

## Generated Reports

### Overview

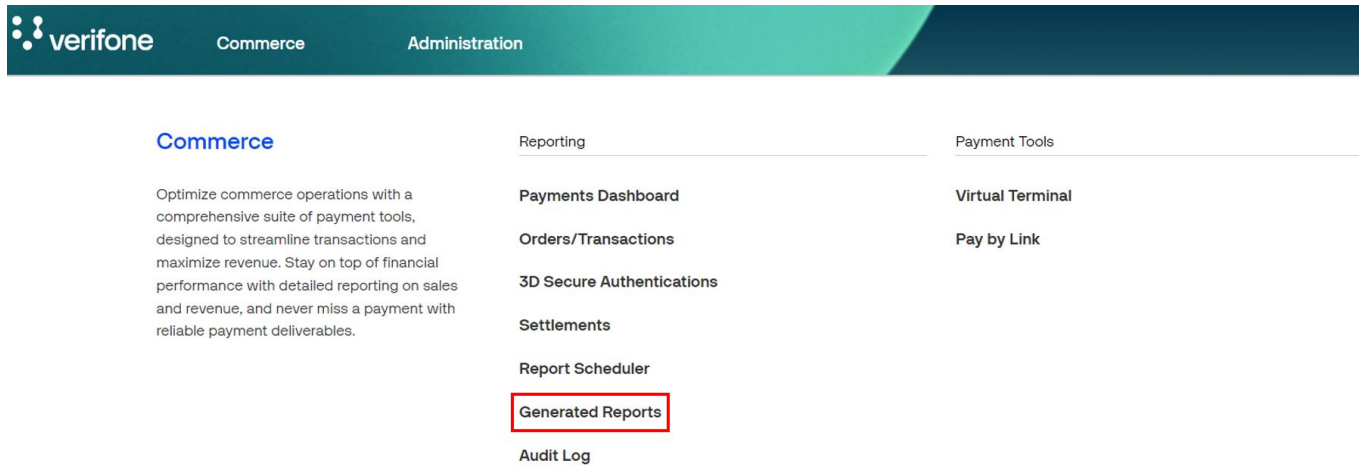
The *Generated Reports* page in Verifone Central allows you to view and download all the reports on orders, transactions and settlements that are automatically generated and created in other reporting areas such as the *Report Scheduler*. You can view all the available generated reports according to report types, organization, date when the report was generated or for a specific generated report you can search using the report ID.

All the reports displayed in the **Generated Reports** page can also be accessed via API. For more information, read the [Reporting API](#) documentation.

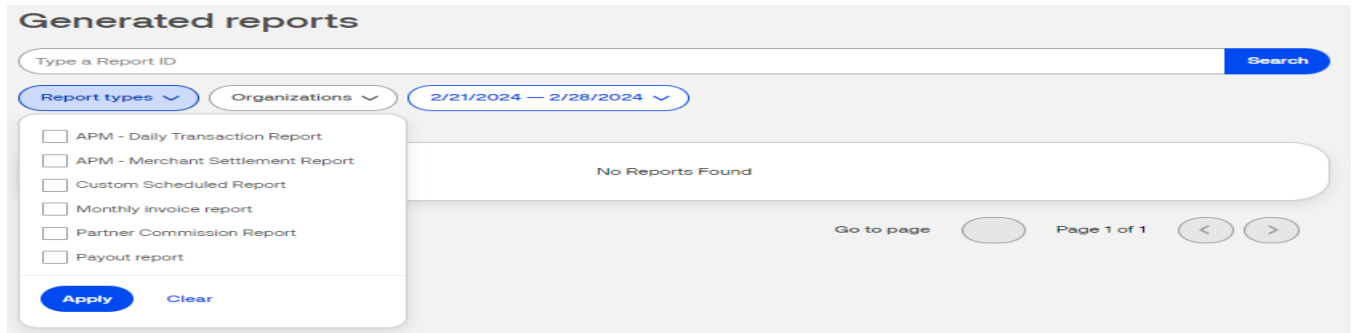
### Viewing Generated Reports

To view and export generated reports, follow these steps:

1. Log in to your [Verifone Central](#) account.
2. Navigate to **Commerce** -> *Reporting* and select **Generated Reports**.



3. In the next window, you can filter the reports displayed based on **Report types**, **Organization** and/or the **Date** when the report was generated. After choosing one of these options, click **Apply** to see the reports you are interested in.



4. To select multiple reports for downloading, check the box of the reports on the left-hand side and click the **Download CSV** button at the bottom right of the window. All the selected reports will be downloaded one at a time.

### Generated reports

▼

Search

Report types ▼

Organizations ▼

7/4/2023 — 7/11/2023 ▼

Total: 25 reports

<input type="checkbox"/>	Generated On ▲	Report Name	Organization	
<input checked="" type="checkbox"/>	7/10/2023, 20:14:06	Test Full CSV__2023-07-09T00_01_00Z-2023-07-10T00_01_00Z__7c...	Verifone_Test	<a href="#">Download</a>
<input checked="" type="checkbox"/>	7/10/2023, 18:21:06	demo 2__2023-07-09T16_18_00Z-2023-07-10T16_18_00Z__Of9042c1-...	Verifone_Test	<a href="#">Download</a>
<input checked="" type="checkbox"/>	7/10/2023, 16:21:24	CUSTOM_REPORT__2023-05-01T00_00_00Z-2023-06-30T23_59_59...	Verifone_Test	<a href="#">Download</a>
<input checked="" type="checkbox"/>	7/10/2023, 16:16:59	CUSTOM_REPORT__2023-06-01T00_00_00Z-2023-06-01T23_59_59...	Verifone_Test	<a href="#">Download</a>
<input type="checkbox"/>	7/10/2023, 16:15:18	CUSTOM_REPORT__2023-07-03T00_00_00Z-2023-07-03T23_59_59...	Verifone_Test	<a href="#">Download</a>

5. When a new scheduled report is generated, a link to download it from the *Generated Reports* page is sent to e-mail addresses set in the [Report Scheduler](#) page. Users can only download reports for organizations they are granted access to.

## Report Types

You can view the following automatically generated reports:

- **APM-Daily Transaction Report** - displays all PayPal and Venmo transactions made on a specific day. This report is used specifically for transactions made through APMs.
- **APM-Merchant Settlement Report** - displays a summary report of all settlements made to PayPal and Venmo transactions made on a specific day.
- **Custom Scheduled Report** - displays all the reports generated by the Reports Scheduler.
- **Monthly Invoice Report** - displays various types of fees you were charged for in a month by Verifone Acquiring. The invoice sent contains the amount you need to pay, as well the bank account number you need to pay it to.
- **Payout Report** - displays the transaction details that were included in a payout on a specific day. It also includes the summaries at card brand level and transaction types.
- **Partner Commission Report** - monthly or quarterly report that displays the commissions Verifone Acquiring pays to its partners.