

https://verifone.cloud/docs/portal/reports/transaction-reports

Updated: 31-Oct-2025

## **Orders/Transactions Reports**

### **Overview**

The order and transaction display options provide you with the ability to switch between views ensuring you can easily find and focus on the information you need, whether it's a high-level order summary or a detailed transaction list.

- Orders view represents an up-to-date summary of the current state of the order through its lifecycle. Will display all the transaction events related to an order.
- **Transactions view** displays separately every single transaction available in the system. The focus will be on each financial movement and transaction within the order.

Payment actions (such as refunds, captures, or voids) can be performed through both the **Orders** and **Transactions** views.

The *Orders / Transactions* reports page in Verifone Central allows you to view and export comprehensive reports built on your needs that you can filter by having multiple options.

## **Navigating between Order and Transaction View**

To switch between views and access the information you need, follow the steps below. Or you can watch this short tutorial.

1. Navigate to Commerce, under the *Reporting* section, select Orders / Transactions.



### Commerce

Optimize commerce operations with a comprehensive suite of payment tools, designed to streamline transactions and maximize revenue. Stay on top of financial performance with detailed reporting on sales and revenue, and never miss a payment with reliable payment deliverables.

Report

Paym

Order

3D Se

Settle

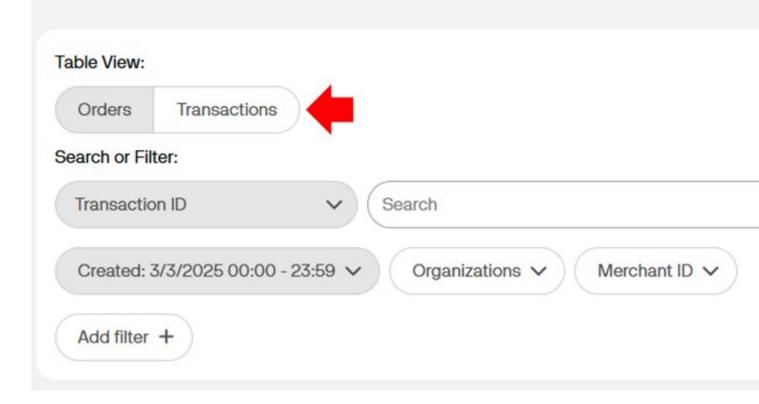
Repor

Gener

Audit

2. Click on the **Orders / Transaction** toggle button to switch the view and select **Apply**.

# Orders/Transactions

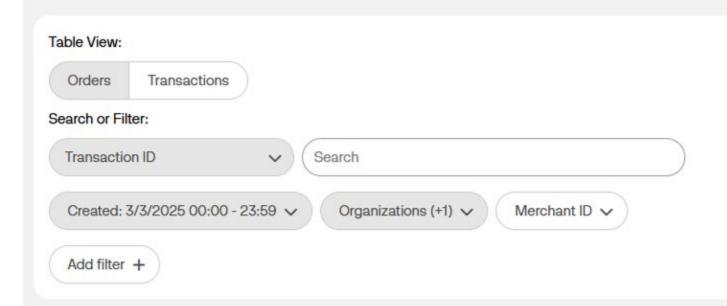


For more information on the available filters check the Reporting Filters article.

#### **Orders View**

Each order is represented by a single line that links all the transactions that relate to one instance of a purchase. An order can contain one or more transactions.

