

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 00:06	c_hospital	Comunicazione_00_10100_000001_00000122	CSV	200 B
01/03/2020 00:26	c_hospital	Comunicazione_00_10101_000002_00000222	CSV	200 B
01/03/2020 00:27	c_hospital	Comunicazione_00_10102_000003_00000322	CSV	200 B
01/03/2020 00:42	c_hospital	Comunicazione_00_10103_000004_00000422	CSV	0 B
01/03/2020 00:43	c_hospital	Comunicazione_00_10104_000005_00000522	CSV	0 B
01/03/2020 00:47	c_hospital	Comunicazione_00_10105_000006_00000622	CSV	0 B
01/03/2020 00:48	c_hospital	Comunicazione_00_10106_000007_00000722	CSV	200 B
01/03/2020 00:50	c_hospital	Comunicazione_00_10107_000008_00000822	CSV	0 B
01/03/2020 00:54	c_hospital	Comunicazione_00_10108_000009_00000922	CSV	0 B
01/03/2020 00:57	c_hospital	Comunicazione_00_10109_000010_00001022	CSV	400 B
01/03/2020 00:58	c_hospital	Comunicazione_00_10110_000011_00001122	CSV	0 B

90 Results

12 Results per page

Page 1 of 8

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.