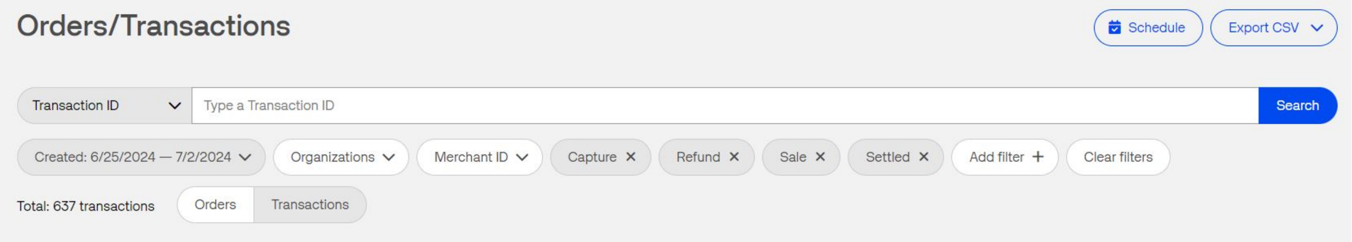
Reconciliation report template

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.

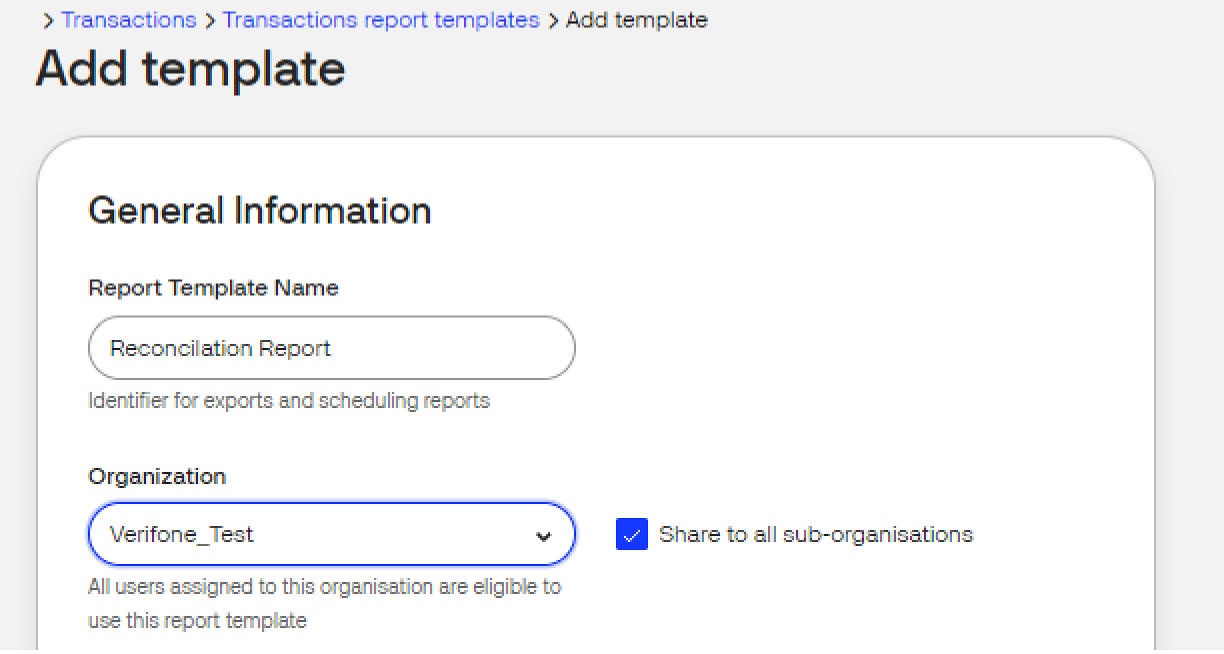
1. Navigate to **Commerce** and select **Orders / Transactions** from the drop-down list.
2. Select a time range or which you would like to see transactions displayed.
3. Select **Add Filter** and set *Transaction Type* to **Capture**, **Refund** and **Sale** and *Transaction state* to **Settled**.



Created: 6/25/2024 — 7/2/2024

Total: 637 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**.



Report Template Name: Reconciliation Report

Identifier for exports and scheduling reports

Organization: Verifone_Test

☑ Share to all sub-organisations

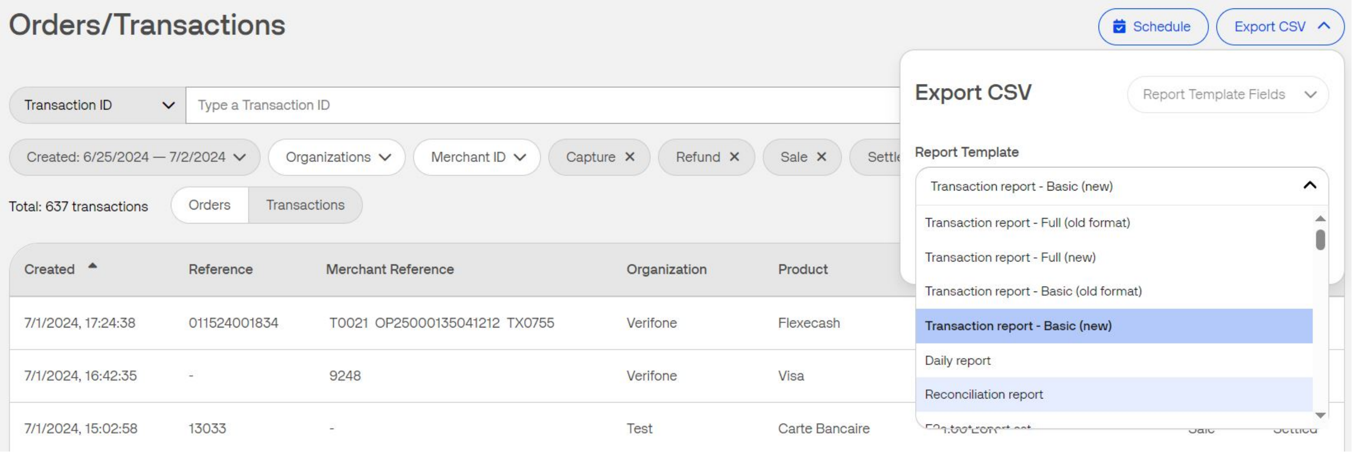
All users assigned to this organisation are eligible to use this report template

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

8. Return to the *Orders / Transactions* page, click on **Export CSV** and select the template you have created from the drop-down menu.

9. Click on **Export** and check your e-mail inbox for a link to download the report.



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

10. 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.