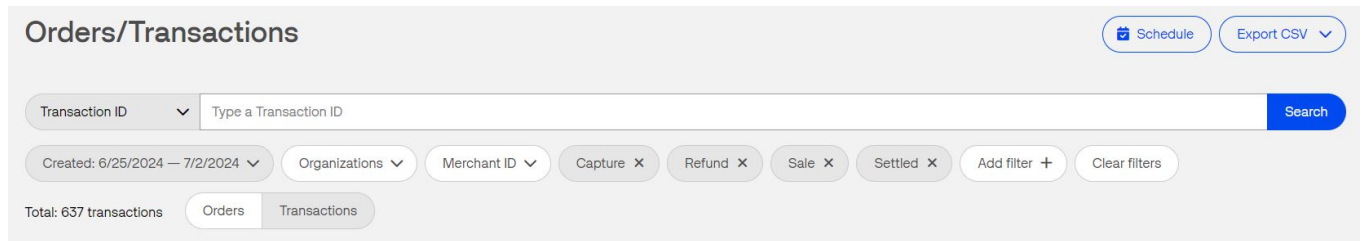


## Reconciliation report template

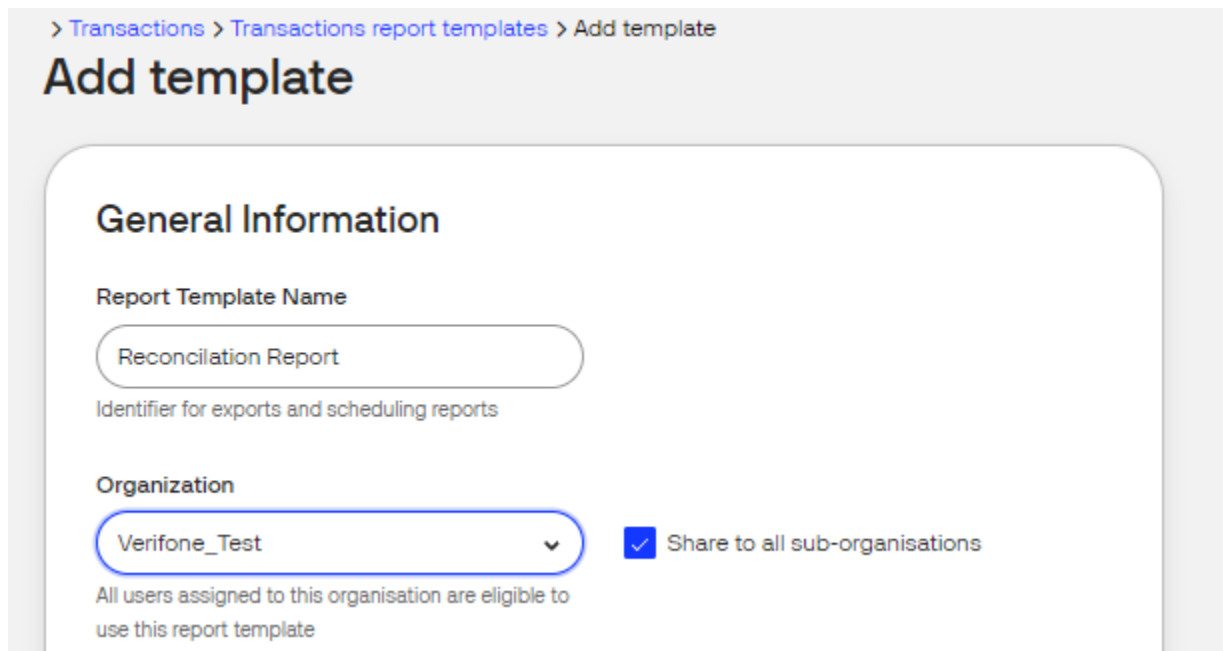
When you sell products and services through your online platform, you may want to calculate the revenue for a certain time and want to see all the relevant transactions after refunds and other actions have been performed. Such a report is also referred to as a reconciliation because it would include also the different refunds that were performed.

1. Navigate to **Commerce** and select **Orders / Transactions** from the drop-down list.
2. Select a time range or which you would like to see transactions displayed.
3. Select **Add Filter** and set *Transaction Type* to **Capture**, **Refund** and **Sale** and *Transaction state* to **Settled**.



The screenshot shows the 'Orders/Transactions' interface. At the top right, there are buttons for 'Schedule' and 'Export CSV'. Below this is a search bar with a dropdown for 'Transaction ID' and a text input 'Type a Transaction ID'. Below the search bar are several filter buttons: 'Created: 6/25/2024 — 7/2/2024', 'Organizations', 'Merchant ID', 'Capture', 'Refund', 'Sale', 'Settled', 'Add filter +', and 'Clear filters'. At the bottom left, it says 'Total: 637 transactions' and there are tabs for 'Orders' and 'Transactions'.