## Orders/Transactions

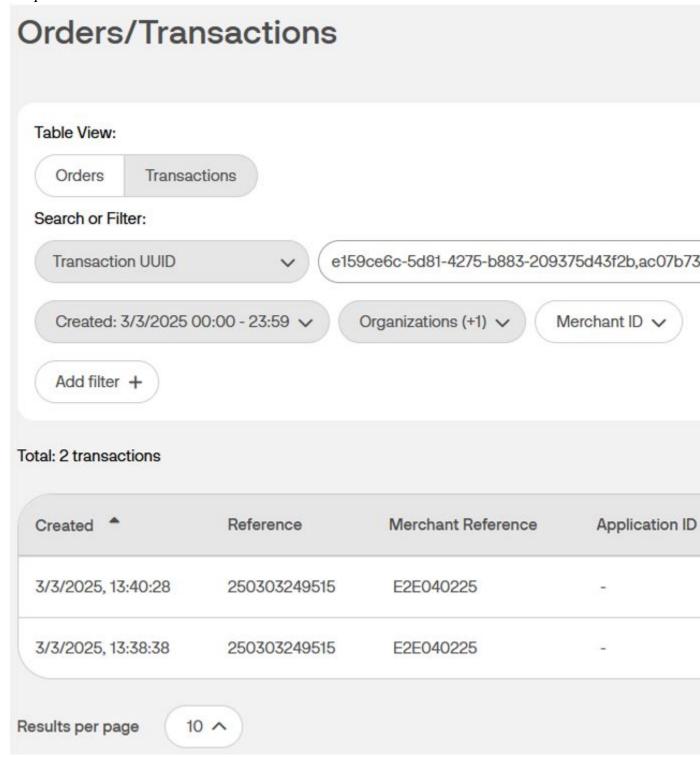


Total: 8,854 orders

Created *	Reference	Merchant Reference	Application ID	Organization
3/3/2025, 13:35:02	031705017868	H	-	Test
3/3/2025, 13:34:18	AffirmEcomAT	EcomAT	9	Test
3/3/2025, 13:34:03	3620	ORDER-8324	-	Verifone Test
3/3/2025, 13:33:42	031703017867	-	-	Verifone Test
3/3/2025, 13:33:00	250303249510	E2E040225		Test Org
3/3/2025, 13:32:51	250303249509	E2E040225	(7)	Test Org

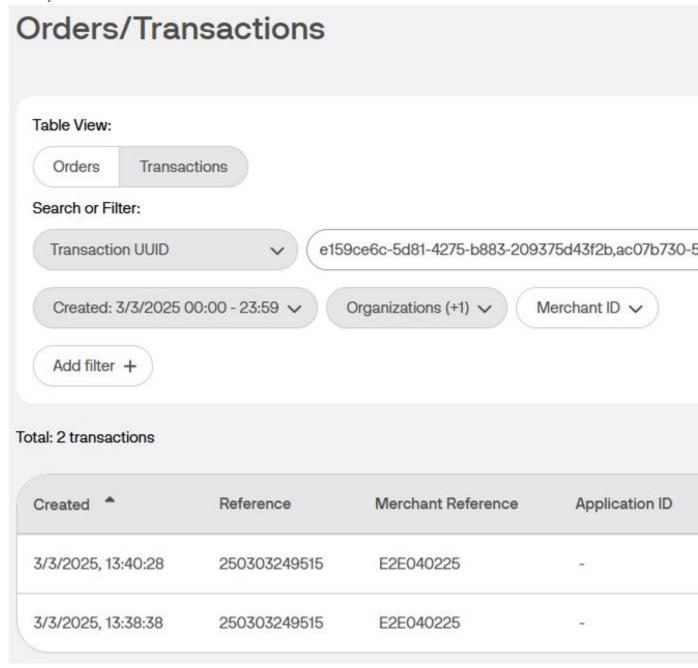
<sup>•</sup> The *Type* and *State* columns will reflect the latest update for each order. **For example**, if an order started with an authorization and the most recent update is a void or capture, the *Type* and *State* columns will show VOID or CAPTURE for that order.

• *Related transactions* show how many different types of transactions are linked in the order. When you click on a cell, it will open a view showing only those connected transaction. If you click on a specific transaction ID, it will take you to a page focusing on that transaction, searching for it by its unique ID.



• Each history event includes a transaction UUID. Clicking on this UUID will redirect you to the transaction page, displaying the result of that specific transaction. The highlighted section of the

History tab indicates which was the initial order event.

