

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

Merchant:

Custom date:

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: 01/03/2020 00:00:00 To: 01/03/2020 23:59:59

Merchant: c_hospital

5 results

Creation date	Merchant id	File name	Type of file	Size (bytes)
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10100_000001_000001.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10101_000002_000002.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10102_000003_000003.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10103_000004_000004.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10104_000005_000005.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10105_000006_000006.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10106_000007_000007.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10107_000008_000008.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10108_000009_000009.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10109_000010_000010.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10110_000011_000011.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10111_000012_000012.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10112_000013_000013.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10113_000014_000014.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10114_000015_000015.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10115_000016_000016.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10116_000017_000017.csv	CSV	200 B
01/03/2020 00:00:00	c_hospital	Comunicazione_00_10117_000018_000018.csv	CSV	200 B

50 results

1 - 5 results on page

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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.