

New Page

The **Transaction List** tool allows you to generate a filtered list of transactions based on date, card type, and transaction type. It's useful for reconciling batches, finding specific payments, or reviewing all recent activity.

Selecting a Date Range

Use this section to define the transaction time period you want to view. You can either:

- Manually enter a **Start** and **End** date
- Click one of the quick filters:
 - **Last 7 Days**
 - **Last 30 Days**
 - **Last Month**
 - **This Year**

Filtering by Card Type

Select one or more card types to include in your search results. The following options are available:

- **Visa**
- **MasterCard**
- **American Express**
- **Debit / Interac**
- **Other Cards** – includes card types outside of the major brands

Filtering by Transaction Type

Check the boxes for the types of transactions you'd like to see in your results:

- **Sales**
- **Returns**
- **Voids**
- **Declines**

You can further refine these results using the **Advanced Options** dropdown.

Advanced Options

This section lets you filter by more specific transaction types. You can select one or more of the following:

- **Purchase**
- **Sale**
- **Pre-Auth Completion**
- **Void Purchase**
- **Void Return**
- **Force Post**
- **Pre-Auth**
- **Pre-Auth Force**
- **Auth Only**
- **Settlements / Deposits**
- **Balance Requests**

These are particularly helpful when you're looking for a specific action in the transaction lifecycle (e.g. a Pre-Authorization that was never completed).

Sort Options

Choose how to sort your search results using the dropdown menu:

- **Newest transactions first**
- **Oldest transactions first**

Additional Notes

- The **Show Refunds** button at the top is a quick shortcut to filter the list by refund activity only.
- To narrow down transactions processed through specific payment tools like Payment Requests or PayMes, you can use the **Search** feature (return to the Main Menu). Simply enter the Reference Number with a % prefix to identify transactions from the following tools:
 - **%PR** – Payment Requests
 - **%PM** – PayMes
 - **%MTR** – Manual Transactions
 - **%ER** – Refund Requests

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