

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.

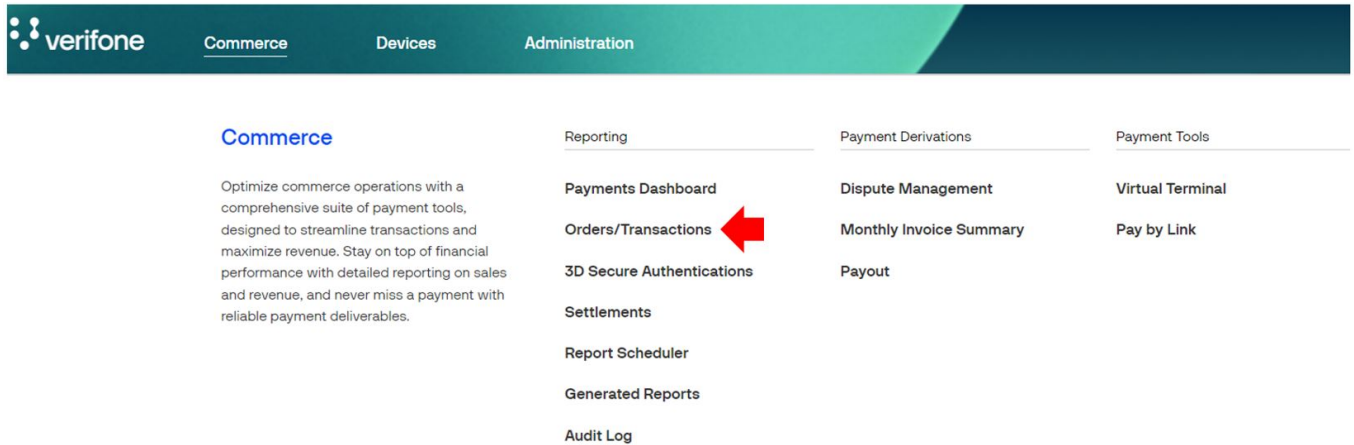
Payment actions (such as refunds, captures, or voids) can be performed through both the **Orders** and **Transactions** views.

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.

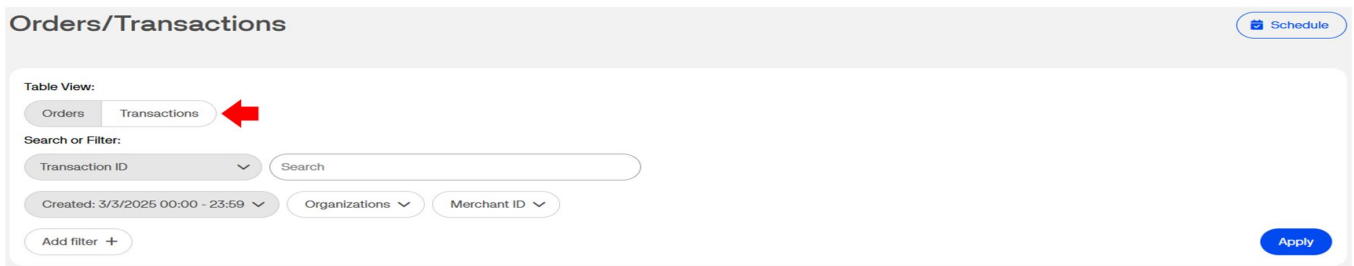
Navigating between Order and Transaction View

To switch between views and access the information you need follow the below steps.

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



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



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

[Schedule](#) [Export CSV](#)

Table View:

Orders Transactions

Search or Filter:

Total: 8,854 orders

Created	Reference	Merchant Reference	Application ID	Organization	Product	Orig. amount	Curr. amount	Type	State	Re
3/3/2025, 13:35:02	031705017868	-	-	Test	Visa	0.10 NZD	0.10 NZD	Refund	Authorized	1
3/3/2025, 13:34:18	AffirmEcomAT	EcomAT	-	Test	Visa	796.89 USD	796.89 USD	Sale	Initiated	1
3/3/2025, 13:34:03	3620	ORDER-8324	-	Verifone Test	Visa(Google Pay)	105.21 EUR	105.21 EUR	Sale	Settled	1
3/3/2025, 13:33:42	031703017867	-	-	Verifone Test	Visa	0.10 NZD	0.10 NZD	Sale	Authorized	1
3/3/2025, 13:33:00	250303249510	E2E040225	-	Test Org	Visa	10.00 USD	8.00 USD	Capture	Settled	4
3/3/2025, 13:32:51	250303249509	E2E040225	-	Test Org	Visa	10.00 USD	10.00 USD	Authorization	Authorized	1

- o 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.
- o *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.

