to be distributed can be listed as either “Successful”, “Pending” or “Failed”. Pending transactions will appear in your bank account approximately 30 days after payment to Assemble. Within this timeframe, they can be refunded partially or in full. A Failed transaction is usually the result of bank details being not recorded for your club, or the KYC (Know Your Customer) process not being completed.

The report is created in a .csv (Comma Separated Values) format. This should be able to be read by any spreadsheet program. Be aware, that if making formatting changes to the report (column width, text size etc.) they will not be saved if the .csv format is retained when saving the file.