

# Transactions



**Menu:** Gift Cards / Transactions



**Feature:** Gift Cards



**Editions:** Cloud

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You can use the gift card Transactions page to search and view gift card transactions with POS. This page uses the standard POS [grid user interface](#).

Users require List gift card transactions permissions to view transactions.

## a) Search Filters

The following search filters are available:

- Status
  - The status of the transaction; these are:
    - Authorized - transactions that were authorized, but have not been captured or cancelled yet
    - Cancelled - transactions that were originally authorized, but have been cancelled
    - Completed - transactions made immediately, or authorized transactions that were captured
  - See transaction status behavior below for how status affects the available funds on a card.
- Code
  - The code value of the gift card to which the transactions apply.
  - This can be any type of code, including physical, external or personal codes.
- Member
  - The ID of the member that owns the card(s) to which the transactions apply.
  - This can be used to list all gift card transaction activity for a member.
- Source
  - The name of the source application or device that created the transaction.
- Ref No
  - An external reference number, which can help associate the transaction to activity in an

external system.

## b) Transaction Status Behavior

The transaction status - along with the type of transaction (whether it adds or removes funds) - affects how the available balance on a gift card is affected.

Given an example gift card with a balance of \$10, and a transaction amount of \$1, the following table summarizes the effects on the card's available balance:

Action/Status	Add Funds	Balance	Remove Funds	Balance
Authorize transaction	No change	\$10	Decrement	\$9
Capture transaction	Increment	\$11	No change	\$9
Cancel transaction	No change	\$10	Reverse (increment)	\$10

Transactions that are completed immediately - without authorization and capture - update the available funds on the gift card immediately, as expected.

## c) Transaction Details

After searching for transaction(s), the user can drill-down into a page that contains detailed information about the transaction. This detailed information includes the:

- General transaction information, including:
  - Status
  - Type
  - Amount
  - Source ID
  - Ref No
  - Owning member (if applicable)
  - Balance
- Link to the gift card that owns the transaction
- Link to the member associated with the transaction, if applicable



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- Source ID
  - The name of the source application or device that created the transaction.



- Ref No
  - An external reference number, which can help associate the transaction to activity in an external system.