

## How to export a report

You can generated and export order / transaction reports in the Reporting section of Verifone Central.

- 1. Select the needed view between orders and transactions, by clicking on the toggle button Orders / Transactions.
- 2. After applying filters to display the results you want to export, as per the <u>Reporting Filters</u> documentation, click on **Export CSV** to generate either an order or a transaction report for download.

Orders/Transactions							Schedule Export CSV V		
Transaction ID	✓ Type a Transact	ion ID							Search
Created: 6/20/2024 -	- 6/27/2024 🗸	Organizations V Mer	rchant ID V Add fi	ilter + Clear filters					
tal: 11,927 orders	Orders Transact	tions							
tal: 11,927 orders	Orders Transact	Merchant Reference	Organization	Product	Orig. amount	Curr. amount	Туре	State	Related Transactions
			Organization Android_CST	Product Visa	Orig. amount 5.00 GBP	Curr. amount	<b>Type</b> Sale	State Authorized	Related Transactions

- 3. Select the report type.
  - Basic report will contain the same columns as the transaction table in Verifone Central.
  - Full report will export all transaction details which are available for export.
  - **Customized report** you or another user in your organization has created. You can customize your own report template by clicking on **Manage templates**. For more information on how to customize your reports, see <u>Customize a report template</u>.

The sequence of the columns in the CSV report may experience changes in the long term, so that any possible automations on the merchant side should rely on the column names only and not on the order/sequence of the columns.

- 4. Depending on the number of transactions displayed in the search results, different screens will be displayed.
  - If there are less than 10.000 transactions, click the Export button to generate the report.

Orders/Transactions	Schedule Export CSV
Transaction ID V Type a Transaction ID	Export CSV Report Template Fields V
Created: 6/28/2024 V Organizations V Merchant ID V Add filter +	Report Template
Total: 694 transactions Orders Transactions	Cancel Export
Created A Reference Merchant Reference Organization Produ	

• If there are more than 10.000 transactions, click the Generate report button to generate a report ID.



Schedule Export CSV ^	Schedule Export CSV A
Export CSV Report Template Fields V	Export CSV Report Template Fields V
(i) Your data set is too large for instant CSV download. You can generate the report as is and download it later from the 'Generated reports' page. We will notify you by email when it's ready for download.	(i) Your data set is too large for instant CSV download. You can generate the report as is and download it later from the 'Generated reports' page. We will notify you by email when it's ready for download.
Report Template	Report Template
Transaction report - Basic (new)	Transaction report - Basic (new)
Generate report	Report ID 0609abcb-674b-4605-a885-7048ccb37d1a
C Manage templates	C Manage templates

- If the report contains 500,000 records or more, then the report will not be generated. A transaction line in a transaction report will contain the initial and the follow-up transaction as well. This is why the transaction counter may differ from the actual number of transaction included in the CSV report. If the transaction counter exceeds 500,000 then a message will be displayed in the Export CSV pop-up menu, informing you that the report cannot be exported. If the counter does not exceed 500,000 and actual number of transactions recorded in the exported CSV report does exceed that limit, an e-mail will be sent automatically to inform you that the report was not generated due to the limit breach.
- 5. Whenever a new report is generated, you will receive an email containing a link to download your report.

## New custom report available



## Dear Customer,

A new custom report is available. Please log into Verifone Central to download the file: <u>custom report\_2023-06-19T00\_00</u>.

This is an automated mail to which it is not possible to respond.

Kind regards,

Verifone Central



Alternatively, you can navigate to *Commerce* > *Reporting* and select <u>Generated reports</u>. In the *Generated reports* list, insert the report ID in the *Search* field and click on **Download**.

Generated reports									
Report ID	~ ~	224ca3a0-1d1b-4	i5ad-					Search	
Created	: 11/12/2024 — 18/	/12/2024 🗸	Organizations V Report types V	Clear filters					
Total: 1 repo	orts								
	Generated O	n 📤	Report Name		O	rganization			
0	18/12/2024, 1	2:19:00	custom report_2023-06-19T	00_00_	Pa	arent	Download		
Results per	page 10 ^	•				Go to page	Page 1 of 1	$\langle \rangle$	

For definitions on all transaction detail fields displayed in the report, see Reporting details.