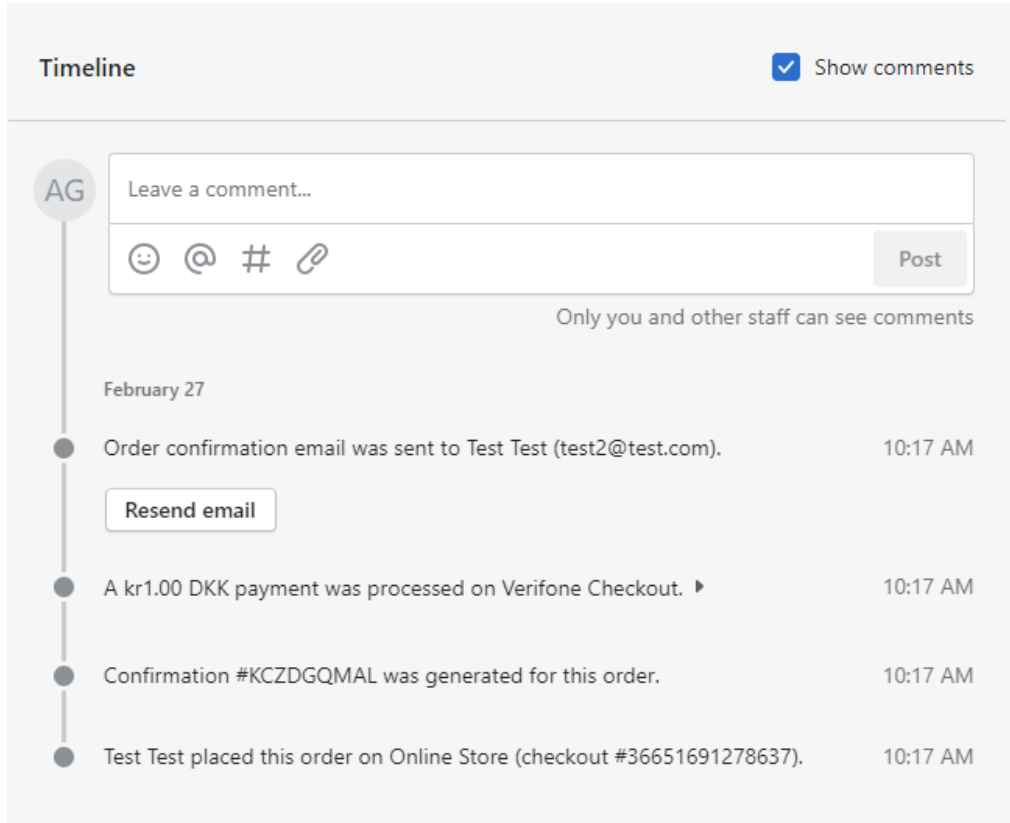


## Searching Transactions

### Searching transactions from Shopify in Verifone Central

1. After opening an order in your Shopify admin, scroll down to the **Timeline** section.



The screenshot shows the 'Timeline' section of an order in Verifone Central. At the top right, there is a 'Show comments' checkbox which is checked. Below this is a comment input area with a placeholder 'Leave a comment...', a 'Post' button, and icons for emojis, mentions, hashtags, and attachments. A note states 'Only you and other staff can see comments'. The timeline itself is a vertical list of events for 'February 27':

- Order confirmation email was sent to Test Test (test2@test.com). 10:17 AM. Includes a 'Resend email' button.
- A kr1.00 DKK payment was processed on Verifone Checkout. 10:17 AM.
- Confirmation #KCZDGQMAL was generated for this order. 10:17 AM.
- Test Test placed this order on Online Store (checkout #36651691278637). 10:17 AM.

