

# Finding a specific transaction

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

image.png and or type unknown

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

image.png and or type unknown

The easiest way to find a specific 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.

image.png and or type unknown

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](#).

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