

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

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- 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