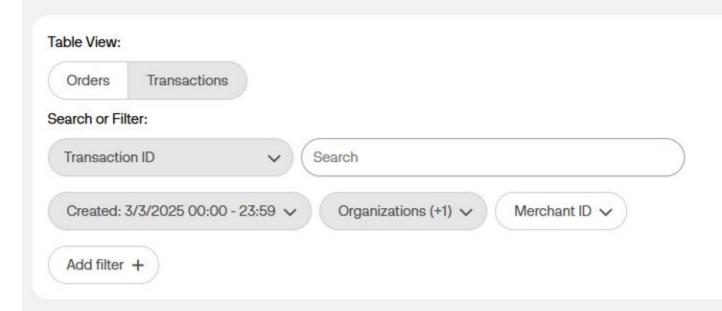


For more information on the order tabs (*History*, *Actions*, etc.) check the <u>Reporting Data</u> documentation. For additional information on transaction details, check the <u>Reporting Details</u> article.

#### **Transactions View**

Displaying every single transaction available in the system, this view will show follow-up transactions (such as Cancel, Capture, Extend, etc.) as separate line items.

## Orders/Transactions



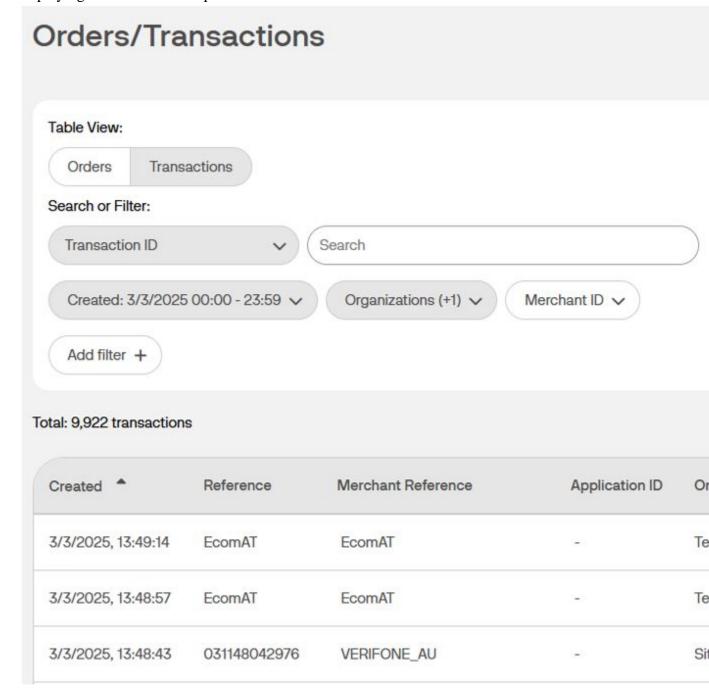
#### Total: 9,922 transactions

Created *	Reference	Merchant Reference	Application ID	Organizatio
3/3/2025, 13:49:14	EcomAT	EcomAT	21	Test
3/3/2025, 13:48:57	EcomAT	EcomAT		Test
3/3/2025, 13:48:43	031148042976	VERIFONE_AU	1-1	Site Test Or
3/3/2025, 13:48:02	506210000079	5		Verifone Au
3/3/2025, 13:48:01	EcomAT	EcomAT	-	Test
3/3/2025, 13:47:30	506210000079	-	-	Verifone Au

<sup>•</sup> The *Initial Transaction* column will show the type of transaction that initiated the order. **For example**, if you are viewing information for a VOID or REFUND transaction, this column will display the initial transaction type. Clicking on it will take you to the order view page.

 $<sup>\</sup>circ$  The *Type* and *State* columns will reflect the latest update for each transaction record.

• The highlighted section of the *History* tab indicates which is the selected transaction. Each history event includes a transaction UUID. Clicking on this UUID will redirect you to the transaction page, displaying the result of that specific transaction.



If the search criteria is too broad, a banner above the search results will indicate that the data may take longer to load.