Settled Transaction Lookup Report

Go to **Reports** and then select *Settled Transaction Lookup*.

The **Settled Transactions Lookup** report includes a list of all settled transactions. These transactions are not grouped by batch, so you can use the filters to locate a transaction without knowing the batch number. You can filter on *Account Number, Amount, Batch Number, Currency, DBA Name, Developer ID, Merchant ID, Merchant Reference, Payment Type, Purchase ID, Reference Number, Settled Date, Status*, and *Transaction Date*. See how to configure reports for more information on customizing reports.

Select a transaction to navigate to an individual transaction's detail easily. You can initiate a refund as a follow-on transaction from the transaction detail. You will find the refund button located to the right of the detail under **Actions**.

A definition of the column headings is located below.

Settled Transactions Lookup

Field	Description
Transaction Date	The date the transaction was authorized.
Settled Date	The date that the transaction settled.
Batch Date	The date the transaction was authorized.
DBA Name	The "Doing Business As Name." Listed on your account.
Merchant ID	Your merchant ID.
Batch Number	A system-generated number to identify your batches.
First Name	First Name of your customer.
Last Name	Last Name of your customer.
Account Number	Masked account number. The format for credit cards is 123456xxxxxx1234. Format for ACH payments is xxxxxxxxxxxx1234.
Payment Type	*Visa, MasterCard, American* Express, *Discover*, or *ACH payment*.
Purchase ID	The purchase ID, sometimes referred to as the invoice ID, is input by you at the time of transaction processing. The value may appear on the cardholder statement and can be used for reconciliation purposes. This value is system generated when transactions are initiated by our Recurring Billing and Invoicing products.
Currency	The currency type of the transaction.
Transaction Amount	Amount of the transaction in the target currency.
Funded Amount	If your batch is processed in another currency other than USD, the net batch amount is converted to USD.
Status	The status of your deposit.