••• verifone

https://verifone.cloud/docs/portal/reports/transaction-reports Updated: 14-Mar-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 below steps.

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



Commerce

Devices

Administra

Commerce

Report

Optimize commerce operations with a	Pavm
comprehensive suite of payment tools,	
designed to streamline transactions and	Order
maximize revenue. Stay on top of financial	
performance with detailed reporting on sales	3D Se
and revenue, and never miss a payment with	
reliable payment deliverables.	Settle

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

rders	/Transaction	ons			
Table View:					
Orders	Transactions				
Search or Fil	ter:				
Transactio	n ID	Search	17		
Created:	3/3/2025 00:00 - 23:59	✓ Org	ganizations 🗸	Merchant ID	~
Add filter	+				

For more information on the available filters check the <u>Reporting Filters</u> 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

Table View:

ch or Filter:	
ansaction ID 🗸	Search
reated: 3/3/2025 00:00 - 23:59 🗸	Organizations (+1) V Merchant ID V

Total: 8,854 orders

Created [▲]	Reference	Merchant Reference	Application ID	Organization
3/3/2025, 13:35:02	031705017868	2	-	Test
3/3/2025, 13:34:18	AffirmEcomAT	EcomAT	10	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	170	Test Org

• 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.

Orders/Trai	nsactions		
Table View:			
Orders Transa	ctions		
Search or Filter:			
Transaction UUID	 ✓ e159 	0ce6c-5d81-4275-b883-2093	375d43f2b,ac07b73
Add filter +	00:00 - 23:59 V	Organizations (+1) V	Vierchant ID 🗸
Created [▲]	Reference	Merchant Reference	Application ID
3/3/2025, 13:40:28	250303249515	E2E040225	
3/3/2025, 13:38:38	250303249515	E2E040225	-
Results per page 1	0 ^		

• 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 Table View: Transactions Orders Search or Filter: e159ce6c-5d81-4275-b883-209375d43f2b,ac07b730-5 Transaction UUID Created: 3/3/2025 00:00 - 23:59 V Organizations (+1) V Merchant ID V Add filter + Total: 2 transactions Created Reference **Merchant Reference** Application ID 3/3/2025, 13:40:28 250303249515 E2E040225 3/3/2025, 13:38:38 250303249515 E2E040225

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

able View:		
Orders	Transactions	
earch or Fil	ter:	
Transactio	n ID	✓ Search
Created:	3/3/2025 00:00 - 2	23:59 V Organizations (+1) V Merchant ID V
Add filtor	-)	

Total: 9,922 transactions

Created [▲]	Reference	Merchant Reference	Application ID	Organizatio
3/3/2025, 13:49:14	EcomAT	EcomAT	-	Test
3/3/2025, 13:48:57	EcomAT	EcomAT	-	Test
3/3/2025, 13:48:43	031148042976	VERIFONE_AU		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	8	-	Verifone Au

• 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.

• 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.

Orders	'Transa	ctions			
Table View:					
Orders	Transactions				
Search or Filte	er:				
Transaction	ID	v (s	earch		$\Big)$
Created: 3 Add filter	73/2025 00:00 + sactions	- 23:59 🗸	Organizations (+1) V	Merchant ID 🗸	
Created [▲]	Refe	rence	Merchant Reference	Application ID	0
3/3/2025, 13:	49:14 Econ	nAT	EcomAT	-	Т
3/3/2025, 13:	48:57 Econ	nAT	EcomAT	-	Т
3/3/2025, 13:	48:43 03114	48042976	VERIFONE_AU	-	S

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