

## Reporting Filters

### Overview

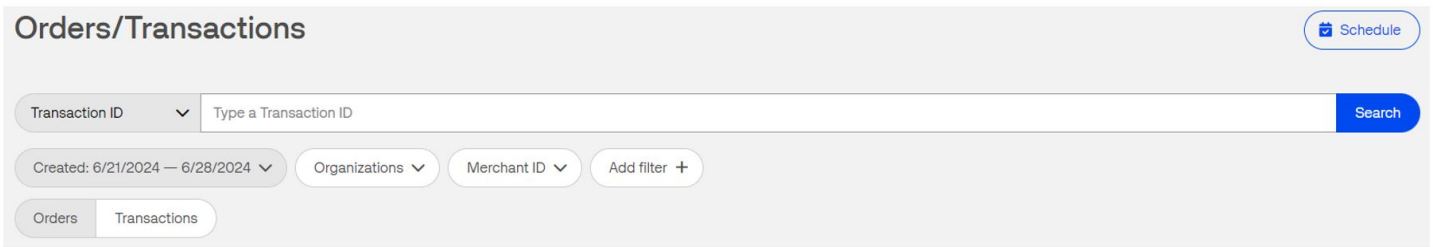
You can view and export reports (in csv format) that display your transactions based on a search criteria of your choosing from:

- [Report type](#)
- [Creation or settlement date](#)
- [Organizations](#)
- [Merchant ID](#)
- [Details](#)
- [Identifiers](#)

### Filter by report type

Click on the toggle button to switch views between **Orders / Transactions**.

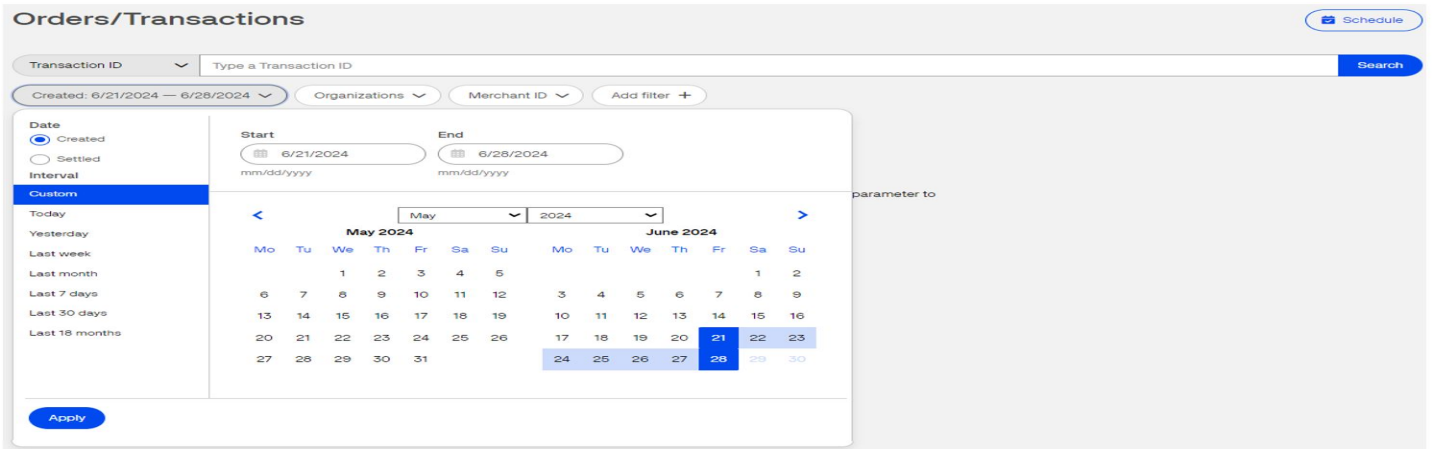
- **Order view:** Simplified navigation with features like related transactions links and initial order event highlights, making it easier to manage and act on orders.
- **Transaction view:** Features such as transaction UUID links and the ability to click through to specific transaction details enhance traceability and detailed investigation.



### Filter by created or settled date

Click **Created date** or **Settled date** to filter orders / transactions based on a date range.

