

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 2020-01-01 To 2020-12-31 Merchant

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 31.03.2025 00:00:00 To 31.03.2025 23:59:59

Merchant

cl_juandedi

5 items

SP Number	Product per page	Merchant of	File name	Type of file	Page
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16388_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16392_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16394_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16396_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16397_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16398_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16399_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16400_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16401_20250321_000000000	CSV	2/4/1/0
31-03-2025 00:00:00	5	cl_juandedi	CompendioCredito_M8_16402_20250321_000000000	CSV	2/4/1/0

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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.