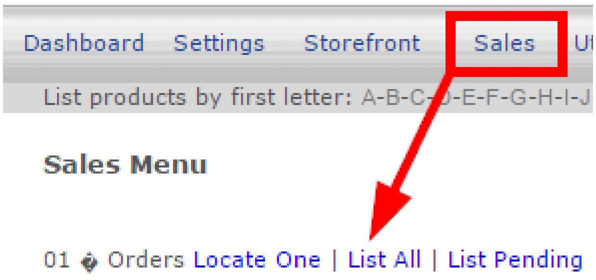
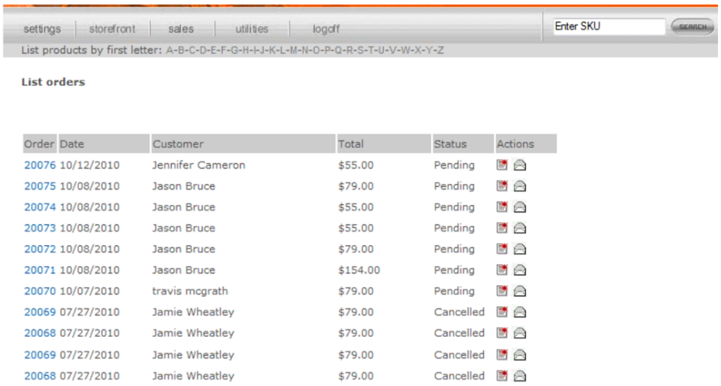
Review Storefront Orders

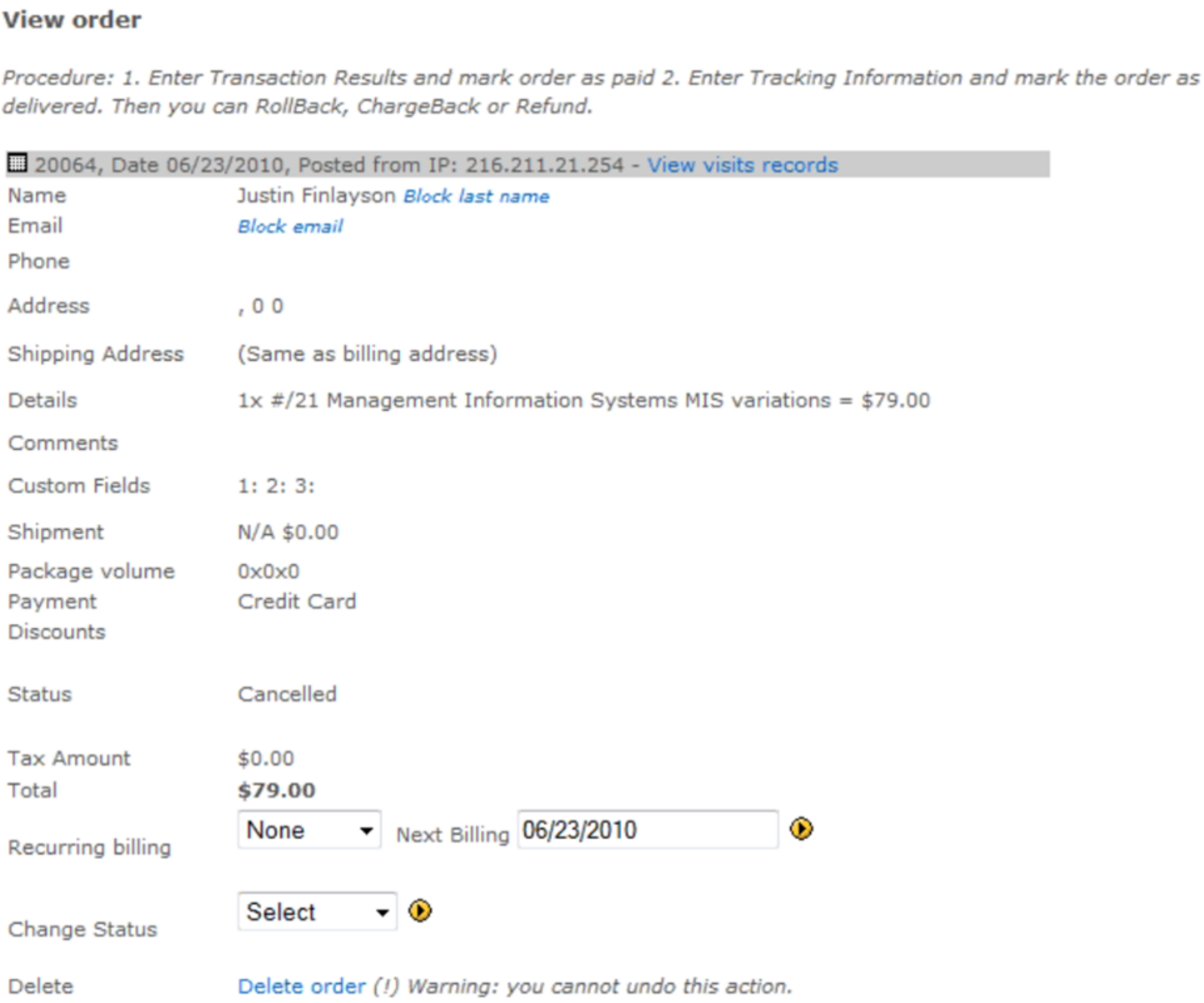
Your payment gateway (e.g. PayPal or Moneris) will have order information. You may occasionally want to match orders up against a customer's inquiry by comparing against the storefront.

1. Log into the storefront (see Access the Storefront).
2. Select **Sales** from the main menu.
3. Select **List All** to view order numbers, date of transactions, customer name, total purchase amount, and order status (canceled, pending or, paid).





4. Select any **Order** number to review details about the transaction.



View order

Procedure: 1. Enter Transaction Results and mark order as paid 2. Enter Tracking Information and mark the order as delivered. Then you can RollBack, ChargeBack or Refund.

20064, Date 06/23/2010, Posted from IP: 216.211.21.254 - View visits records

Name	Justin Finlayson *Block last name*
Email	*Block email*
Phone	
Address	, 0 0
Shipping Address	(Same as billing address)
Details	1x #/21 Management Information Systems MIS variations = $79.00
Comments	
Custom Fields	1: 2: 3:
Shipment	N/A $0.00
Package volume	0x0x0
Payment	Credit Card
Discounts	
Status	Cancelled
Tax Amount	$0.00
Total	**$79.00**
Recurring billing	None Next Billing 06/23/2010
Change Status	Select
Delete	Delete order *(!) Warning: you cannot undo this action.*

5. Select the **Invoice Icon** to view an invoice for this transaction.

6. Select **Shipping Label Icon** to create a printable shipping label.

7. Select the **Receipt Icon** to print a that can be mailed to the customer.