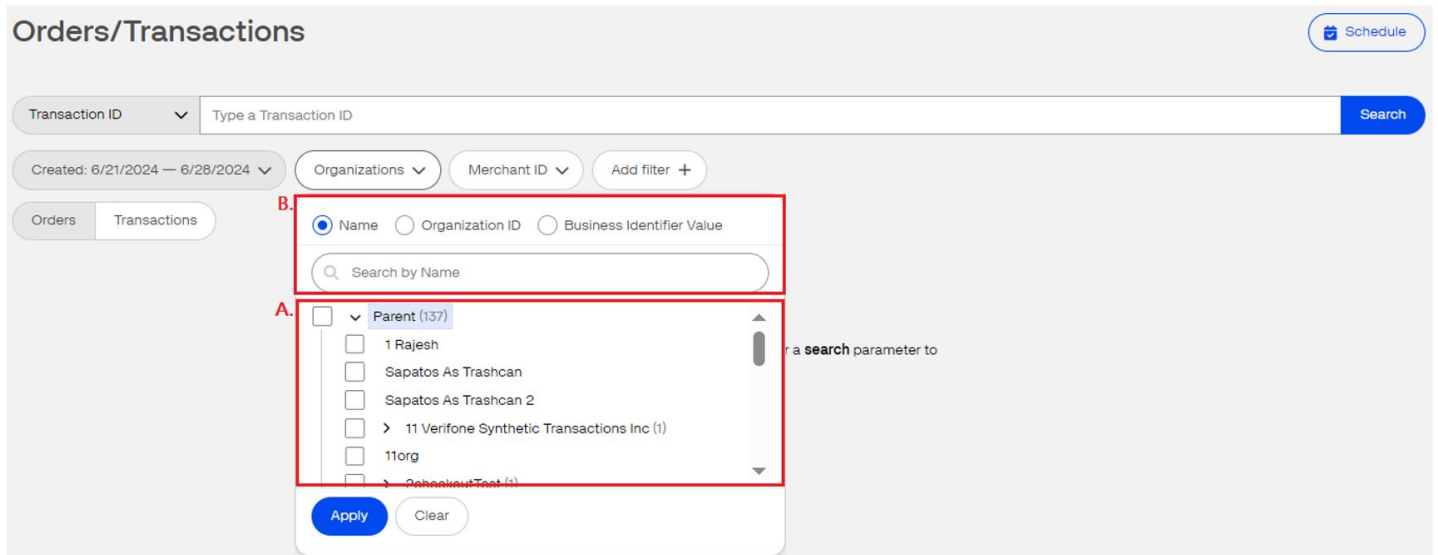
- If *Created date* is selected, the filter will include transactions initiated during the selected date range
- (This feature is now on demand) If *Settled date* is selected, the filter will include transactions settled during the selected date range



## Filter by organizations

You can filter the results according to the organization(s) you are part of, by selecting the needed organization(s) from the main dropdown menu (A), or by selecting one of the below three options (B):

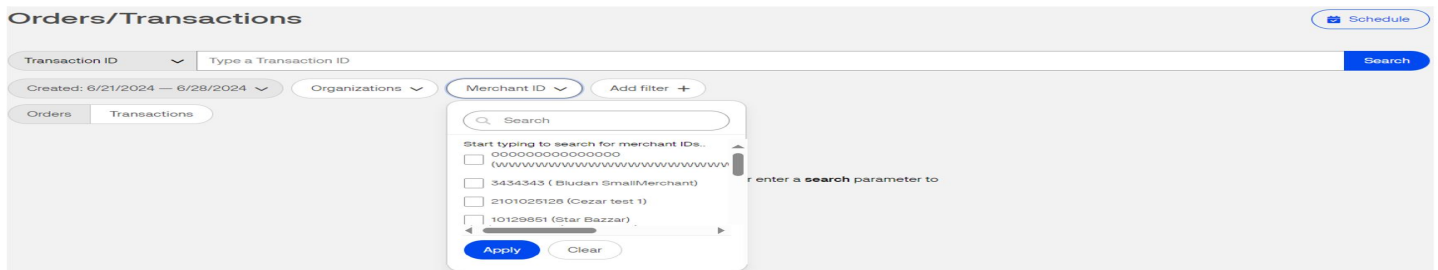
- **Name** - use the name of the desired organization or part of the name.
- **Organization ID** - use the organization ID, that can be found under *Administration > Organization Company and Sites*.
- **Business Identifier Value** - use the business identifier value, that can be found under *Administration > Payment (Provider) Contracts* (to check if you have the permission to view the payment provider contracts, check the [Users and merchants roles](#) documentation).



## Filter by merchant ID

The Merchant ID (MID) filter only show the values for the organizations you are part of which will have corresponding [Payment Provider Contracts \(PPC\)](#). Multiple merchant IDs can be selected.