Orders/Transactions Schedule Export CSV

Table View: Orders Transactions

Search or Filter:

Transaction UUID:

Created: Organizations (+1) Merchant ID

Add filter + Clear Apply

Total: 2 transactions

Created	Reference	Merchant Reference	Application ID	Organization	Product	Amount	Initial Transaction	Type	State
3/3/2025, 13:40:28	250303249515	E2E040225	-	Test Ecom	Visa	10.00 USD	Authorization	Void	Authorised
3/3/2025, 13:38:38	250303249515	E2E040225	-	Test Ecom	Visa	10.00 USD	-	Authorization	Authorised

Results per page: Go to page:

- 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.

Orders/Transactions Void 10.00 USD Ecommerce

Table View: Orders Transactions

Search or Filter:

Transaction UUID:

Created: Organizations (+1) Merchant ID

Add filter + History Actions Details Customer Documents

Total: 2 transactions

Created	Reference	Merchant Reference	Application ID	Organization	Product	Amount	Initial Transaction
3/3/2025, 13:40:28	250303249515	E2E040225	-	Test Ecom	Visa	10.00 USD	Authorization
3/3/2025, 13:38:38	250303249515	E2E040225	-	Test Ecom	Visa	10.00 USD	-

Organization **Test Ecom** Reference **250303249515**

Type: Void **State: Authorized**
Amount: 10 USD
Created: March 3, 2025 at 13:40:28
Transaction UUID: ac07b730-5b89-48bf-8e80-7bf7795518c5
By: John Doe (test.test@test.com)

Type: Authorization **State: Authorized**
Amount: 10 USD
Created: March 3, 2025 at 13:38:39
Transaction UUID: e159ce6c-5d81-4275-b883-209375d43f2b
By: RTSQA (test.test@test.com)

For more information on the order tabs (*History, Actions, etc.*) check the [Reporting Data](#) documentation. For additional information on transaction details, check the [Reporting Details](#) 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 Schedule Export CSV

Table View: Orders Transactions

Search or Filter:

Transaction ID

Created: 3/3/2025 00:00 - 23:59 Organizations (+1) Merchant ID

Add filter + Clear Apply

Total: 9,922 transactions

Created	Reference	Merchant Reference	Application ID	Organization	Product	Amount	Initial Transaction	Type	State
3/3/2025, 13:49:14	EcomAT	EcomAT	-	Test	Visa	252.65 USD	-	Authorization	Cancelled
3/3/2025, 13:48:57	EcomAT	EcomAT	-	Test	Visa	256.52 USD	Authorization	Void	Authorise
3/3/2025, 13:48:43	031148042976	VERIFONE_AU	-	Site Test Org	Mastercard	10.00 AUD	Sale	Refund	Authorise
3/3/2025, 13:48:02	506210000079	-	-	Verifone Australia	Visa	10.00 AUD	Sale	Cancel	Authorise
3/3/2025, 13:48:01	EcomAT	EcomAT	-	Test	Visa	256.52 USD	-	Authorization	Authorise
3/3/2025, 13:47:30	506210000079	-	-	Verifone Australia	Visa	10.00 AUD	Sale	Cancel	Authorise

- o 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.
- o The *Type* and *State* columns will reflect the latest update for each transaction record.
- o 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.

Orders/Transactions

Table View: Orders Transactions

Search or Filter:

Transaction ID

Created: 3/3/2025 00:00 - 23:59 Organizations (+1) Merchant ID

Add filter +

Total: 9,922 transactions

Created	Reference	Merchant Reference	Application ID	Organization	Product	Amount	Initial Trans
3/3/2025, 13:49:14	EcomAT	EcomAT	-	Test	Visa	252.65 USD	-
3/3/2025, 13:48:57	EcomAT	EcomAT	-	Test	Visa	256.52 USD	Authorization
3/3/2025, 13:48:43	031148042976	VERIFONE_AU	-	Site Test Org	Mastercard	10.00 AUD	Sale

Void 256.52 USD Ecommerce

History Actions Details Customer Documents

Organization **Test** Reference EcomAT

Type: Void **State:** Authorized

Amount: 256.52 USD

Created: March 3, 2025 at 13:48:57

Transaction UUID: 588338f2-4dce-493c-8578-99d0f49684e0

Type: Authorization **State:** Authorized

Amount: 256.52 USD

Created: March 3, 2025 at 13:48:47

Transaction UUID: cb40e114-f599-47ed-8d1b-790caceed790

Type: Authorization **State:** Initiated

Amount: 256.52 USD

Created: March 3, 2025 at 13:48:01

Transaction UUID: cb40e114-f599-47ed-8d1b-790caceed790

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