

# Exporting settlement data

If you need to export your filtered settlement data, you can easily do so from Verofy® Cloud.

Currently, you can only export settlements per page, so if there are multiple pages of settlements, you may need to do more than one export.

If you have lots of records, you can choose how many settlements to view per page (up to 100) and can select the page you need from the drop down. This bar is located at the bottom of the list of settlements.

Page 1 of 4 (86 total items)

Showing 25 items per page

Page 1Next >End >>

To export settlement data, head to the **Settlements** tab in Verofy® Cloud.

DashboardTransactionsSettlementsPay

Dashboard > Settlements

Last login: 14 May 2024 09:57:50  
You will be logged out in: 28:27 minutes

Settlement summary: 14th April 2024 - 14th May 2024

Awaiting data  
Expected 9:30 am tomorrow

£0.04  
Previous settlement

£5.42  
Average settlement

£173.45  
Total settled

Settlements for the period of 14th April 2024 - 14th May 2024

Advanced searchExport

Settlement referenceMinMaxStart dateEnd date

Enter reference

£0.00

£0.00

14/04/2024

14/05/2024

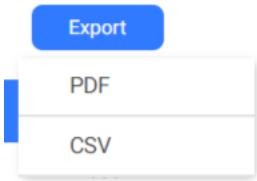
Clear

☐ Exact amount

☐ Exact date

Search

Filter the date range you want to export settlements for (in this example, let's say 1st April until 30th April) and make sure you've checked how many settlements are showing per page (as well as how many pages there are in total). Once filtered, press the **Export** button to choose whether to export the data as PDF or CSV (excel).



PDF export example

Transactions date	Settled amount	Settlement reference	Payment date	
30 Apr 2024 - 09:30	£84.69	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	30 Apr 2024 10:32	Settled
28 Apr 2024 - 09:30	£1,290.41	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	29 Apr 2024 10:38	Settled
27 Apr 2024 - 09:30	£303.10	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	29 Apr 2024 10:32	Settled
26 Apr 2024 - 09:30	£196.28	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	26 Apr 2024 10:32	Settled
25 Apr 2024 - 09:30	£28.90	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	25 Apr 2024 10:33	Settled
24 Apr 2024 - 09:30	£552.01	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	24 Apr 2024 10:32	Settled
23 Apr 2024 - 09:30	£615.16	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	23 Apr 2024 10:31	Settled
21 Apr 2024 - 09:30	£1,278.48	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	22 Apr 2024 10:37	Settled
20 Apr 2024 - 09:30	£513.89	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	22 Apr 2024 10:31	Settled
19 Apr 2024 - 09:30	£182.22	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	19 Apr 2024 10:32	Settled
18 Apr 2024 - 09:30	£897.95	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	18 Apr 2024 10:32	Settled
17 Apr 2024 - 09:30	£650.08	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	17 Apr 2024 10:32	Settled
16 Apr 2024 - 09:30	£418.76	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	16 Apr 2024 10:32	Settled
14 Apr 2024 - 09:30	£1,163.26	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	15 Apr 2024 10:37	Settled
13 Apr 2024 - 09:30	£1,325.43	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	15 Apr 2024 10:32	Settled
12 Apr 2024 - 09:30	£895.05	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	12 Apr 2024 10:32	Settled

CSV export example

	A	B	C	D	E	F	G	H
1	date	transactionId	type	status	channel	amount	settlement	
2	30.4.2024 09:30:00	VER	settlement		N/A	£85.00		
3	28.4.2024 09:30:00	VER	settlement		N/A	£1,296.00		
4	27.4.2024 09:30:00	VER	settlement		N/A	£304.00		
5	26.4.2024 09:30:00	VER	settlement		N/A	£197.00		
6	25.4.2024 09:30:00	VER	settlement		N/A	£29.00		
7	24.4.2024 09:30:00	VER	settlement		N/A	£554.00		
8	23.4.2024 09:30:00	VER	settlement		N/A	£617.00		
9	21.4.2024 09:30:00	VER	settlement		N/A	£1,283.40		
10	20.4.2024 09:30:00	VER	settlement		N/A	£516.00		
11	19.4.2024 09:30:00	VER	settlement		N/A	£183.00		
12	18.4.2024 09:30:00	VER	settlement		N/A	£902.00		
13	17.4.2024 09:30:00	VER	settlement		N/A	£652.00		
14	16.4.2024 09:30:00	VER	settlement		N/A	£420.00		
15	14.4.2024 09:30:00	VER	settlement		N/A	£1,167.60		
16	13.4.2024 09:30:00	VER	settlement		N/A	£1,331.00		
17	12.4.2024 09:30:00	VER	settlement		N/A	£898.00		
18	11.4.2024 09:30:00	VER	settlement		N/A	£297.00		
19	10.4.2024 09:30:00	VER	settlement		N/A	£151.00		
20	9.4.2024 09:30:00	VER	settlement		N/A	£859.00		
<div> <div>&lt; &gt;</div> <div>settlements</div> <div>+</div> </div>								

If you need to see the breakdown data of the settlement detail, you can download a PDF or excel breakdown for a specific settlement, click [here](#) to find out how.

Revision #2

Created 13 May 2024 13:56:53 by Verofy® Support

Updated 14 May 2024 11:40:45 by Verofy® Support