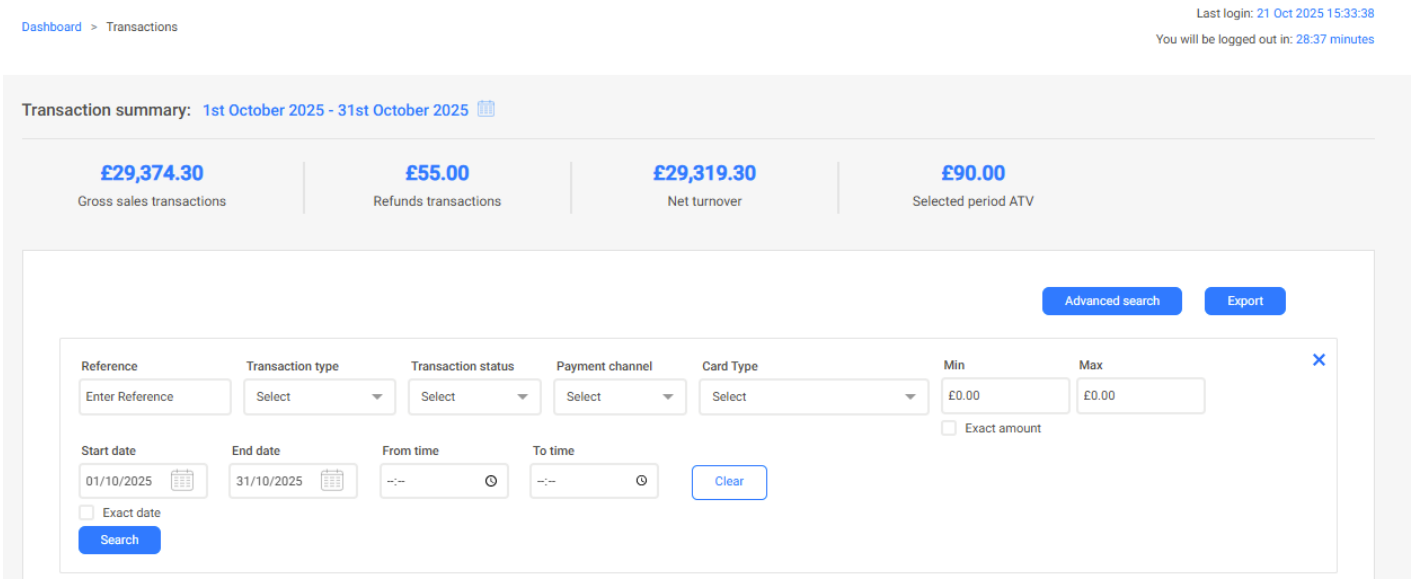
Finding a specific transaction

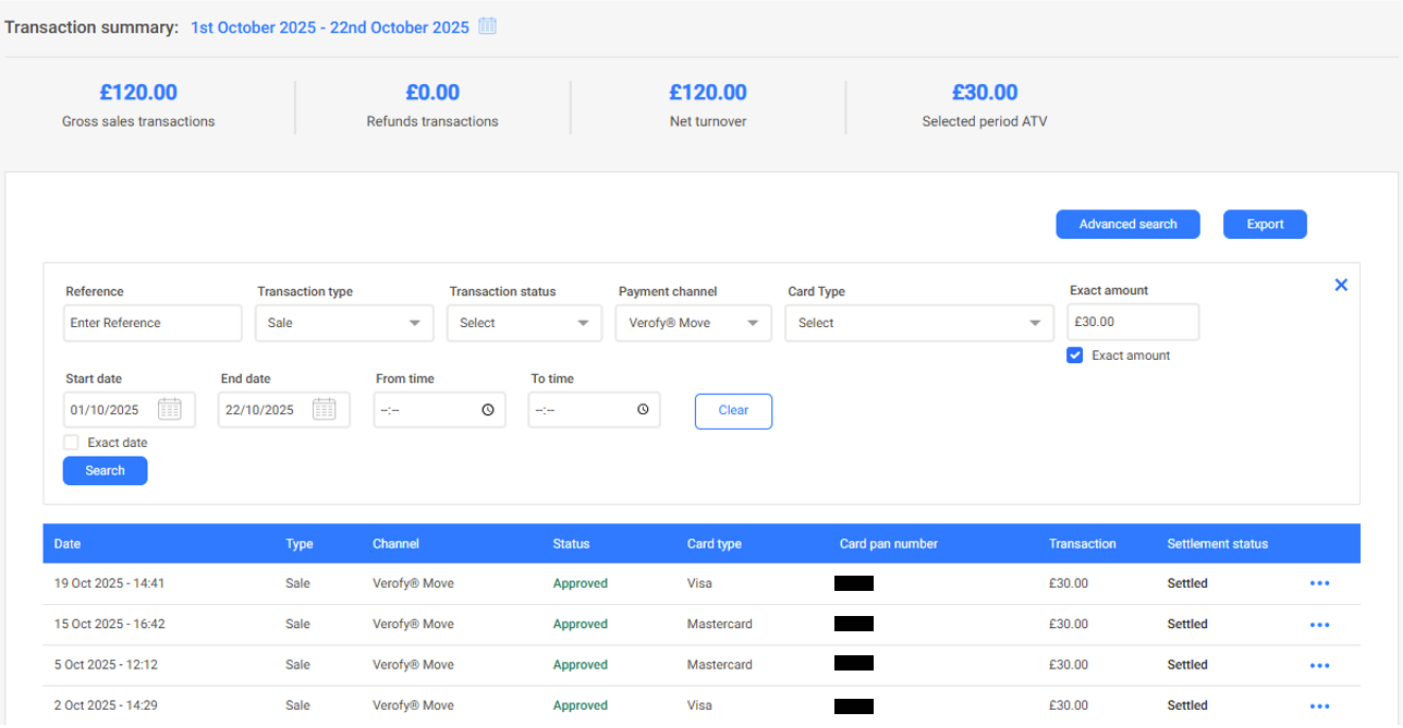
To locate a specific transaction, head to the **Transactions** tab in Verofy® Cloud.



Select the **Advanced search** button to open the options for filtering a transaction.



The easiest way to find a specifc transaction is to filter the payment channel, the amount and/or the reference number if you know it. Press **Search** to find the transaction. In the example below, the user is looking for sale transactions taken between 1st October and 22nd October, on their Verofy® Move, for an exact amount of £30.00. The search has returned four matches, displayed below.



Click to find out how to **download a PDF copy of the receipt**, **email a copy of the receipt to your customer** or **request support for a specific transaction**.

If you are having trouble finding a specific transaction, or need support with using the filters in the Transactions tab, **contact us**.

Revision #10
Created 8 May 2024 17:18:51 by Verofy® Support
Updated 22 October 2025 12:16:27 by Verofy® Support