



<https://verifone.cloud/docs/verifone-central/verifone-central/payments-portal/reports/transactions-reports/exporting-reports/how-to-export>

Updated: 14-Mar-2025

## How to export a report

You can generate 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 [Reporting Filters](#) documentation, click on **Export CSV** to generate either an order or a transaction report for download.

The screenshot shows the 'Orders/Transactions' reporting interface. At the top, there is a search bar for 'Transaction ID' with a dropdown arrow and a placeholder text 'Type a Transaction ID'. Below this are several filter buttons: 'Created: 6/20/2024 — 6/27/2024' with a dropdown arrow, 'Organizations' with a dropdown arrow, 'Merchant ID' with a dropdown arrow, and 'Add filter'. Below the filters, there is a summary 'Total: 11,927 orders' and two toggle buttons: 'Orders' (selected) and 'Transactions'. The main content is a table with the following columns: 'Created', 'Reference', 'Merchant Reference', and 'Organization'. The table contains two rows of data.

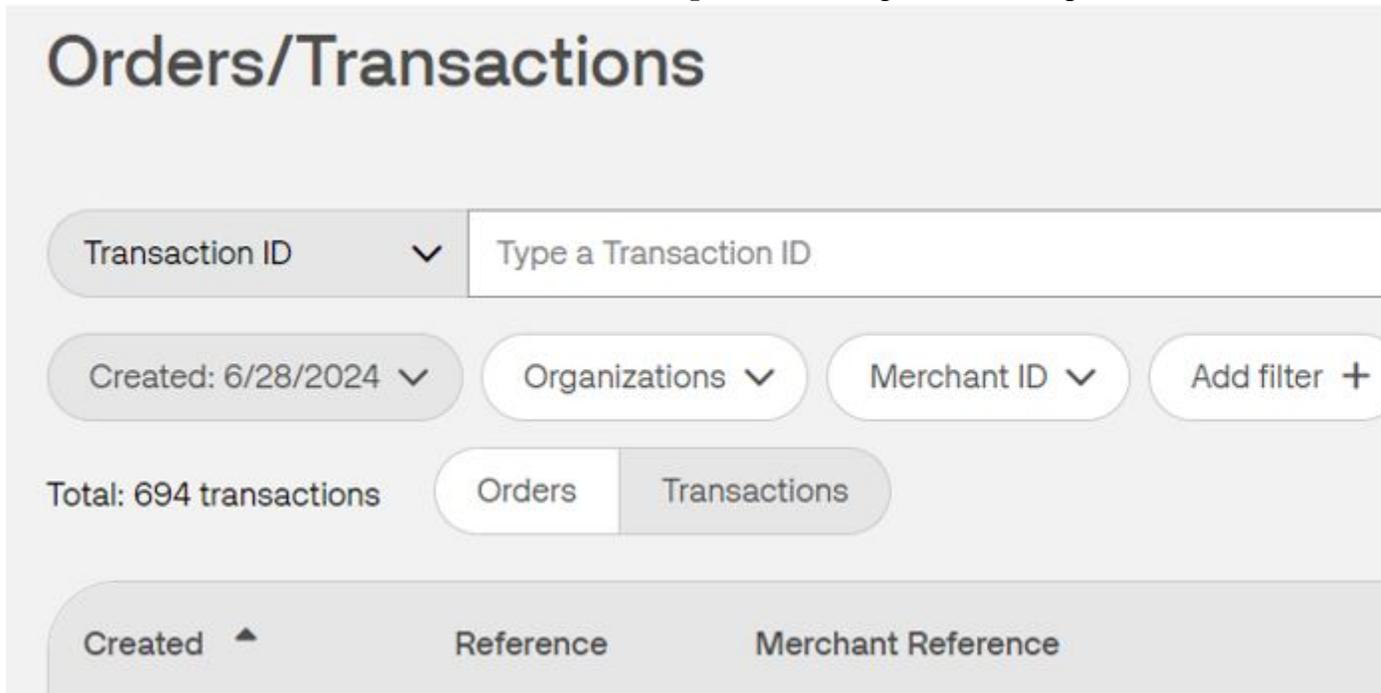
Created	Reference	Merchant Reference	Organization
6/27/2024, 15:13:58	587332680940	-	Android_CST
6/27/2024, 15:13:22	642199924517	-	Android_CST

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 [Customize a report template](#).

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.



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

Schedule Export CSV

## Export CSV

Report Template Fields

**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

Transaction report - Basic (new)

**Generate report** ←

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



○ no-reply@verifone.com <no-reply@verifone.com>

To: [REDACTED]

**Dear Customer,**

A new custom report is available. Please log into Verifone Central to download the file: [c](#)

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 [Generated reports](#). In the *Generated reports* list, insert the report ID in the *Search* field and click on **Download**.

# Generated reports

Report ID



224ca3a0-1d1b-45ad-

Created: 11/12/2024 — 18/12/2024



Organizations



Report types



Clear

Total: 1 reports

<input type="checkbox"/>	Generated On 	Report Name
<input type="checkbox"/>	18/12/2024, 12:19:00	custom report__2023-06-19T00_0

Results per page

10 

For definitions on all transaction detail fields displayed in the report, see [Reporting details](#).