

## Transactions Reports

### Overview

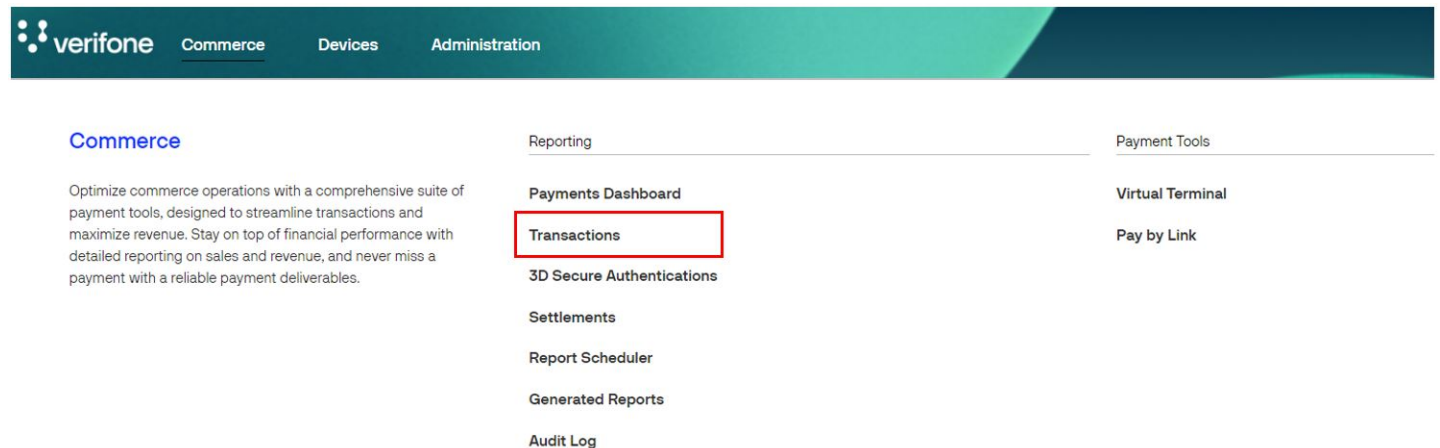
The transaction is the payment action initiated by the shopper or the merchant. The action is finalized with the confirmation of the checkout phase. Unlike settlements, finalizing the transaction does not imply automatically that the funds have been successfully transferred.

The Transaction Reports page in Verifone Central allows you to view and export comprehensive reports on transactions that you can filter by having multiple options. The same Transactions report can be generated by choosing **Transactions** in the drop-down list of the *Reporting* section.

## Transactions Reports

To view and export transaction reports, follow these steps:

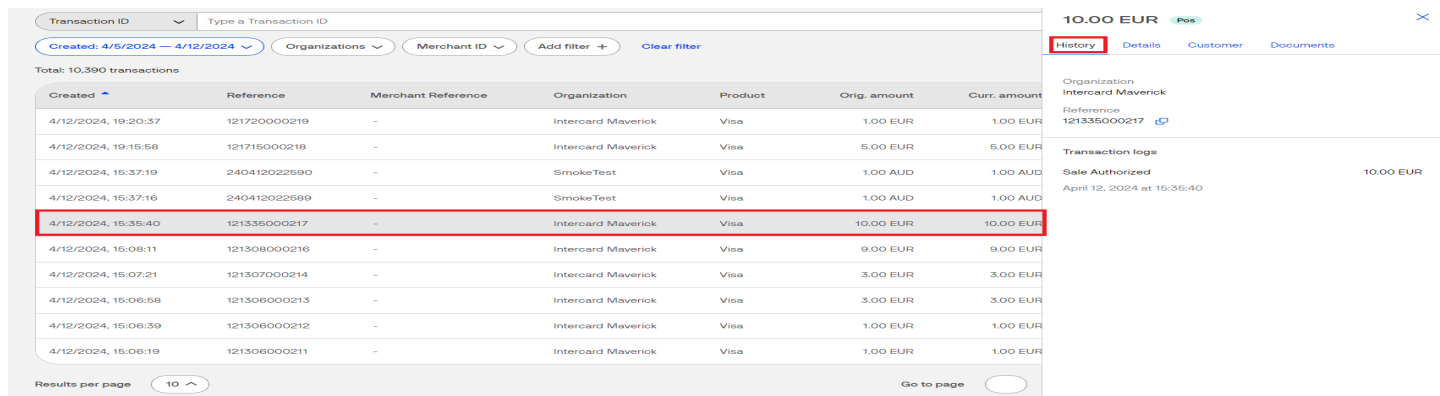
1. Log in to your Verifone Central account.
2. Navigate to **Commerce** and under the *Reporting* section select **Transactions**.



The screenshot shows the Verifone Central interface. The top navigation bar includes 'Commerce', 'Devices', and 'Administration'. The 'Commerce' section is active, displaying a description of commerce operations. On the right, the 'Reporting' menu is open, showing options like 'Payments Dashboard', 'Transactions' (highlighted with a red box), '3D Secure Authentications', 'Settlements', 'Report Scheduler', 'Generated Reports', and 'Audit Log'. Further right, the 'Payment Tools' section includes 'Virtual Terminal' and 'Pay by Link'.

The transaction report will not list every single transaction, with follow-on actions such as capture, void, etc. being displayed in the **History** tab of the transaction details side panel.

For instance, if you authorize a transaction and then capture the same transaction, this will only result in one single entry in the list view, as illustrated in the image below.



The screenshot shows the transaction report interface. The top bar includes a search filter for 'Transaction ID' and a date range of 'Created: 4/8/2024 - 4/12/2024'. The table lists transactions with columns: Created, Reference, Merchant Reference, Organization, Product, Orig. amount, and Curr. amount. The transaction with Reference 121335000217 is highlighted with a red box. The details side panel on the right shows the transaction amount of 10.00 EUR, the organization 'InterCard Maverick', and the transaction logs, including a 'Sale Authorized' event on April 12, 2024 at 15:35:40.

Created	Reference	Merchant Reference	Organization	Product	Orig. amount	Curr. amount
4/12/2024, 19:20:37	121720000219	-	InterCard Maverick	Visa	1.00 EUR	1.00 EUR
4/12/2024, 19:15:58	121715000218	-	InterCard Maverick	Visa	5.00 EUR	5.00 EUR
4/12/2024, 15:37:19	240412022590	-	SmokeTest	Visa	1.00 AUD	1.00 AUD
4/12/2024, 15:37:16	240412022589	-	SmokeTest	Visa	1.00 AUD	1.00 AUD
4/12/2024, 15:35:40	121335000217	-	InterCard Maverick	Visa	10.00 EUR	10.00 EUR
4/12/2024, 15:08:11	121308000216	-	InterCard Maverick	Visa	9.00 EUR	9.00 EUR
4/12/2024, 15:07:21	121307000214	-	InterCard Maverick	Visa	3.00 EUR	3.00 EUR
4/12/2024, 15:06:58	121306000213	-	InterCard Maverick	Visa	3.00 EUR	3.00 EUR
4/12/2024, 15:06:39	121306000212	-	InterCard Maverick	Visa	1.00 EUR	1.00 EUR
4/12/2024, 15:06:19	121306000211	-	InterCard Maverick	Visa	1.00 EUR	1.00 EUR

In addition to filtering your transactions by the organization and merchant ID, you can also apply the following filters to your transactions:

- Transaction or settlement date
- Transaction details
- Transaction identifiers