

# Finding a specific settlement

To locate a specific settlement, head to the **Settlements** tab in Verofy® Cloud.

image.png and or type unknown

Select the **Advanced search** button to open the options for filtering settlement data.

image.png and or type unknown

The easiest way to find a specific settlement is to filter the settlement reference, or the amount of the settlement if you know it. Press **Search** to find the settlement. You can also search for all settlements within a certain date range. In the example below, I have searched for a specific settlement reference.

image.png and or type unknown

Click to find out how to [export settlement data](#), [view settlement detail](#), [download PDF or excel breakdowns for a settlement](#) or [request support on a settlement](#).

If you are having trouble finding a specific settlement, or need support with using the filters in the Settlements tab, [contact us](#).

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