How to Look Up a Payout in the TacticalPay Dashboard

TacticalPay | Merchant Dashboard

1 Overview

When money from your card sales lands in your bank account, you can trace it back to the exact processing batch in the **TacticalPay dashboard**. This guide shows you how to find a payout, read the details, and match it to its batch for reconciliation.

> **Good to know:** in the TacticalPay dashboard, payouts are listed as **Deposits**.

2 What You'll Need

- **Your TacticalPay dashboard login** — sign in directly at `dashboard.tacticalpay.com`.
- **The deposit you're looking for** — the date and amount from your bank statement.

3 Find the Payout

1. **Open Deposits.** Sign in at `dashboard.tacticalpay.com` and select **Deposits** from the top navigation menu.
2. **Set the date range.** Use the **Date Range** menu near the top of the page to cover the period when you expected the payout.
3. **Go to Daily Deposits.** Scroll to the **Daily Deposits** table. Step through months with **Prev** and **Next**, or use **Search** to narrow the list.
4. **Locate the payout.** Match it by **Settlement Date** and **Batch Amount**. If more than one payout landed the same day, compare the **Batch Reference Number** and **Batch Number**.



Fig. 3 — Daily Deposits: each row is one payout, with a daily total and a monthly total. A negative amount (red) is an adjustment, not a deposit.

4 Read the Payout Details

DASHBOARD FIELD	WHAT IT TELLS YOU
Settlement Date	The date the batch settled for deposit.
Batch Amount	The payout amount for that batch. A **negative** amount is an adjustment or debit taken from your account, not a deposit.
Transactions	How many transactions are in the batch.
Batch Reference Number	The reference for this payout record — have it handy if you contact support about a deposit.
Batch Number	The processing batch the payout came from — use it to find the matching batch under **Batches**.

5 Match the Payout to a Batch

1. **Open Batches.** Select **Batches** from the top navigation menu. (You may also see a **View Daily Batches** shortcut on the Deposits page.)

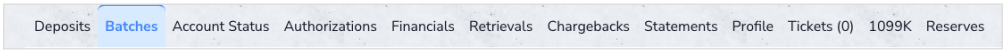


Fig. 5 — Top navigation: Batches sits right next to Deposits.

2. **Find the matching batch.** Use the payout's **Batch Number**, settlement date, or amount.
3. **Check the totals.** Confirm the batch total and transaction count match the payout under Daily Deposits.
4. **Record the result.** For your books, note the settlement date, batch amount, Batch Reference Number, and Batch Number.

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Important — not accounting or tax advice: this reflects our general understanding of how payouts appear in the dashboard. How you record deposits, fees, and adjustments in your books is up to you — confirm your specific situation with your CPA before acting.

Need help? More guides are at `tacticalpay.com/knowledge-base/payments`. For questions on a payout, open a ticket from the **Tickets** tab in your dashboard (or at `tacticalpay.com/support`), or email `Support@TacticalPay.com` — our in-house, Texas-based team will get back to you.