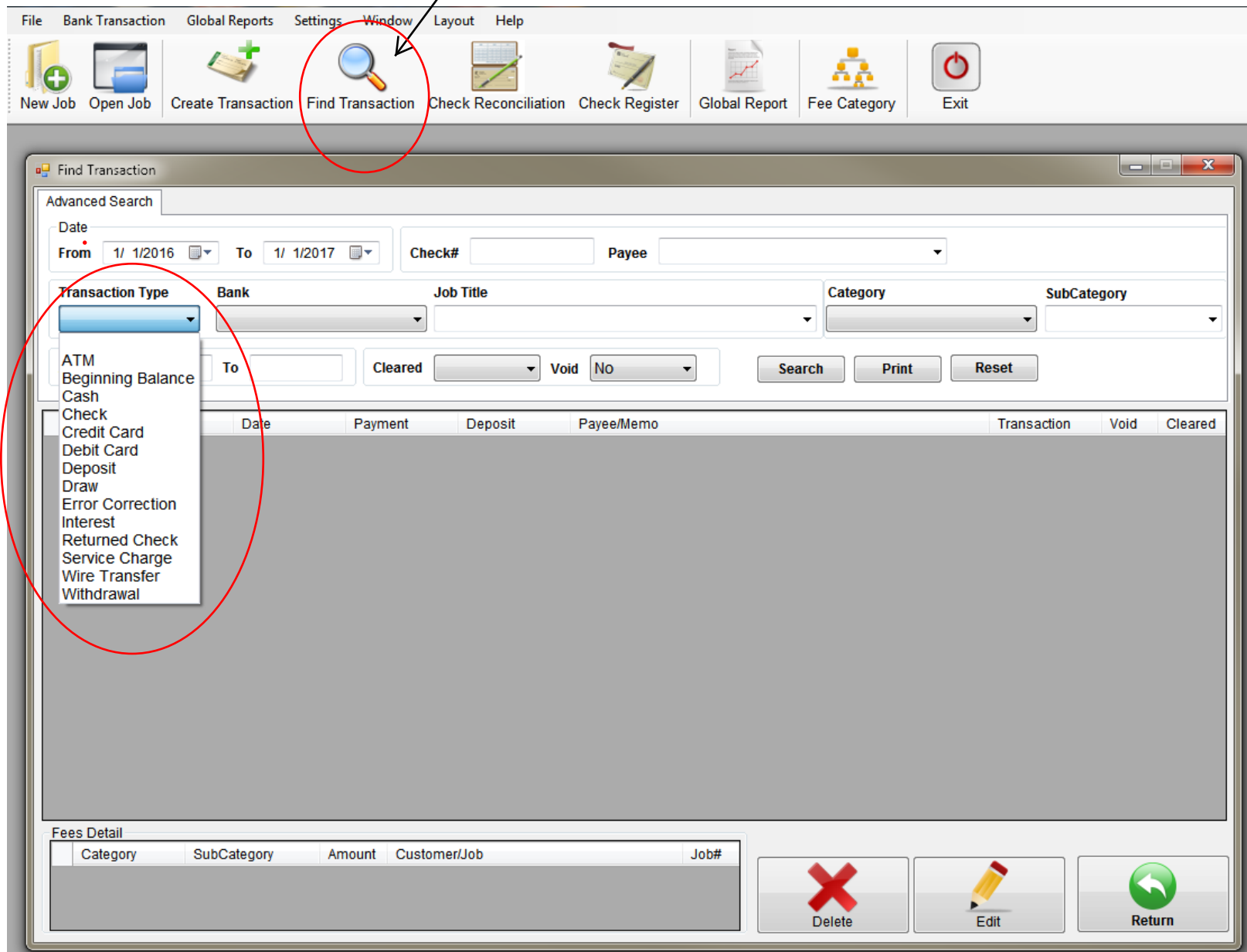


Find Transactions

This button allows you to find multiple transactions

Click on the "Find Transaction" button. Next select the Transaction Type then select Bank Account , once you have made your selection you also have the option to search by the Check Number, Payee, Job Title ,Category, Sub Category, Amount with the desired range . Once you have located the transaction you were searching for, you can click on the item and the transaction will appear then you can make any changes needed or review the item you have located.

Click on "Find Transaction" tab



File Bank Transaction Global Reports Settings Window Layout Help

New Job Open Job Create Transaction Find Transaction Check Reconciliation Check Register Global Report Fee Category Exit

Find Transaction

Advanced Search

Date From 1/ 1/2016 To 1/ 1/2017 Check# Payee

Transaction Type Bank Job Title Category SubCategory

ATM
Beginning Balance
Cash
Check
Credit Card
Debit Card
Deposit
Draw
Error Correction
Interest
Returned Check
Service Charge
Wire Transfer
Withdrawal

To Cleared Void NO Search Print Reset

Date	Payment	Deposit	Payee/Memo	Transaction	Void	Cleared
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Fees Detail

Category	SubCategory	Amount	Customer/Job	Job#
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Delete Edit Return