

## Verifone Central

1. Log in to your Verifone Central account. Navigate to **Commerce** -> *Reporting* > **Transactions**.
2. Search for the transactions by entering the *Transaction ID* in the search box or by using the filters. For more information see the [Transaction Filters](#) documentation.

**Transactions** Schedule Export CSV

Transaction ID  Type a Transaction ID Search

Created: 8/7/2023 — 8/8/2023 Organizations Merchant ID E-commerce X Add filter + Clear filter

Total: 45 transactions

Created	Reference	Merchant Reference	Organization	Product	Orig. amount	Curr. amount	Type	Status
8/8/2023, 18:16:46	-	CO0000010105	VerifoneTest	Visa (Google Pay)	27.99 GBP	27.99 GBP	Capture	Authorized
8/8/2023, 05:19:41	080219031300	UC7-CHARGE	Test	Visa	43.21 NZD	43.21 NZD	Sale	Authorized
8/8/2023, 05:19:35	080219031299	UC7-CHARGE	Verifone	Visa	43.21 NZD	43.21 NZD	Sale	Declined

3. Select the transaction and click on the **Documents** tab.
  - **(Available in limited regions):** The tab enables the option to resend either the *Merchant* or *Cardholder Copy* of the transaction receipt. After clicking the appropriate button, you will need to enter an email address.
  - **(Available in France)** Merchants using Cartes Bancaires services also have the option of e-mailing copies of the *Merchant* and *Cardholder receipts*.
  - **(Available in New Zealand)** Merchants using Australia and New Zealand Bank and MPGS acquirers also have the option of e-mailing copies of the *Merchant* and *Cardholder receipts*.

**Transactions**

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43.21 NZD Ecommerce

History Actions Details Customer Documents

**Transaction documents**

Document

Merchant Copy Email

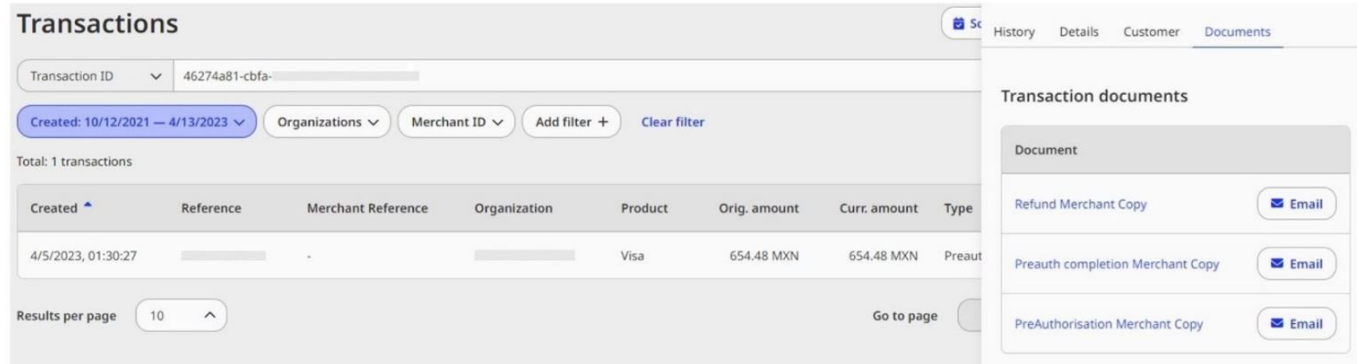
Cardholder Copy Email

The receipts will not be sent automatically to the shopper's mailbox, after creation. They will be saved and will be available, in Verifone Central, when merchants will need to manually send a receipt to their mailbox. The receipts are accessible for a minimum of 180 days.

**For retail (in-store solution),** the receipts will be displayed in a similar way as for ecommerce receipts, in the *Transactions* section from Verifone Central under the **Documents** tab. However, some specific particularities may appear depending on countries/regions.

- **Mexico retail solution** supports the following cards: Amex, Mastercard, Visa, Carnet.

- The receipts can be sent by e-mail and seen in browser in Verifone Central application. The supported receipt types are the following:
  - Sale
  - Sale + TIP
  - Sale + QPS
  - Sale + installments
  - Sale + BBVA points
  - Pre authorization
  - Pre authorization completion
  - Refund
  - Void
- In Mexico only the **Merchant Copy** of the payment document is available. The document is available only in PDF format. The merchant can see the transaction receipt for each transaction type and forward it to any specific email address, by clicking the appropriate button.



The screenshot shows the 'Transactions' page in the Verifone Central application. The main area displays a table with transaction details. The sidebar on the right, titled 'Transaction documents', lists three document types: 'Refund Merchant Copy', 'Preauth completion Merchant Copy', and 'PreAuthorisation Merchant Copy'. Each document type has an 'Email' button next to it, indicating that merchants can send these documents via email.

Created	Reference	Merchant Reference	Organization	Product	Orig. amount	Curr. amount	Type
4/5/2023, 01:30:27		-		Visa	654.48 MXN	654.48 MXN	Preaut

Our plugin integrations do not support product details (line\_items) in the transaction documents (receipts).