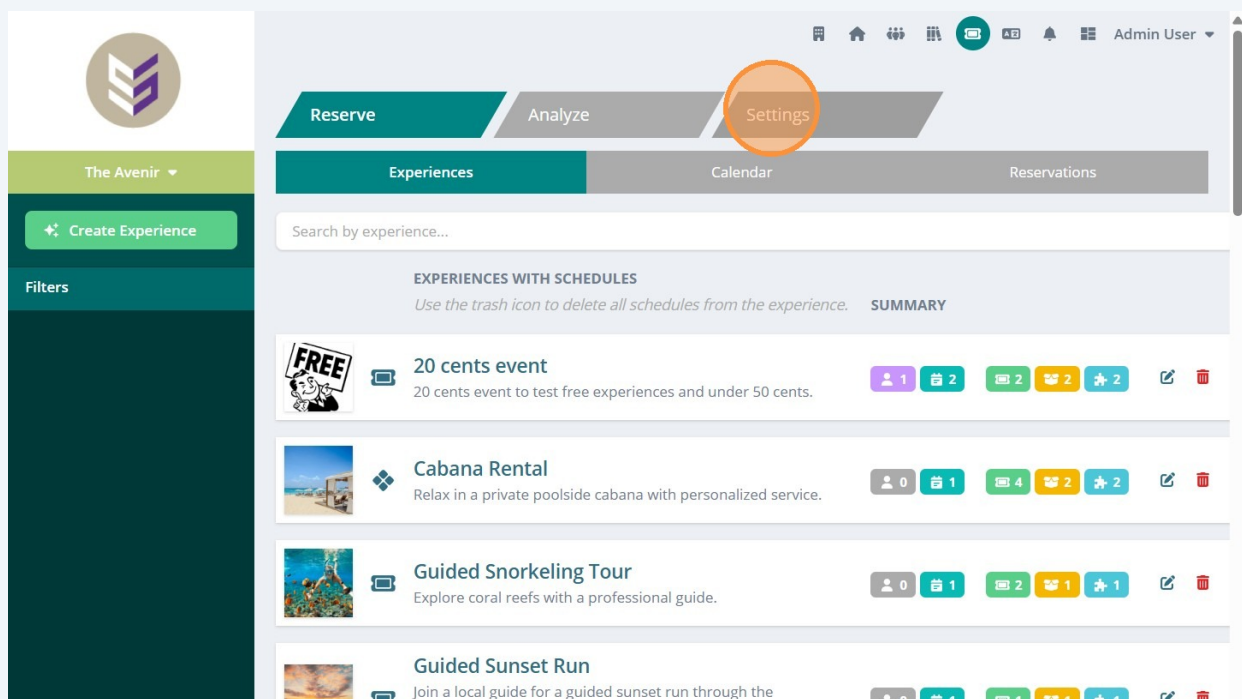


How to manage your Stripe account including creating reports, adding bank account, and transferring funds?

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_to_manage_your_...)

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.

