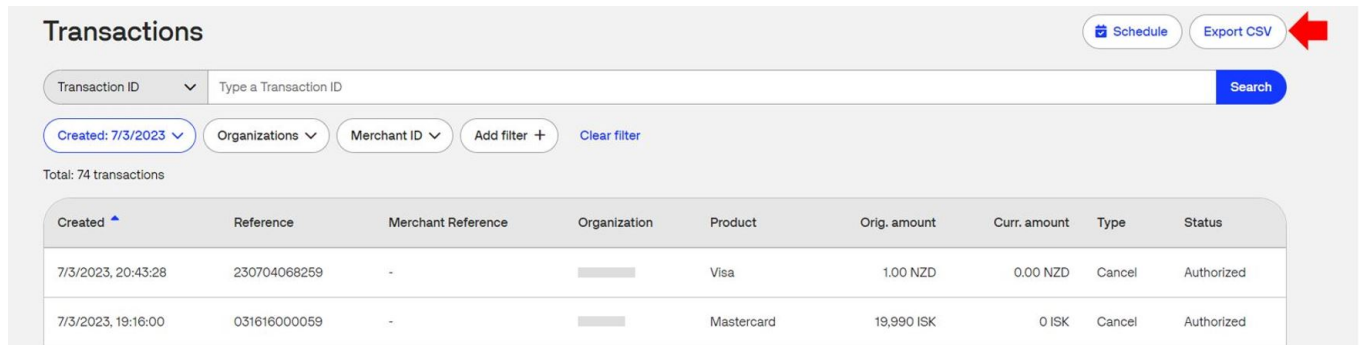


How to export a report

You can generated and export transaction reports in the **Transaction reporting** page of Verifone Central.

1. After applying filters to display the transactions you want to export, as per the [Transactions Reports](#) documentation, click on **Export CSV** to generate a transaction report for download.



The screenshot shows the 'Transactions' page in Verifone Central. At the top right, there are buttons for 'Schedule' and 'Export CSV', with a red arrow pointing to the 'Export CSV' button. Below these is a search bar with a 'Search' button. Under the search bar, there are filter buttons: 'Created: 7/3/2023', 'Organizations', 'Merchant ID', 'Add filter +', and 'Clear filter'. Below the filters, it says 'Total: 74 transactions'. A table with 9 columns is visible: 'Created', 'Reference', 'Merchant Reference', 'Organization', 'Product', 'Orig. amount', 'Curr. amount', 'Type', and 'Status'. Two rows of transaction data are shown.

Created	Reference	Merchant Reference	Organization	Product	Orig. amount	Curr. amount	Type	Status
7/3/2023, 20:43:28	230704068259	-		Visa	1.00 NZD	0.00 NZD	Cancel	Authorized
7/3/2023, 19:16:00	031616000059	-		Mastercard	19,990 ISK	0 ISK	Cancel	Authorized

2. Select the basic or the full report type.

Choose the **Include all transaction types** checkbox if you want to get a more detailed export which includes all available transactions.

Unlike the transactions visible in the Transactions page, if the **Include all transaction types** checkbox is on, the export CSV will contain every single transaction that matches the configured filters. For example, the Void, Capture, etc., transactions are added as separate transactions in the report.

These follow-up transactions are not displayed in the *Transaction Reports* page as a separate line. The relevant information, such as *transaction type*, *status* or *current amount*, is reflected only as updated fields in the initial transactions.

- **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, please 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.

3. 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 a report ID.

Export CSV

Report template

Transaction report - Full (new)

Export

Manage templates

☒ Include all transaction types

Export CSV

Report template

Transaction report - Full (new)

Export

Manage templates

i We can not provide instant download. Report will be created in few minutes and will be available for download in Generated reports page.

Report ID

e816d8da-aa9a-4f6f-93fe-b3365bf86720

☒ Include all transaction types

- If there are **more than 10,000 transactions**, click the **Generate report** button to generate a report ID.

