

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

Custom date

From: 01.01.2023 00:00:00 To: 31.03.2023 23:59:59

Merchant: c_hospital

Search

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

Custom date

From: 01.01.2023 00:00:00 To: 31.03.2023 23:59:59

Merchant: c_hospital

Search

Settlement date	Merchant	File name	Type of file	Size of file
01.01.2023 00:00:00	c_hospital	SettlementDate_01_012023_000000_235959.csv	CSV	388.0 KB
01.01.2023 04:00:00	c_hospital	SettlementDate_01_012023_040000_045959.csv	CSV	3.0 KB
01.01.2023 08:00:00	c_hospital	SettlementDate_01_012023_080000_085959.csv	CSV	3.0 KB
01.01.2023 12:00:00	c_hospital	SettlementDate_01_012023_120000_125959.csv	CSV	3.0 KB
01.01.2023 16:00:00	c_hospital	SettlementDate_01_012023_160000_165959.csv	CSV	3.0 KB
01.01.2023 20:00:00	c_hospital	SettlementDate_01_012023_200000_205959.csv	CSV	3.0 KB
02.01.2023 00:00:00	c_hospital	SettlementDate_02_012023_000000_005959.csv	CSV	499.0 KB
02.01.2023 04:00:00	c_hospital	SettlementDate_02_012023_040000_045959.csv	CSV	3.0 KB
02.01.2023 08:00:00	c_hospital	SettlementDate_02_012023_080000_085959.csv	CSV	3.0 KB
02.01.2023 12:00:00	c_hospital	SettlementDate_02_012023_120000_125959.csv	CSV	3.0 KB
02.01.2023 16:00:00	c_hospital	SettlementDate_02_012023_160000_165959.csv	CSV	3.0 KB
02.01.2023 20:00:00	c_hospital	SettlementDate_02_012023_200000_205959.csv	CSV	3.0 KB

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.