

Exporting transaction data

If you need to export your filtered transaction data, you can easily do so from Verify® Cloud.

Currently, you can only export transactions per page, so if there are multiple pages of transactions, you may need to do more than one export.

If you have lots of records, you can choose how many transactions to view per page (up to 100) and can select the page you need from the drop down. This bar is located at the bottom of the list of transactions.

Page 1 of 4 (86 total items) Showing 25 items per page Page 1 Next > End >>

To export transaction data, head to the **Transactions** tab in Verify® Cloud.

The screenshot shows the Verifly Cloud interface. At the top, there is a navigation bar with 'Dashboard', 'Transactions', 'Settlements', and 'Pay'. The 'Transactions' tab is active. On the right side of the navigation bar, there are icons for notifications, settings, help, and a user profile icon labeled 'N'. The 'verifly' logo is also present. Below the navigation bar, the breadcrumb 'Dashboard > Transactions' is visible on the left, and the login information 'Last login: 10 May 2024 09:55:24' and 'You will be logged out in: 26:21 minutes' is on the right. The main content area is titled 'Transaction summary: 10th April 2024 - 10th May 2024'. It features three summary cards: 'Gross sales transactions' with a value of £7.77, 'Refunds transactions' with a value of £0.00, and 'Selected period ATV' with a value of £0.00. Below these cards is a search filter interface for the period '10th April 2024 - 10th May 2024'. The filter interface includes fields for 'Reference', 'Transaction type', 'Transaction status', and 'Payment channel'. It also has 'Min' and 'Max' amount fields set to £0.00, and a checkbox for 'Exact amount'. The date range is set from '10/04/2024' to '10/05/2024'. There are 'Advanced search' and 'Export' buttons at the top right of the filter interface. A 'Search' button is at the bottom left, and a 'Clear' button is next to the time selection fields.

Filter the date range you want to export transactions for (in this example, let's say 1st April until 30th April) and make sure you've checked how many transactions are showing per page (as well as how many pages there are in total). Once filtered, press the **Export** button to choose whether to export the data as PDF or CSV (excel).

Export

- PDF
- CSV

PDF export example



Date	Transaction ID	Type	Status	Channel	Amount	Settlement
Transaction period: 1st April 2024 - 30th April 2024						
30 Apr 2024 - 15:01	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.22	Awaiting Settlement
30 Apr 2024 - 12:23	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.02	Awaiting Settlement
30 Apr 2024 - 12:20	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.10	Awaiting Settlement
29 Apr 2024 - 12:59	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Declined	Verofy® Move	£140.00	Awaiting Settlement
25 Apr 2024 - 13:47	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£2.00	Awaiting Settlement
22 Apr 2024 - 17:19	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£2.50	Awaiting Settlement
16 Apr 2024 - 16:49	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.15	Awaiting Settlement
12 Apr 2024 - 16:22	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.55	Awaiting Settlement
12 Apr 2024 - 16:21	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.25	Awaiting Settlement
12 Apr 2024 - 16:15	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.32	Awaiting Settlement
12 Apr 2024 - 15:59	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.30	Awaiting Settlement
12 Apr 2024 - 15:58	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.25	Awaiting Settlement
12 Apr 2024 - 11:31	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.10	Awaiting Settlement
12 Apr 2024 - 11:00	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.44	Awaiting Settlement
9 Apr 2024 - 22:13	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£10.00	Awaiting Settlement
9 Apr 2024 - 22:10	XXXXXXXXXXXXXXXXXXXXXXXXXX	Sale	Void	Verofy® Move	£0.55	
9 Apr 2024 - 22:08	XXXXXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Moto	-£2.50	Awaiting Settlement
9 Apr 2024 - 22:07	XXXXXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Moto	-£2.50	Awaiting Settlement
9 Apr 2024 - 22:03	XXXXXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Moto	-£1.22	Awaiting Settlement

CSV export example

	A	B	C	D	E	F	G
1	date	transactionId	type	status	channel	amount	settlement
2	30.4.2024 15:01:13	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.22	Settled
3	30.4.2024 12:23:36	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.02	Settled
4	30.4.2024 12:20:17	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.10	Settled
5	29.4.2024 12:59:47	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Declined	Verofy® Move	£140.00	Settled
6	25.4.2024 13:47:38	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£2.00	Settled
7	22.4.2024 17:19:13	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£2.50	Settled
8	16.4.2024 16:49:29	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.15	Settled
9	12.4.2024 16:22:51	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.55	Settled
10	12.4.2024 16:21:57	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.25	Settled
11	12.4.2024 16:15:43	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.32	Settled
12	12.4.2024 15:59:20	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.30	Settled
13	12.4.2024 15:58:46	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.25	Settled
14	12.4.2024 11:31:04	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.10	Settled
15	12.4.2024 11:00:00	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£0.44	Settled
16	9.4.2024 22:13:35	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£10.00	Settled
17	9.4.2024 22:10:29	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Void	Verofy® Move	£0.55	-
18	9.4.2024 22:08:46	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Move	£-2.50	Settled
19	9.4.2024 22:07:23	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Move	£-2.50	Settled
20	9.4.2024 22:03:49	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Move	£-1.22	Settled
21	9.4.2024 22:01:50	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Declined	Verofy® Move	£-1.00	Settled
22	9.4.2024 21:58:50	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Approved	Verofy® Move	£-1.47	Settled
23	9.4.2024 21:56:44	XXXXXXXXXXXXXXXXXXXXXXX	Refund	Approved	Verofy® Move	£-1.99	Settled
24	9.4.2024 21:53:39	XXXXXXXXXXXXXXXXXXXXXXX	Sale	Approved	Verofy® Move	£1.47	Settled

Revision #8

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