4. Click on **Export CSV** and select **Manage Templates** from the pop-up menu.
5. Click on **Create template** in *Transactions report templates*.
6. Enter the report template name and the **Organization**.

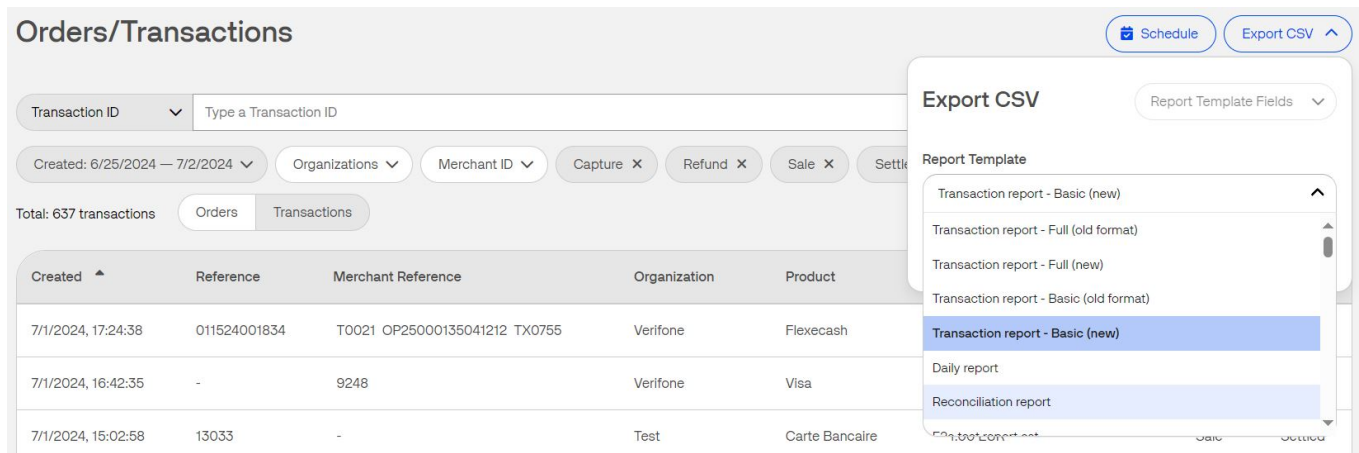


The screenshot shows the 'Add template' form. At the top, there is a breadcrumb trail: '> Transactions > Transactions report templates > Add template'. The main heading is 'Add template'. Below this is a section titled 'General Information'. It contains two main fields: 'Report Template Name' with a text input containing 'Reconciliation Report' and a subtext 'Identifier for exports and scheduling reports', and 'Organization' with a dropdown menu showing 'Verifone\_Test' and a subtext 'All users assigned to this organisation are eligible to use this report template'. To the right of the organization dropdown is a checkbox labeled 'Share to all sub-organisations' which is checked.

7. From the list of fields in the *Report Content* section select only the following. Click on **Save template**.
  - Organization Name
  - Merchant ID
  - Creation Date
  - Creation Time
  - Current Amount
  - Current Amount Currency
  - Transaction type

- Transaction ID

- Return to the *Orders / Transactions* page, click on **Export CSV** and select the template you have created from the drop-down menu.
- Click on **Export** and check your e-mail inbox for a link to download the report.



The screenshot shows the 'Orders/Transactions' page in the Verifone interface. At the top right, there are buttons for 'Schedule' and 'Export CSV'. Below these, a search bar for 'Transaction ID' is visible. A dropdown menu for 'Export CSV' is open, showing a list of report templates. The 'Transaction report - Basic (new)' template is selected and highlighted in blue. Below the dropdown, a table of transactions is partially visible, showing columns for 'Created', 'Reference', 'Merchant Reference', 'Organization', and 'Product'.

Created	Reference	Merchant Reference	Organization	Product
7/1/2024, 17:24:38	011524001834	T0021 OP25000135041212 TX0755	Verifone	Flexecash
7/1/2024, 16:42:35	-	9248	Verifone	Visa
7/1/2024, 15:02:58	13033	-	Test	Carte Bancaire

- In the downloaded CSV reports, you can see all the transactions that were performed, any possible refunds performed for those transactions. The merchant ID is relevant if you have several business sites as part of your Verifone account, whether it's e-commerce websites or in-store locations.

Once you have saved a template, you can re-use it any time you need.