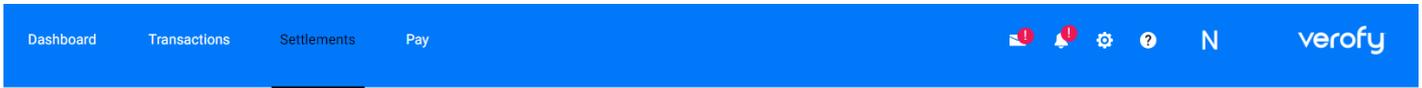


Finding a specific settlement

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



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

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
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Settlements for the period of **14th April 2024 - 14th May 2024** [Advanced search](#) [Export](#)

Settlement reference: Min: Max: Start date: End date: [Clear](#)

Exact amount Exact date

[Search](#)

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.

Settlements for the period of **1st February 2024 - 14th May 2024** [Advanced search](#) [Export](#)

Settlement reference: Min: Max: Start date: End date: [Clear](#)

Exact amount Exact date

[Search](#)

Transactions date	Settled amount	Settlement reference	Payment date	
12 Feb 2024 - 09:30	£19.92	VER2RN00Q63N1	13 Feb 2024 10:30	Settled ...

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](#).

Revision #6

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