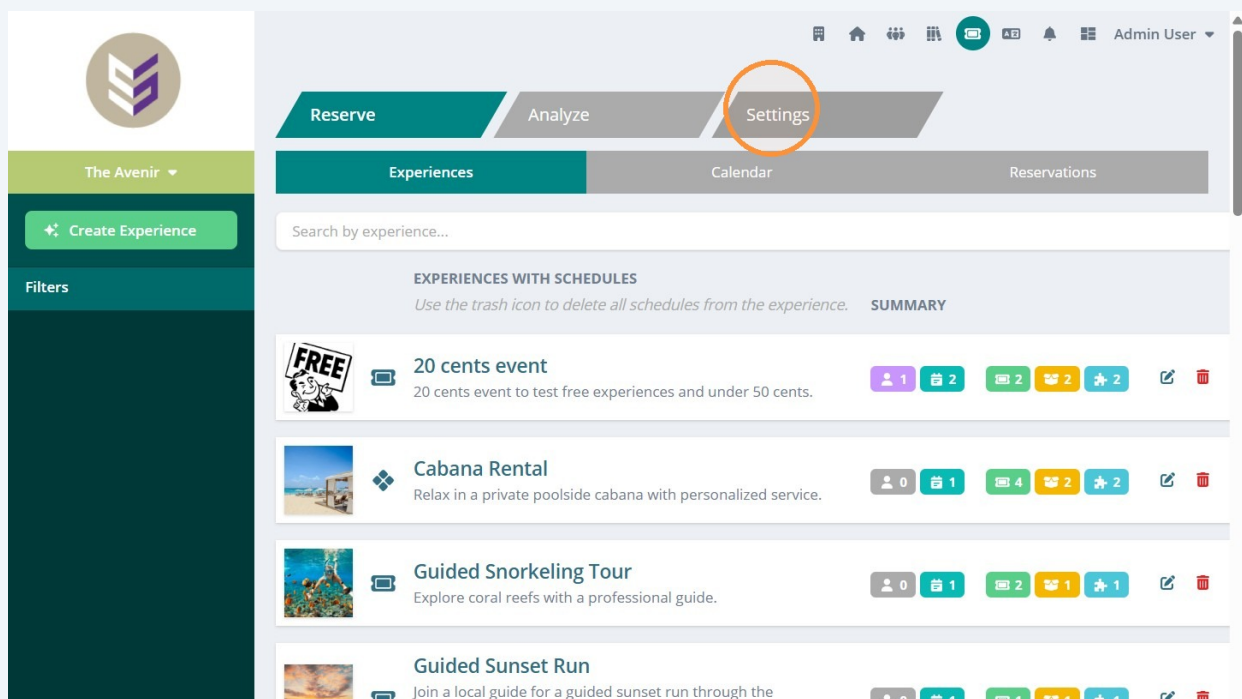


How to manage your Stripe account including creating reports, adding bank account, and transferring funds?

This guide is also available as a video. Click the link below to watch:
[scribehow.com/embed-preview/How to manage your ...](https://scribehow.com/embed-preview/How%20to%20manage%20your%20Stripe%20account)

This guide explains how to manage your Stripe account, including how to create and download reports, add or update your bank account details, and transfer funds. By following these steps, you can keep track of your transactions, ensure your payout information is up to date, and manage your funds efficiently.

1 From your GO Reserve dashboard, click **Settings**.



2

Select property, then click **“View Stripe Dashboard.”** You will be redirected to Stripe.

The screenshot displays the Spark settings interface. On the left, a sidebar contains a logo, the property name 'The Avenir', and a 'Filters' section. The main content area has a top navigation bar with 'Reserve', 'Analyze', and 'Settings' tabs. Below this, a sub-navigation bar shows 'Profile' and 'Discounts'. The 'Profile' section is active, showing a 'Host' and 'Property' dropdown menu. The 'STRIPE ACCOUNT' section is visible, featuring an 'AVATAR' placeholder, an 'Account ID' field with the value 'acct_15v2F8FUbAhRjm5T', and a blue button labeled 'View Stripe Dashboard' which is circled in orange. Below this, there are two service fee options: 'SERVICE FEE PERCENTAGE' set to '4%' and 'SERVICE FEE FLAT' set to '\$0.30'. At the bottom right, there are 'Reset' and 'Save Changes' buttons.



