Storewise transaction history

Order Management · https://multivendorx.com/docs/knowledgebase/transaction-history/

The Storewise Transaction History section helps admins track store earnings, commissions, and payouts from one place. It gives a clear view of how money moves between the marketplace and store owners.

This guide explains the complete workflow, from customer purchase to vendor payout.

How the transaction workflow works

Step 1: Customer places an order

When a customer buys a product from a store:

- WooCommerce creates the order
- MultiVendorX calculates the store commission
- A transaction entry is created automatically

The commission amount then appears inside the store wallet.

Step 2: Commission enters processing

After the order is processed:

- The commission moves into the store wallet
- The amount may appear under **Upcoming Balance**
- The transaction status becomes **Processed**

This means the amount is recorded but not yet ready for withdrawal.

Step 3: Balance becomes available

Once the processing period is completed:

- The amount moves to **Ready to Withdraw**
- The store becomes eligible for payout

The admin can now release the payment.

Step 4: Admin releases payment

To release the payout:

1. Open the required store transaction page
2. Check the available balance
3. Click **Disburse Payment**

After payment is released:

- A payout transaction is created
- The balance updates automatically
- The status changes to **Completed**

Opening the transaction history page

To access the page:

1. Go to **MultiVendorX**
2. Open **Transaction History**
3. Select the required store

You will now see all financial activities related to that store.

Understanding the wallet transaction section

The Wallet Transaction tab shows all store financial activities.

This includes:

- Commission earnings
- Withdrawal payouts
- Wallet credits
- Wallet debits

Each transaction shows:

- Transaction ID
- Status
- Transaction type
- Date
- Credit amount
- Debit amount
- Remaining balance

Understanding transaction statuses

Processed

The transaction has been created but the amount is still under processing.

The balance may still appear under Upcoming Balance.

Completed

The payout or transaction has been successfully finished.

The amount is fully settled.

Understanding store balances

Ready to withdraw

This is the amount currently available for payout.

Upcoming balance

This amount is still under processing and cannot be withdrawn yet.

Reserve balance

This is the amount temporarily held by the marketplace.

It may be used for:

- Refund safety
- Settlement delays
- Marketplace policies

Minimum withdrawal amount

Stores must reach the minimum withdrawal amount before payouts can be released.

Viewing recent payouts

The Recent Payouts section shows the latest payout activities for the selected store.

Here you can view:

- Payment method
- Payout amount
- Payout status
- Transaction date

If no payout method is configured, the system may show a payment method warning.

Filtering transactions

Admins can filter transactions using:

- Transaction status
- Transaction type
- Date range

This helps quickly find specific financial records.

Exporting transaction reports

To download transaction data:

1. Apply filters if needed
2. Click **Download CSV**

The report can be used for:

- Accounting
- Vendor reports
- Financial tracking

Additional financial reports

The page also includes additional reporting sections.

Direct transaction

Used for direct financial transactions.

Monthly tax report

Used to review store tax information.

Facilitator report

Used to review marketplace earnings and facilitator-related transactions.