Export CSV

i Your data set is too large (103117 transactions) 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 - Full (new)

Manage templates

Generate report

☒ Include all transaction types

Export CSV

i Your data set is too large (103117 transactions) 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 - Full (new)

Manage templates

Report ID

952a2c04-f675-4ee4-a98d-6036a31a685b

☒ Include all transaction types

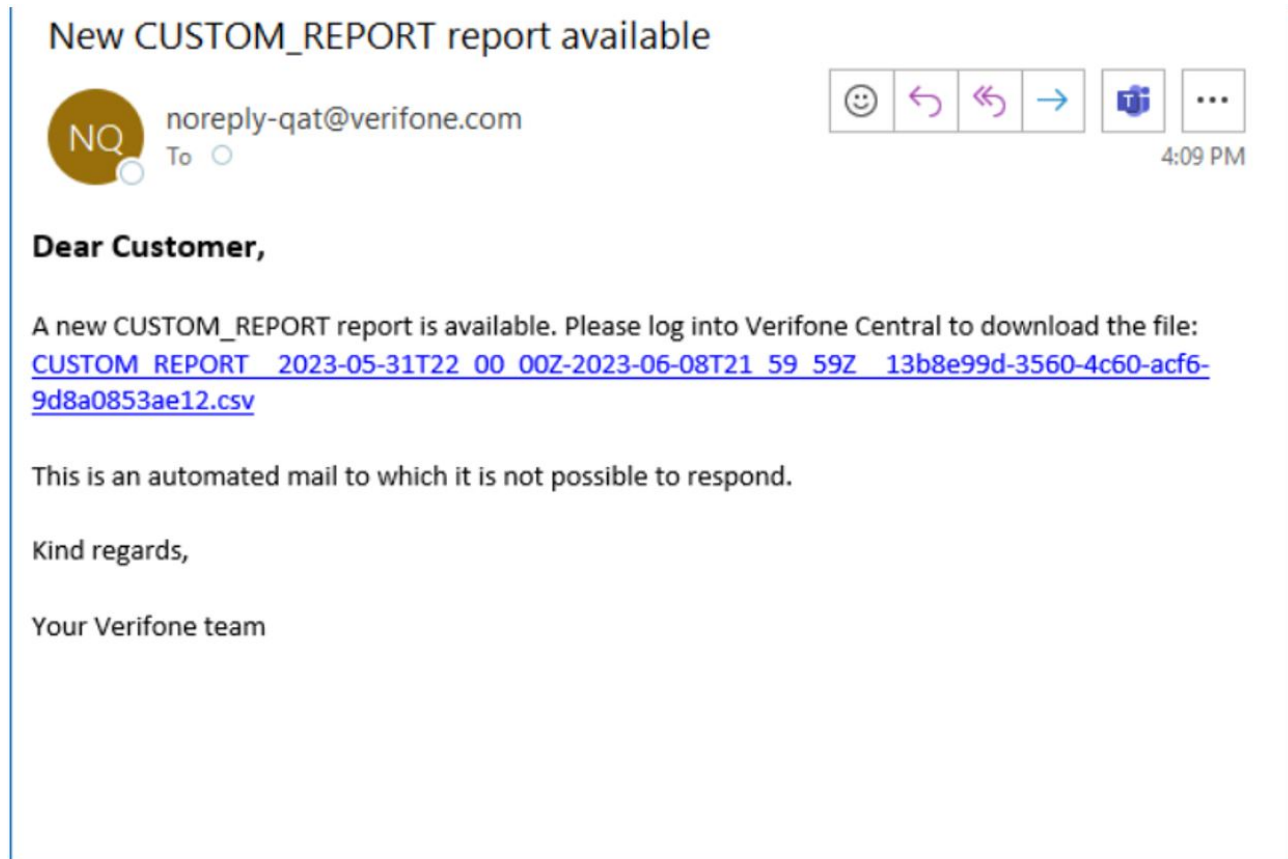
- If the report contains **500,000 records or more**, then the report will not be generated. A transaction line in a transaction report will contain the initial and the follow-up transaction as well. This is why the transaction counter may differ from the actual number of transaction included in the 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

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

Updated: 05-Apr-2024


automatically to inform you that the report was not generated due to the limit breach.

- Whenever a new report is generated, you will receive an email containing a link to download your report.



- Alternatively, you can navigate to **Reports** and select [Generated reports](#). In the *Generated reports* list, insert the report ID in the *Search* field and click on **Download**.

Depending on the size of the report, it may take up to several minutes for it to be generated.

Generated reports			
Report ID	Type a Report ID		
Report types	Organizations	7/3/2023 — 7/10/2023	
Total: 26 reports			
<input type="checkbox"/>	Generated On	Report Name	Organization
<input type="checkbox"/>	7/10/2023, 16:21:24	CUSTOM_REPORT__2023-05-01T00_00Z-2023-06-30T23_59_59...	Verifone_Test
<input type="checkbox"/>	7/10/2023, 16:16:59	CUSTOM_REPORT__2023-06-01T00_00Z-2023-06-01T23_59_59...	Verifone_Test

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

Updated: 05-Apr-2024

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