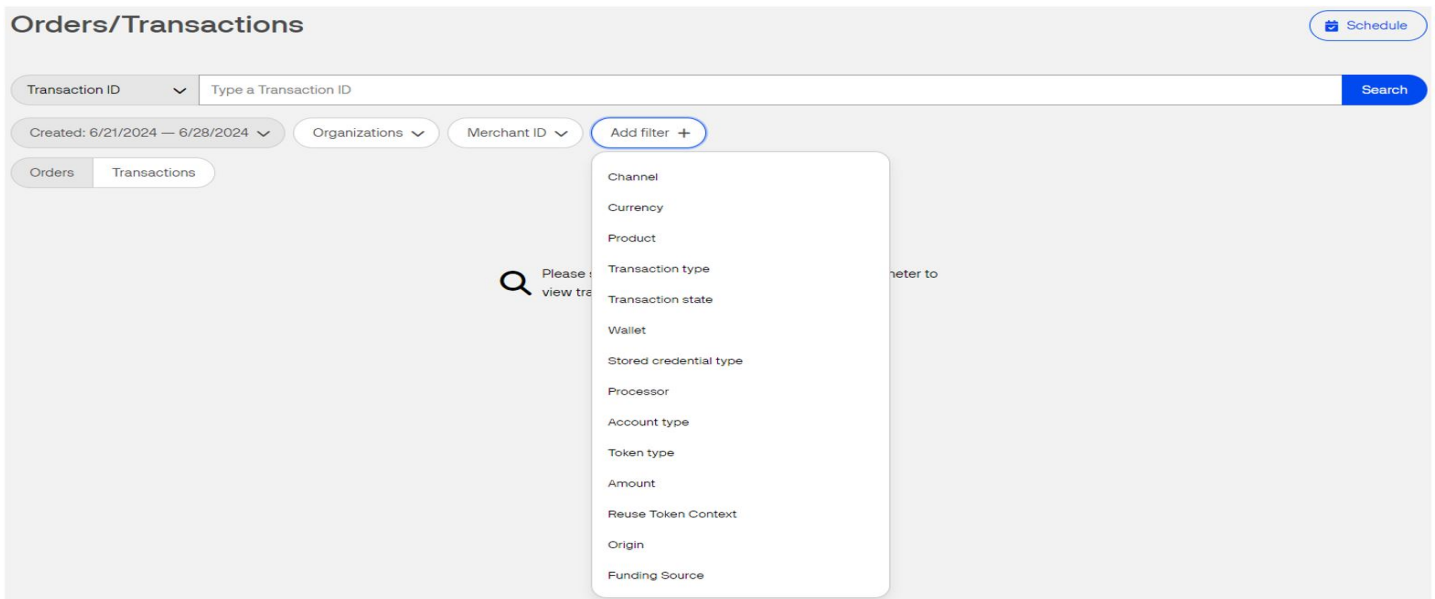
You can also search the required merchant ID from the list by entering the full merchant ID, that can be found under under *Administration > Payment (Provider) Contracts* (to check if you have the permission to view the payment provider contracts, check the [Users and merchants roles](#) documentation).



## Filter by details

Select + **Add Filter** from the toolbar to filter transactions based on the following transaction details:

- **Channel:** Where the sale originated, e.g., from terminal or online (**Note:** For New Zealand, the 'POS' means the transaction was processed on an EFTPOS terminal in-store)
- **Currency:** Currency in which the transaction was tendered.
- **Product:** The card type or payment method used by the cardholder.
- **Transaction type:** The type of transaction, e.g., sale or refund. For more information on transaction types, read the [Transaction Types and Statuses](#) documentation.
- **Transaction status:** The status of the transaction, e.g., authorized or declined. For more information on transaction statuses, read the [Transaction Types and Statuses](#) documentation.
- **Wallet:** You can view and export reports that display your transactions based on the wallet used (Google Pay, Apple Pay, MobilePay, Vipps, etc.)
- **Stored credential type:** Stored data used to authorize payment in recurring transactions. There are two types:
  - **Sign up** - for the initial payment
  - **Charge** - for recurring payments
- **Processor:** The acquirer bank or institution that processed the payment.
- **Account type:** The type of account used in the transaction, whether it is a Debit or a Credit account.
- **Token type:** The type of token used in the transaction.
- **Amount:** The transaction amount
- **Reuse Token Context:** Any setup that uses a token to make a transaction secure. This will filter transactions according to the following token contexts: Stored Credentials (token used in the Stored Credential context), Tokenization (token requested in the non-Stored Credential context) or Instrument (token used as an instrument).
- **Origin:** Source or Gateway information from where this transaction event originated (if applicable).
- **Finding Source:** To determine the type of funding linked to a card, you need to identify whether the card is associated with a savings account, a prepaid account, or a credit facility.



