

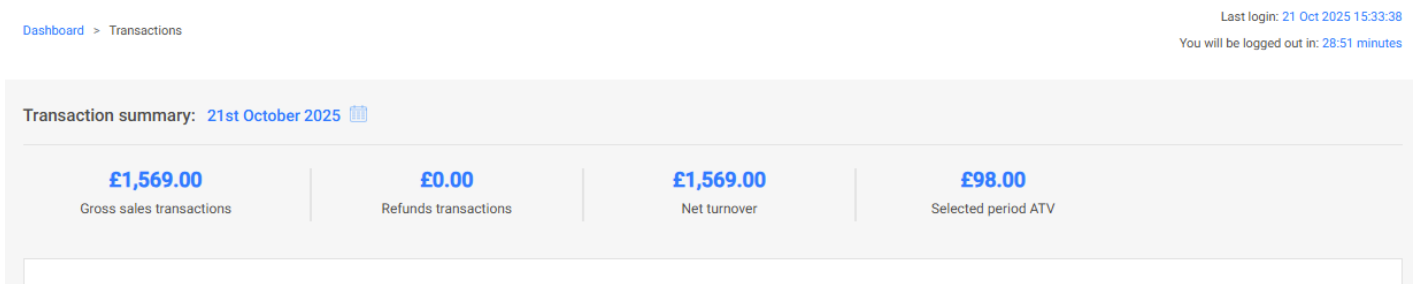
Filtering transaction data

If you want to view transactions within a certain date range or time period, you can do so using the filter options in Verofy® Cloud.

To begin, head to the **Transactions** tab.



As default, the date range filter will be preset to the current day.



You can click the calendar icon from this page to filter to a different date range. There are preset options to select or you can select your own custom range.

Transaction summary: 21st October 2025

| | | |
|--------------------------------------|----------------------------------|--------------------------------------|
| £0.00 Refunds transactions | £1,569.00 Net turnover | £98.00 Selected period ATV |
|--------------------------------------|----------------------------------|--------------------------------------|

Today
 Yesterday
 This week
 Last week
 This month
 Previous month
 Custom

[Confirm](#)

| Channel | Status | Card type | Card pan number | Transaction | Settlement status |
|---------|--------|-----------|-----------------|-------------|-------------------|
| | | | | £640.00 | Pending |
| | | | | £65.00 | Pending |
| | | | | £78.00 | Pending |
| | | | | £78.00 | Pending |
| | | | | £20.00 | Pending |
| | | | | £47.52 | Pending |
| | | | | £0.48 | Pending |
| | | | | £75.00 | Pending |
| | | | | £38.00 | Pending |

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 >>

In this example, the user has changed the date range from the preset (current day) to show from the current month. When the range is selected, you'll see that the summary values at the top of the page will update based on the transactions taken within the filtered period.

Transaction summary: 1st October 2025 - 31st October 2025

| | | | |
|---|---------------------------------------|-----------------------------------|--------------------------------------|
| £29,374.30 Gross sales transactions | £55.00 Refunds transactions | £29,319.30 Net turnover | £90.00 Selected period ATV |
|---|---------------------------------------|-----------------------------------|--------------------------------------|

If you need your filtering to be more specific, you can press the **Advanced search** button to open up more filter options. From here, you can filter by time, amount or transaction type. We'll show you two examples below - filtering by transaction type and filtering by time.

Transaction summary: 1st October 2025 - 31st October 2025

£29,374.30

Gross sales transactions

£55.00

Refunds transactions

£29,319.30

Net turnover

£90.00

Selected period ATV

Advanced search

Export

| | | | | | | | |
|-------------------------------------|------------------|--------------------|-----------------|-----------|---------------------------------------|-------|--|
| Reference | Transaction type | Transaction status | Payment channel | Card Type | Min | Max | |
| Enter Reference | Select | Select | Select | Select | £0.00 | £0.00 | |
| | | | | | <input type="checkbox"/> Exact amount | | |
| Start date | End date | From time | To time | | | | |
| 01/10/2025 | 31/10/2025 | --:-- | --:-- | Clear | | | |
| <input type="checkbox"/> Exact date | | | | | | | |
| Search | | | | | | | |

Filtering by Transaction Type

You can easily filter by transaction type by selecting the type you wish to review from the drop down list.

Here, the user wants to filter to see all **Refund** transactions between 1st September and 1st October. Press search to find all records for the criteria. The summary figures at the top of the screen will update based on the filtered information.

| | | | | | | | |
|--|----------------------|--------------------|---------------------|-----------|---------------------------------------|-------|--|
| Transaction summary: 1st September 2025 - 1st October 2025 | | | | | | | |
| £0.00 | £37.00 | £37.00 | - £37.00 | | | | |
| Gross sales transactions | Refunds transactions | Net turnover | Selected period ATV | | | | |
| Advanced search Export | | | | | | | |
| Reference | Transaction type | Transaction status | Payment channel | Card Type | Min | Max | |
| Enter Reference | Refund | Select | Select | Select | £0.00 | £0.00 | |
| | | | | | <input type="checkbox"/> Exact amount | | |
| Start date | End date | From time | To time | | | | |
| 01/09/2025 | 01/10/2025 | --:-- | --:-- | Clear | | | |
| <input type="checkbox"/> Exact date | | | | | | | |
| Search | | | | | | | |

Filtering by time

If you want to see how many transactions have been taken between a certain time period on a day, you can do this using the filters. In the example below, the user is searching for transactions taken between 6:30am and 6pm on 21st October. Click the clock icon in the time field to select the time rather than typing the time to ensure the filter works.

Transaction summary: 21st October 2025 📅

| | | | |
|--|--------------------------------------|----------------------------------|--------------------------------------|
| £1,569.00 Gross sales transactions | £0.00 Refunds transactions | £1,569.00 Net turnover | £98.00 Selected period ATV |
|--|--------------------------------------|----------------------------------|--------------------------------------|

Advanced search Export

Reference: Enter Reference
Transaction type: Select
Transaction status: Select
Payment channel: Select
Card Type: Select
Min: £0.00
Max: £0.00
 Exact amount

Exact date: 21/10/2025 📅
From time: 06:30 ⌚
To time: 18:00 ⌚
Clear

Exact date
Search

If you need to export your filtered transactions, click [here](#) to see how you can do this.

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