

<u>Help Articles</u> > <u>Administrator Help</u> > <u>FAQs</u> > <u>How to view the Failed Transactions Report</u>

## How to view the Failed Transactions Report

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The Failed Transactions Report provides better tracking and reporting for transactions that were unsuccessful. When a payment fails, this report will display the the failure reason and along with additional details such as transaction type, date, amount, etc.

## **Accessing Failed Transactions:**

- 1. Click **Settings** or the **Gear** icon on the left menu.
- 2. Click the E-Commerce & Financial tab.
- 3. In the E-Commerce section, click on the Failed Transactions link.

## Filtering & Sorting Transactions:

You can search for specific transactions using predefined filters such as the Transaction Date or use the custom date range filter to specify a specific time frame.

Additionally, transactions can be sorted by the date the transaction was recorded or by Transaction type.