Alert! This is a demo account. No real data is used or displayed.

3

Click on **Balance**. Here, you can view all your transactions and export them as a CSV file.

Test mode You're using test data. No real transactions will be processed.

Spark Cooperative sandb

Home

Balance

Tasks

Settings

Your balance

\$72,516.57

Available to pay out \$65,102.24

Next payout scheduled for April 7 [Update](#)

[See details](#)

Transactions

All Payouts

Date Transfer date Type

[Export](#)

Date	Status	Type	Amount	Fee	Net
Apr 7, 1:45 PM	Succeeded	Payment Refund	-\$298.67	\$0.00	-\$298.67 USD
Apr 7, 1:44 PM	Succeeded	Payment	\$298.67	\$0.00	\$298.67 USD
Apr 6, 4:33 PM	Succeeded	Payment Refund	-\$385.29	\$0.00	-\$385.29 USD
Apr 6, 12:06 PM	Succeeded	Payment	\$82.86	\$0.00	\$82.86 USD
Apr 6, 10:28 AM	Succeeded	Payment	\$385.29	\$0.00	\$385.29 USD
Apr 6, 10:22 AM	Succeeded	Payment	\$99.55	\$0.00	\$99.55 USD
Apr 3, 11:18 AM	Succeeded	Payment	\$196.67	\$0.00	\$196.67 USD

4

You can choose a date range and settings before exporting.

Test mode You're using test data. No real transactions will be processed.

Spark Cooperative sandb

Home

Balance

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Settings

Support

Update your bank account

Your bank account has an error. Update your payout information to resume payouts to your bank account.

Total balance

\$72,516.57

Available to pay out \$65,102.24

Next payout scheduled for April 7 [Update](#)

Transactions

All Payouts

Date Transfer date Type

Date Status Description

Apr 7, 1:45 PM	Succeeded	Refund on Spark Cooperative sandbox
Apr 7, 1:44 PM	Succeeded	Payment from Spark Cooperative sandbox
Apr 6, 4:33 PM	Succeeded	Refund on Spark Cooperative sandbox

Export transactions

Date range

☒ Today Apr 7

☐ Current month Apr 1–Apr 7

☐ Last 7 days Mar 31–Apr 6

☐ Last month Mar 1–Mar 31

☐ All

☐ Custom

Columns

Default (9)

ID, Type, Source, Amount, Fee, Net, Currency, Created (UTC), Available On (UTC)

[Export](#)

5 Click **"Payouts,"** then select **"See details"** to view scheduled payouts.

Test mode You're using test data. No real transactions will be processed.

Spark Cooperative sandb

Home

Balance

Tasks

Settings

Support

Update your bank account
Your bank account has an error. Update your payout information to resume payouts to your bank account. [Update](#)

Total balance
\$72,516.57 [See details](#)

Available to pay out \$65,102.24 Next payout scheduled for April 7 [Update](#)

Transactions

All [Payouts](#)

Status Amount Method Date [Export](#)

Date	Status	Destination	Amount
Feb 11, 10:20 PM	Failed	STRIPE TEST BANK ****1116	\$6,115.85 USD
Feb 2, 10:20 PM	Failed	STRIPE TEST BANK ****2227	\$110.00 USD

6 Click **"Update Payout Settings"** to update your payout schedule or bank account information.

Test mode You're using test data. No real transactions will be processed.

Spark Cooperative sandb

Update your bank account
Your bank account has an error. Update your payout information to resume payouts to your bank account.

Total balance
\$131,010.13

Available to pay out \$131,010.13 Next payout scheduled for July 20 [Update](#)

Transactions

All [Payouts](#)

Status Amount Method Date

Date	Status	Destination
Feb 11, 10:20 PM	Failed	STRIPE TEST BANK ****1116
Feb 2, 10:20 PM	Failed	STRIPE TEST BANK ****2227

Your balance

On the way to your bank \$0.00

Upcoming payouts (estimated) ⓘ \$131,010.13

Available in your balance \$131,010.13

Total balance \$131,010.13

Your available funds are automatically paid out daily to STRIPE TEST BANK ****1116.

[Update payout settings](#)

7 Under **Schedule**, you can choose to have payouts processed **manually** or **automatically**. Under **Destination**, you can choose which bank account the payouts will be sent to.