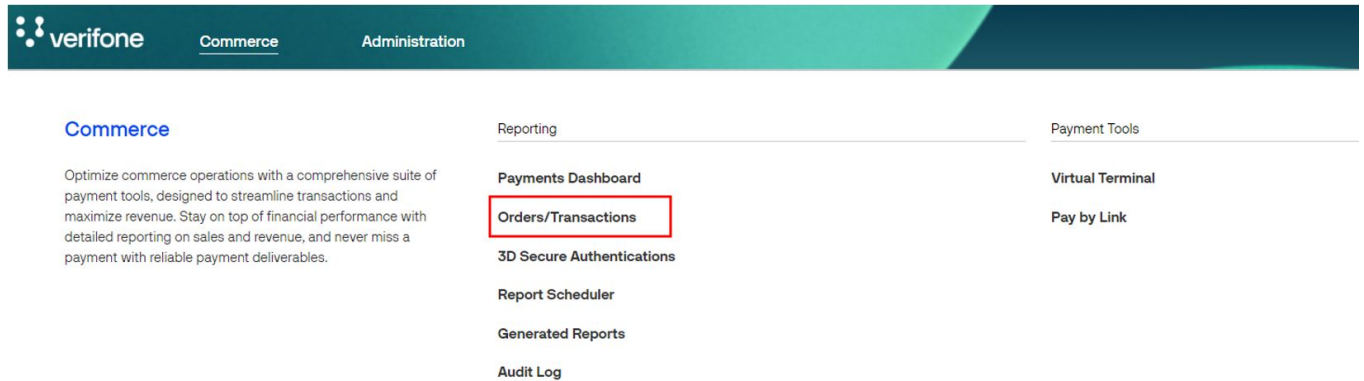
2. Find and click to expand on the line confirming "payment was processed on Verifone Checkout".



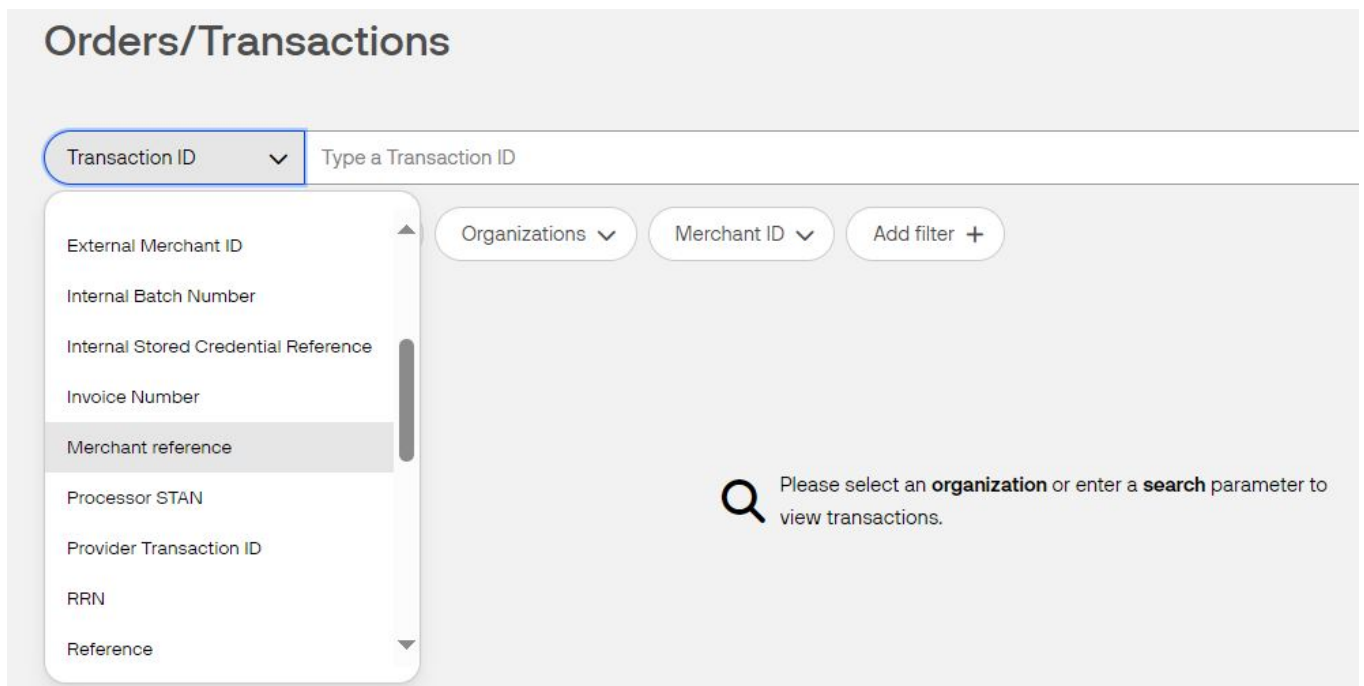
This screenshot shows the expanded view of the payment transaction from the previous screenshot. It includes the following details:

- Order #1022**
- Amount:** kr1.00
- Gateway:** Verifone Checkout
- Status:** success
- Type:** sale
- Created:** Feb 27, 2023, 10:17 am
- Information from the gateway:**
  - Payment:** rEuEtA3v3n6qoiCY35boeM3Qq

3. Click to expand on **Information from the gateway** and copy the ID displayed under *Payment* indicator.
4. Log into your Verifone Central Account and navigate to **Commerce** -> *Reporting* -> **Orders / Transactions**.



