Search For A Transaction

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Go to **Transactions** and then select the filter icon.

To easily search for a transaction, use the <u>filter</u> to identify and locate a transaction. The search options are provided in the table below. You can add multiple search criteria to identify a group of transactions or a specific transaction. Once a transaction is identified, select to <u>view</u> further details.

Search Options

Field	Description
Acquirer Reference Number	An 11-digit number. Generated by the product initiating the transaction. It is a unique number that both the acquirer and the issuer can use to identify a transaction available after it is settled. The acquirer reference number is used as the deposit reference number for chargeback adjustments. You can use this number to search the <u>Dispute History</u> and <u>Transactions</u> reports for the correlating dispute or initial transaction.
Account Number Source	Present when a consumer's digital wallet initiates the transaction.
Authorization Code	A five or six number. Generated by the Issuing Bank to validate a credit card whenever it is approved for the sale of a good or service.
Batch Number	A system-generated number to identify your batches. Select the batch number to review the associated transactions.
Card Number	Masked card number formatted as 123456xxxxxx1234.
Card Type	The types are *Visa*, *MasterCard*, *American Express*, or *Discover*.
Customer ID	A unique identifier assigned to a customer by you or your team. Once entered, the customer ID cannot be modified. Select the *ID* name to view the customer record. Customer records are available if you have enabled <u>Customer Vault</u>.
Convenience Fee	The amount of the convenience fee that you assessed to the cardholder. This amount is included in the transaction amount.
Currency	The currency type of a transaction.
DBA Name	The "Doing Business As Name." Listed on your account. Primarily viewable for consolidated accounts.
First Name	The first name of the cardholder.
Funded Amount	The amount funded to your account (USD). If your transaction is processed in a currency other than USD, this is the converted USD amount.

Field	Description
Last Name	The last name of the cardholder.
Merchant ID	Your merchant ID.
Merchant Reference	A value created and entered by you during the transaction; can be used for reconciliation purposes.
Payment Gateway Response Code	A response code is received in response to a transaction. For more detail, refer to the page on responses supported for our products.
Payment Gateway ID	Only available when processing through our Virtual Terminal, Payment Gateway, Checkout, Recurring Billing, and Invoicing products. The PG ID is an identifier that uniquely identifies a transaction.
Purchase ID	The purchase ID, sometimes referred to as the invoice ID, is input by you at the time of a transaction. 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.
Source	The source of the transaction is the transaction origination product. Options are *Virtual Terminal*, *Subscription*, *Checkout*, *Invoicing*, or *Payment Gateway*.
Status	The current status of the transaction. The status of the transaction will change during its lifecycle.
Subscription ID	This unique identification number is assigned to a subscription. It is system generated.
Surcharge	The amount of a surcharge fee. This amount is included in the transaction amount.
Transaction Amount	The amount of the transaction in the processed currency.
Transaction Date	The date the transaction was processed.
Transaction Type	Displays the type of transaction.