

## 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: 01/01/2020 00:00:00 To: 31/03/2023 23:59:59

Merchant: c\_hospital

5 results

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

50 results

1 - 50 results on page

Page: 1 of 1

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.