5. Click the *Transaction ID* filter to expand the dropdown located next to the search input, then select **Merchant reference**.



6. Paste the reference copied earlier into the search input box.

Modify the date range to fit the one of your transactions, then click the **Search** button.

**Orders/Transactions** Schedule Export CSV

Merchant reference  Search

Created: 8/22/2024 Organizations Merchant ID Add filter + Clear filters

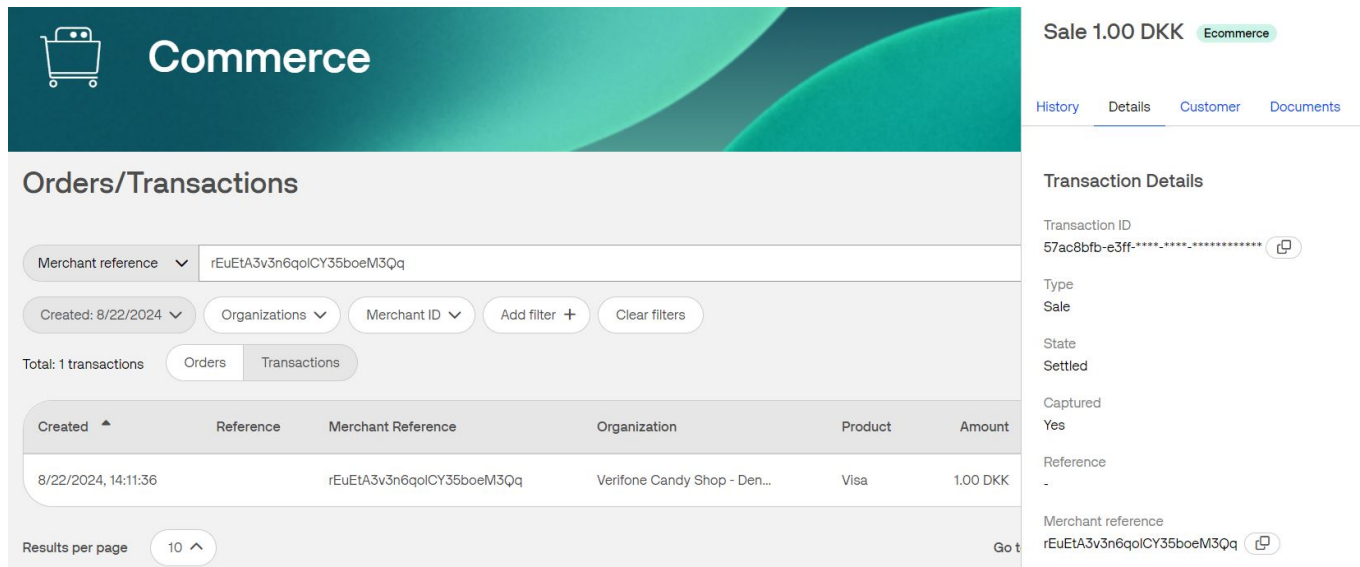
Total: 1 transactions Orders Transactions

Created	Reference	Merchant Reference	Organization	Product	Amount	Initial Transaction	Type	State
8/22/2024, 14:11:36		rEuETA3v3n6qolCY35boeM3Qq	Verifone Candy Shop - Den...	Visa	1.00 DKK	-	Sale	Settled

Results per page  Go to page  < >

## Searching transactions from Verifone Central in Shopify

1. Navigate to **Commerce** -> **Reporting** -> **Orders / Transactions**.
2. Click on the needed transaction and select the **Details** tab, in the transaction data box.



**Commerce**

**Orders/Transactions**

Merchant reference  Search

Created: 8/22/2024 Organizations Merchant ID Add filter + Clear filters

Total: 1 transactions Orders Transactions

Created	Reference	Merchant Reference	Organization	Product	Amount
8/22/2024, 14:11:36		rEuETA3v3n6qolCY35boeM3Qq	Verifone Candy Shop - Den...	Visa	1.00 DKK

Results per page  Go to

**Sale 1.00 DKK** Ecommerce

History Details Customer Documents

**Transaction Details**

Transaction ID  
57ac8fbf-e3ff-\*\*\*\*-\*\*\*\*\* Copy

Type  
Sale

State  
Settled

Captured  
Yes

Reference  
-

Merchant reference  
rEuETA3v3n6qolCY35boeM3Qq Copy

3. Copy the ID displayed under the **Merchant reference** indicator.
4. Go to Shopify, paste the ID in the search box, at the top of the page and hit Enter.