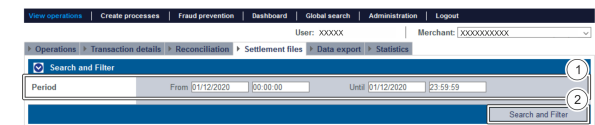


Searching for settlement files

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

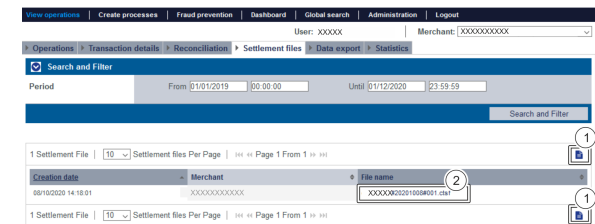


1. "Period" selection field
2. "Search and Filter" button

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



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.

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.

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.

Computop Analytics

On this page

- Overview of the search criteria
 - Activating the "Period" selection field
 - Exporting a settlement file
 - Exporting search results

In this section

- Displaying an operation
- Displaying payment transactions for an operation
- Exporting operations with all information
- Finding operations using the global search (optional)
- Search for operations for an account number
- Searching for and filtering operations
- Searching for operations for a payment method or a payment method provider
- Searching for settlement files

Accounting | Credit processes | Transactions | Dashboard | Global search | Administration | Logout

User: XXXXXXX | Merchant: XXXXXXXXXXXX

Operations | Transaction details | Reconciliation | Settlement files | Data export | Statistics

Search and Filter

Period

From: 1/1/2020 To: 31/12/2020 Unit: 26/11/2020 21:03:03

Operation characteristics

No specific kind Detail

All results

Characteristics of Payment

All payment types

All currencies

Amount

Search and Filter

23 Operations | 19 Operations Per Page | Page 1 From 3 of 4

Creation date	Merchant	Merchant reference number	Reference number	Type of Transaction	Status	Currency	Amount Authorization	Amount Capture	Amount Refund
17/06/2020 16:34:21	XXXXXXXXXXXXXX	-	-	Card - Visa	000026	EUR	-	-	-
04/11/2020 13:59:14	XXXXXXXXXXXXXX	Test1233	Test1233	Card - American Express	000026	GBP	-	-	-
04/11/2020 13:52:21	XXXXXXXXXXXXXX	Test1232	Test1232	Card - Visa	OK	GBP	100.00	100.00	-
04/11/2020 13:14:52	XXXXXXXXXXXXXX	Test0412	Test0411	Card - Visa	OK	EUR	100.00	100.00	-
10/11/2020 16:42:36	XXXXXXXXXXXXXX	1111	1111	Card - Visa	OK	EUR	-	-	-
10/11/2020 16:42:36	XXXXXXXXXXXXXX	1111	1111	Card - Visa	000026	EUR	-	-	-
10/11/2020 16:54:31	XXXXXXXXXXXXXX	12345	12345	Card - Visa	OK	EUR	123.00	-	-
10/11/2020 16:54:37	XXXXXXXXXXXXXX	12345	12345	Card - Visa	000026	EUR	-	-	-
10/11/2020 12:02:28	XXXXXXXXXXXXXX	1111	1111	Card - Visa	000026	EUR	-	-	-
10/11/2020 12:03:49	XXXXXXXXXXXXXX	1111	1111	Card - Visa	OK	EUR	110.00	-	-

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1. "Export" button

3. Click on the "Export" button.

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