

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.

Overview of the search criteria

Settlement files

Search details

Merchant: **it_spartan**

Custom date: **From: 08/08/2020 00:00:00 To: 08/08/2020 23:59:59**

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				Merchant		Account	
Custom date							
From: 01-03-2020 00:00:00 To: 01-03-2020 23:59:59							
5 results							
MP Number	Product per page	Merchant of	File name	Type of file	Page		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10308_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10451_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10452_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10453_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10454_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10455_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10456_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10457_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10458_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10459_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10460_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10461_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10462_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10463_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10464_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10465_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10466_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10467_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10468_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10469_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10470_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10471_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10472_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10473_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10474_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10475_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10476_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10477_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10478_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10479_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10480_202002_003436.csv	CSV	248/410		
01-03-2020 00:00:00	4	Amazon	Commodities_39_10481_202002_003				

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.