

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

01.01.2025 00:00:00

To

31.01.2025 23:59:59

Merchant

cl_basket

5 items

Order ID	Product ID	Merchant ID	File name	Type of file	Page
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000001_000001.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000002_000002.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000003_000003.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000004_000004.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000005_000005.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000006_000006.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000007_000007.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000008_000008.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000009_000009.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000010_000010.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000011_000011.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000012_000012.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000013_000013.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000014_000014.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000015_000015.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000016_000016.csv	CSV	248/161
01-01-2025 01:00:00	cl_basket		ConversionDetails_00_16386_000017_000017.csv	CSV	248/161

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17 items

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.