

Searching for settlement files

The "View operations 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.

Overview of the search criteria

The screenshot shows a search interface with a header bar containing links like 'View operations', 'Create processes', 'Fraud prevention', 'Dashboard', 'Global search', 'Administration', and 'Logout'. Below the header, there are fields for 'User: XXXXX' and 'Merchant: XXXXXXXXX'. A breadcrumb navigation path shows 'Operations > Transaction details > Reconciliation > Settlement files > Data export > Statistics'. The main area has a title 'Search and Filter' with a 'Period' dropdown menu. The 'Period' dropdown is highlighted with a red circle labeled '1'. Below it is a date range input field 'From 01/12/2020 | 00:00:00' and 'Until 01/12/2020 | 23:59:59'. To the right of the date range is a 'Search and Filter' button, which is also highlighted with a red circle labeled '2'.

1. "Period" 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

The screenshot shows the same search interface as above, but with a different view. It displays a table of settlement files. The first row shows a single settlement file with the following details:

- Creation date: 08/10/2020 14:18:01
- Merchant: XXXXXXXXXX
- File name: XXXXXX202010080011.csv

A red circle labeled '1' points to the 'File name' column. A red circle labeled '2' points to the 'Export' button, which is represented by a blue icon of a document with a downward arrow.

1. Button "Export"
2. File name of a settlement file

Proceed as follows to export a settlement file:

1. Activate values in the selection fields.
2. Click on the "Search and Filter" button.
3. Click on the required settlement file in the "File name" column.

The settlement file is provided as a downloadable CSV file.

Exporting search results

You can export the search results as an Excel file for further processing.

Proceed as follows to export the search results:

1. Activate values in the selection fields.
2. Click on the "Search and Filter" 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.

Application Button

The button at the bottom allows you to jump to the corresponding page within the application. You must be logged in to jump to the corresponding page within the application.

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 - Exporting search results

In this section

- Displaying an operation
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- Finding operations using the global search (optional)
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- Searching for and filtering operations
- Searching for operations for a payment method or a payment method provider
- Searching for settlement files

Screenshot of the 'Operations' section in the Merchant Center interface. The top navigation bar includes links for 'Create processes', 'Fraud prevention', 'Dashboard', 'Global search', 'Administration', and 'Logout'. The user is identified as 'User: XXXXXX' and the merchant as 'Merchant: XXXXXXXXX'.

The main area shows a search and filter interface with fields for 'From' (15-09-2020) and 'Until' (26-11-2020), and dropdowns for 'Operation characteristics' (No specific detail, All results), 'Characteristics of Payment' (All payment types, All currencies, Amount), and a 'Search and Filter' button.

The results table displays 23 operations, with one row highlighted in blue. The columns include 'Creation date', 'Merchant' (Merchant reference number), 'Reference number', 'Type of transaction', 'Status', 'Currency', 'Amount Authorisation', 'Amount Captured', and 'Amount Refund'. The highlighted row is for a transaction on 17/09/2020 at 16:34:21, with reference number 'Test1233' and status 'ERROR'.

1. "Export"  button

3. Click on the "Export"  button.

The search results are issued as a CSV file ready to download.