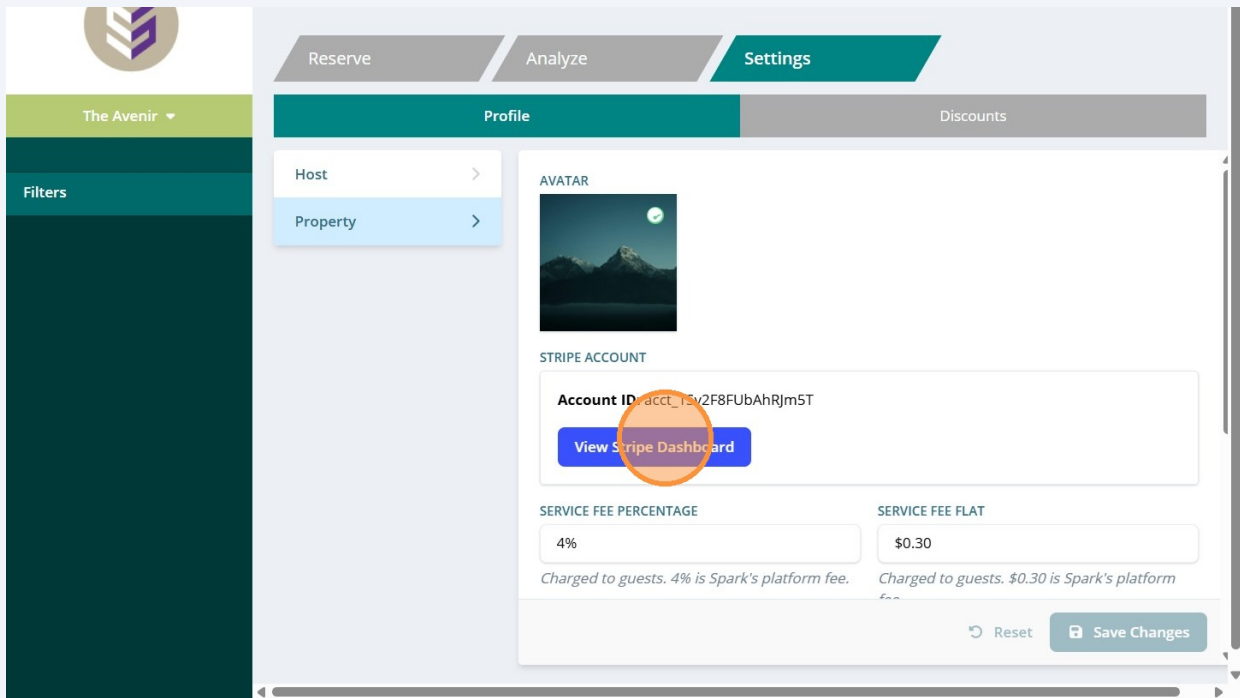
1 From your GO Reserve dashboard, click **Settings**.



The screenshot displays the GO Reserve dashboard interface. On the left, there is a sidebar with a logo, the name 'The Avenir', a 'Create Experience' button, and a 'Filters' section. The main content area features a top navigation bar with 'Reserve', 'Analyze', and 'Settings' tabs, where 'Settings' is circled in orange. Below this is a secondary navigation bar with 'Experiences', 'Calendar', and 'Reservations' tabs. A search bar is present, followed by a section titled 'EXPERIENCES WITH SCHEDULES' with a 'SUMMARY' sub-header. A list of experiences is shown, including '20 cents event', 'Cabana Rental', 'Guided Snorkeling Tour', and 'Guided Sunset Run', each with associated icons and data points.

2

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



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

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

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

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

Tasks

Settings

Support

\$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 manage your payout information.

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

Spark Cooperative sandb

Home

Balance

Tasks

Settings

Your balance ×

On the way to your bank	\$0.00
Upcoming payouts (estimated) ⓘ	\$72,516.57
Available in your balance	\$65,102.24
Total balance	\$72,516.57

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

[Update payout settings](#)

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](#)

Status Amount Method Date [Export](#)

Date	Status	Destination	Amount
Feb 11	Failed	STRIPE TEST BANK ****1116	
Feb 2	Failed	STRIPE TEST BANK ****2227	

7

Click on **Settings**, then scroll down to edit, remove, or add new account information.

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

Spark Cooperative sandb

Home

Balance

Tasks

Settings

Address 3210 Southwest 107th Avenue
Miami, FL 33165 US

Other information provided ID document, SSN

Payout details

STRIBE TEST BANK USD Instant-eligible Edit

110000000 1116

Linked external accounts

StripeBank Remove accounts

6 linked accounts >

By linking your account, you agree to Stripe's [Terms](#) and [Privacy Policy](#).

Close your Stripe account with Spark Cooperative sandbox

Your account was set up by Spark Cooperative sandbox, who manages account settings on your behalf. To close your account, contact Spark Cooperative sandbox directly through their support channels.



Tip! For any questions or issues related to payments or your Stripe account, please contact [Stripe Help Desk](#).