The screenshot shows the 'Orders/Transactions' interface. At the top right, there is a 'Schedule' button. Below it, there is a search bar with a 'Transaction ID' dropdown and a 'Search' button. Below the search bar, there are several filter buttons: 'Created: 6/21/2024 — 6/28/2024', 'Organizations', 'Merchant ID', and 'Add filter +'. The 'Add filter +' button is highlighted with a blue circle, and a dropdown menu is open below it, listing the following filter options: Channel, Currency, Product, Transaction type, Transaction state, Wallet, Stored credential type, Processor, Account type, Token type, Amount, Reuse Token Context, Origin, and Funding Source. In the background, there is a search icon and the text 'Please: view tra' and 'meter to'.

## Filter by identifiers

You can search for transactions based on transaction identifiers. Select a transaction identifier from the dropdown menu, enter the correct value for the transaction(s) you are searching for into the search bar and then click **Search**. You can choose from the following identifiers:

- **Acquirer Merchant ID:** Identifier assigned to the Merchant and known by the Acquirer (not supported by all the acquirers)
- **Batch File Number:** Internal identifier assigned to the settlement file sent for batch settlement to the acquirer.
- **Batch Number:** Identifier assigned by the acquirers to a transaction that has been settled within the same settlement batch.
- **BIN Number (Bank Identification Number):** This contains the first 6-8 digits of the Primary Account Number (PAN). The BIN (or a BIN range) is assigned to a card issuer. Note: \*8-digit BIN is available only in Israel (ABS)
- **Card Number:** The number of the card used in the transaction, displayed in an encrypted format
- **Cashier ID:** ID of the Cashier who created the transaction (not used for all the providers)
- **Email (Customer):** Email address of the shopper added while doing the payment or entered while generating the payment link on the *Pay By Link* page in the customer details section.
- **External Customer ID:** An external identifier of the shopper.
- **External Merchant ID:** The ID number of the merchant in the client's system (used by Woodforest)
- **Internal Batch Number:** Identifier corresponding to a batch of payments that have been submitted for settlement
- **Internal Stored Credential Reference:** Reference to the signup request
- **Invoice Number:** The identifier of the invoice created for a transaction
- **Merchant Reference:** A numeric value (up to 50 characters) that is assigned by the merchant in each transaction for their own identification
- **Processor STAN:** A number that is assigned by a counter in the gateway (or the terminal) to identify the uniqueness against processor.
- **Provider Transaction ID:** An ID number generated by the provider for that specific transaction.
- **RRN (Reference Retrieval Number):** A number assigned by the processor, as a key to uniquely identify a card transaction (based on the [ISO 8583](#) standard). The RRN is made up of the date the transaction was processed and the transaction STAN number (System Trace Audit Number). Example: 200807030680.
- **Reference:** A number assigned by the terminal or processor for each transaction.
- **Reporting Group:** Various transactions grouped according to a certain criterion such as: card brand, account type, card product etc. This search criterion is only available on request because it requires for a specific setup to be configured. If you are interested in using this feature, contact our sales representatives.
- **Reuse Token ID:** A reusable token issued by Verifone or a third-party that is used to represent previously stored cardholder data.
- **STAN (System Trace Audit Number):** The 6-digit number incremented for each transaction sent by the terminal.

New Zealand users can find this on the EFTPOS receipt as the "Tran" number. Example: 000287.

- **Sales Description:** Description of the purchase, added by the merchant.
- **Serial Number:** Serial number of the device/terminal that generated the transaction.
- **Scheme Reference:** Data typically used in stored credential transactions.
- **Settlement Batch ID:** Settlement batch identifier. The identifier is only applicable for the acquirers for which settlement reporting is supported in Verifone Central.
- **Subscription ID:** Identifier of the subscription or agreement in the payment provider's system.
- **Transaction ID:** The RRN for New Zealand transactions processed on an EFTPOS terminal in-store.
- **Terminal ID:** The last four digits of the 'TSP' number. You can find this on all of your receipts.
- **Token type:** The type of token used to replace sensitive card information.