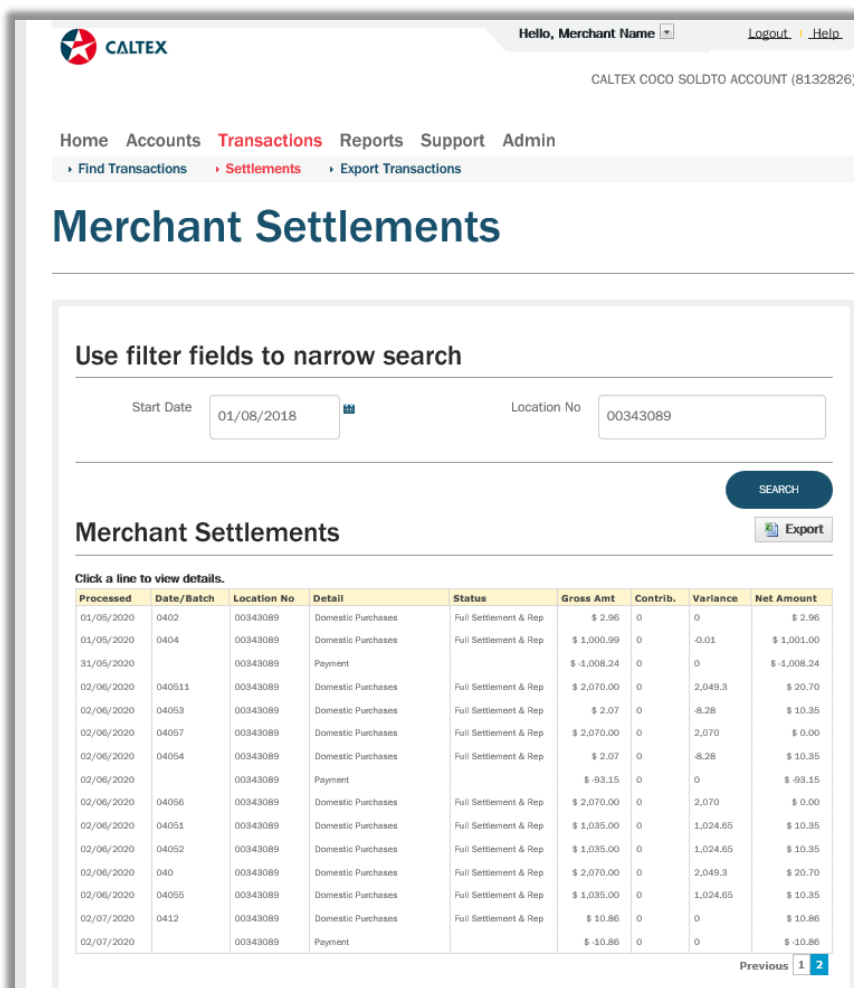


## Starcard Online Quick Reference

### Find Merchant Settlements

Provides a view-only screen for merchants to check their settlement status. Data on this screen is available daily, system refreshes every end of day.

Transactions > Settlements



HELLO, MERCHANT NAME [dropdown] Logout | Help

CALTEX COCO SOLDTO ACCOUNT (8132826)

Home Accounts **Transactions** Reports Support Admin

Find Transactions **Settlements** Export Transactions

## Merchant Settlements

Use filter fields to narrow search

Start Date: 01/08/2018 Location No: 00343089

SEARCH

Export

Click a line to view details.

Processed	Date/Batch	Location No	Detail	Status	Gross Amt	Contrib.	Variance	Net Amount
01/05/2020	0402	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2.96	0	0	\$ 2.96
01/05/2020	0404	00343089	Domestic Purchases	Full Settlement & Rep	\$ 1,000.99	0	-0.01	\$ 1,001.00
31/05/2020		00343089	Payment		\$ -1,008.24	0	0	\$ -1,008.24
02/06/2020	040511	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2,070.00	0	2,049.3	\$ 20.70
02/06/2020	04053	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2.07	0	-8.28	\$ 10.35
02/06/2020	04057	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2,070.00	0	2,070	\$ 0.00
02/06/2020	04054	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2.07	0	-8.28	\$ 10.35
02/06/2020		00343089	Payment		\$ -93.15	0	0	\$ -93.15
02/06/2020	04056	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2,070.00	0	2,070	\$ 0.00
02/06/2020	04051	00343089	Domestic Purchases	Full Settlement & Rep	\$ 1,035.00	0	1,024.65	\$ 10.35
02/06/2020	04052	00343089	Domestic Purchases	Full Settlement & Rep	\$ 1,035.00	0	1,024.65	\$ 10.35
02/06/2020	040	00343089	Domestic Purchases	Full Settlement & Rep	\$ 2,070.00	0	2,049.3	\$ 20.70
02/06/2020	04055	00343089	Domestic Purchases	Full Settlement & Rep	\$ 1,035.00	0	1,024.65	\$ 10.35
02/07/2020	0412	00343089	Domestic Purchases	Full Settlement & Rep	\$ 10.86	0	0	\$ 10.86
02/07/2020		00343089	Payment		\$ -10.86	0	0	\$ -10.86

Previous 1 2

1. Pre-requisite: From **Home** screen, select **Merchant** from “Currently Selected Account” dropdown list
2. Go to **Transactions Menu > Settlements Sub-menu > Merchant Settlements Section**
3. Set filters as needed: Enter the Start Date and **Location No**
4. Click the “**Search**” button
5. List of settlements which were processed from the date provided should display.
6. **Export** the list to get the CSV copy