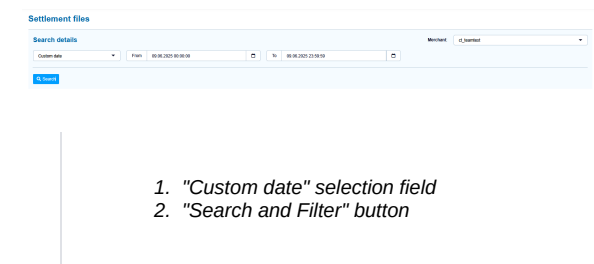


Search and view Settlement files

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



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

The screenshot shows the "Settlement files" tab in the Merchant Portal. The "Search details" section is visible, featuring a "Custom date" dropdown menu, a "From" date field (01.01.2023 00:00:00), a "To" date field (31.03.2023 23:59:59), and a "Merchant" dropdown menu (c_hospital). A blue "Search" button is located below the search details section. Below the search details section, there is a table with the following columns: Date, Merchant, File name, and Type of file. The table contains 10 rows of data, each representing a settlement file.

Date	Merchant	File name	Type of file
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV
01.01.2023 00:00:00	c_hospital	SettlementFile_01_01_2023_000000_000000.csv	CSV

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.