

Search and view Settlement files

The "Settlement files" tab allows you to search for settlement files within a given period. Settlement files show all operations of a merchant within a given period. You can export individual settlement files as a CSV table. You can export the search results as an Excel file.

Merchant Portal

Overview of the search criteria

Settlement files

Search details

Merchant:

Custom date:

1. "Custom date" selection field
2. "Search and Filter" button

Activating the "Period" selection field

When you click in the input fields for the date, a calendar opens in which you can select a date. When you click in the input fields for the time, you can define a time for the search.

Exporting a settlement file

Search details		Merchant		c_userid	
Custom date	From: 01/01/2020 00:00:00 To: 31/03/2020 23:59:59				
5 results					
Order date	Merchant id	File name	Type of file	Size (bytes)	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000001_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000002_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000003_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000004_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000005_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000006_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000007_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000008_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000009_00000122	CSV	200 B	
01/01/2020 00:00:00	4_jurnal	Comunicacion_00_10100_000010_00000122	CSV	200 B	

Proceed as follows to export a settlement file:

1. Activate values in the selection fields.
2. Click on the "Search" button.

The application verifies the values entered. If the values are invalid, a message showing the reason why will appear in red. If the values are valid, the search results will be shown.

3. Click on the required settlement file in the "File name" column.

The settlement file is provided as a downloadable CSV file.