

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: 08/08/2020 00:00:00 To: 08/08/2021 23:59:59 Workset: c_sandbox

[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 01.01.2025 00:00:00 To 31.01.2025 23:59:59

Merchant

cl_janet21

5 items

SP Number	Product per page	Merchant of	File name	Type of file	Page
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0
01-01-2025 00:00:00	5 items	cl_janet21	Compendium_001_00000_000001_00000000	CSV	2/4/1/0

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Next

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.