

PAYOUTS ON HUMANITIX





So, you're running a club activity with Humanitix ticketing and you want to make sure the funds go directly into your Club WBS... don't worry - we got you!

The process is pretty simple, but there are some important steps you need to follow. Follow the steps overleaf and you should be golden!

Reach out if you need any assistance.

STEP ONE

Add the La Trobe Bank Account to the Humanitix account

- Go to Account – Bank Accounts – and click **Add Account**
- Add **La Trobe bank account** details to form fields, including the SWIFT code (see right).
- Click '**Make Default**'.

Account Name	La Trobe University
Bank	Westpac Banking Corporation
BSB #	032000
Bank Account #	133774
Swift code/ Bank transit No	WPACAU2S
IBAN	032000 133774

The screenshot shows the 'Banking Accounts' section of the Humanitix interface. The left sidebar has 'My account' expanded, with 'Bank accounts' selected. The main content area has a heading 'Banking Accounts' and a sub-heading 'Save your bank accounts and set the default which will be used on all new events. Please make sure you follow this guide when updating your bank account details'. Below this is a yellow warning box: 'Event payouts must be paid to a bank account local to the event's selected currency. For example, AUD event payouts must be paid to an Australian bank account.' The table below has three columns: 'Name', 'Account', and 'Default'. It contains one row for 'La Trobe University' with the account details 'Name: La Trobe University, BSB: 032000, Account: 133774'. A 'Make default' button is next to the row. At the bottom right is an 'Add account' button.

Name	Account	Default
La Trobe University	Name: La Trobe University, BSB: 032000, Account: 133774	Make default

This means your \$\$\$ get sent directly to the La Trobe bank account

STEP TWO

Set up notifications to go to the Finance Accounts Receivable (AR) team.

- Select **Default Notifications**
- Click '**+ Add recipient**' and put **accountsreceivable@latrobe.edu.au** in the Recipient email box
- Make sure you check the **Payouts** tick box only

Home Events ▾ Reports ▾ Promote ▾ Email campaigns Account ▾

My account ^

- Profile
- Default settings
- Default payment settings
- Default gateways
- Default notifications**
- Bank accounts
- Permissions
- Hosts
- Advanced ▾

Default notifications

Add additional recipients for alert emails and set which types of notifications they'll be receiving.

Recipient email	Attendee enquiries	Payouts	Order notifications
clubs@latrobe.edu.au	☒	☒	☒
accountsreceivable@latrobe.edu.au	☐	☒	☐

+ Add recipient

This is important to ensure AR know your funding is coming!

STEP THREE

Set up your Payout Notes and GST in your Default Payment Settings

- Under Account, select '**Default Payment Settings**'.
- Under **Payouts**, click into **Note On Payout** and add a note that this is **Student Club Income** and add in your **Club Name** and **WBS**.

Home Events Reports Promote Email campaigns **Account**

My account ^

- Profile
- Default settings
- Default payment settings**
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- Bank accounts
- Permissions
- Hosts
- Advanced v

Default payment settings

*These default settings will be applied to all new events created by you.
NOTE: Changes to these settings won't apply to existing events.*

Payouts Booking Fees GST Refunds DGR Receipts

Note on Payout
Automatically include your GL code on the payout receipt sent with your payout confirmation email to help your finance team know where to allocate the payment.

Student Club Income: [Club Name] [Club WBS]

Days to delay final payout
Normally payouts are automatically processed 2 business days from your event's end date. If you wish to delay this, please change accordingly. Otherwise, please feel free to ignore this field.

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This means your payment to La Trobe is identifiable & easier to process.

STEP THREE

Set up your Payout Notes and GST in your Default Payment Settings

- Under Account, select '**Payouts**'.
- Under **GST**, select **Yes**, your event is subject to GST.
- You can either pass on GST to your customers (so they pay more) or absorb it. We recommend **absorbing** it, so it's clear what they are paying up front.
- Add La Trobe's ABN and company details in the fields (see right)

Company name	La Trobe University
ABN	64 804 735 113
Company address	La Trobe University, Plenty Rd, Bundoora Victoria 3086

Payouts Booking Fees **GST** Refunds DGR Receipts

GST

Is your event subject to GST?

Pass on taxes

Example of a ticket priced at \$100.00 (based on 10% GST):
If passing on, customers will see the final price of "\$110.00 (inc. GST)"
If absorbing, customers will see the final price of "\$100.00 (inc. GST)"

Company name

LA TROBE UNIVERSITY

ABN

64 804 735 113

Company address

La Trobe University, Plenty Rd, Bundoora Victoria 3086

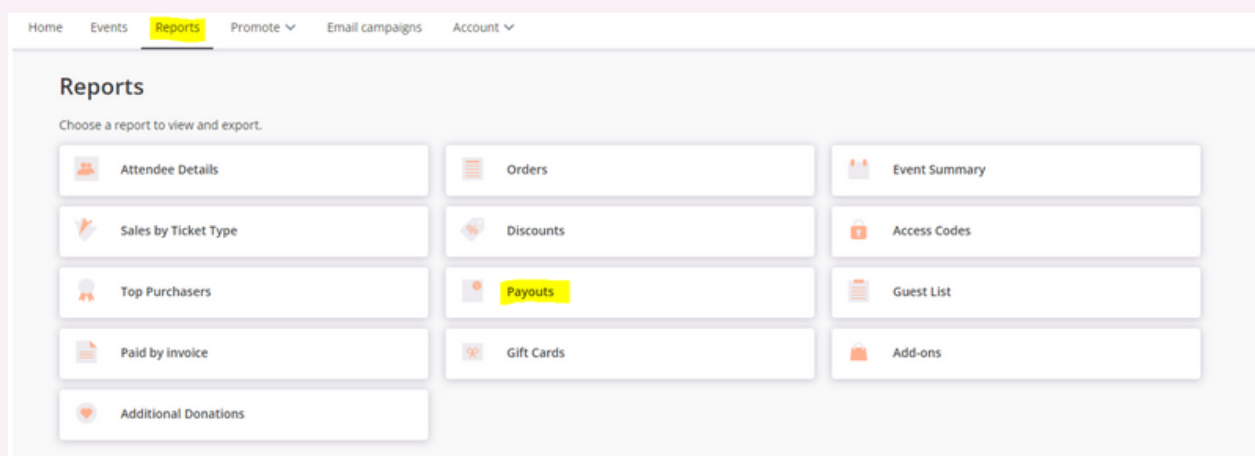
Clubs are registered for GST through the Uni, so this bit is important!



MOVE YOUR FUNDS TO YOUR WBS

The good bit! Now that your event has finished, it's time to get your \$\$\$!

- Payouts normally occur 2 business days or 5 calendar days from your event's end date (unless you've requested otherwise)
- Payout will occur automatically if the bank details are included. If they are not, you will get many email reminders.
- You should receive a payout receipt confirmation from Humanitix. You need to submit this via the **Finance Form** under 'Income received (payment to Uni Bank Account)' to let us know the payment has been sent.
- We then contact Accounts Receivable to make sure it gets allocated to your WBS.
- If you don't receive your payout receipt, you can also access the receipts via Humanitix in the Reports – Payouts section.



Time to get paid!



QUESTIONS?

Don't worry! We're here to help.

Get in touch by submitting a General Query via linktr.ee/ltuclubs or Book in to chat and check out our Drop In times at calendly.com/ltuclubs.

PART OF THE FINANCE GUIDANCE SERIES.



LA TROBE CLUBS