

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

14.02.2025 00:00:00

To

14.02.2025 23:59:59

Merchant

cl_banquet

5 items

Order ID	Product ID	Merchant ID	File name	Type of file	Page
01-03-2025 01:08	cl_banquet		Сценарий_001_16386_03032025_00000000	CSV	248/10
01-03-2025 01:48	cl_banquet		Сценарий_001_16382_03032025_00000000	CSV	248/10
01-03-2025 01:57	cl_banquet		Сценарий_001_16384_03032025_00000000	CSV	248/10
01-03-2025 02:06	cl_banquet		Сценарий_001_16385_03032025_00000000	CSV	01/10
20-03-2025 04:02	cl_banquet		Сценарий_001_16387_03032025_00000000	CSV	239/10
20-03-2025 04:03	cl_banquet		Сценарий_001_16379_03032025_00000000	CSV	01/10
22-03-2025 04:04	cl_banquet		Сценарий_001_16380_03032025_00000000	CSV	439/10
23-03-2025 04:04	cl_banquet		Сценарий_001_16383_03032025_00000000	CSV	01/10
27-03-2025 08:04	cl_banquet		Сценарий_001_16388_03032025_00000000	CSV	439/10
27-03-2025 08:04	cl_banquet		Сценарий_001_16389_03032025_00000000	CSV	439/10

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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.