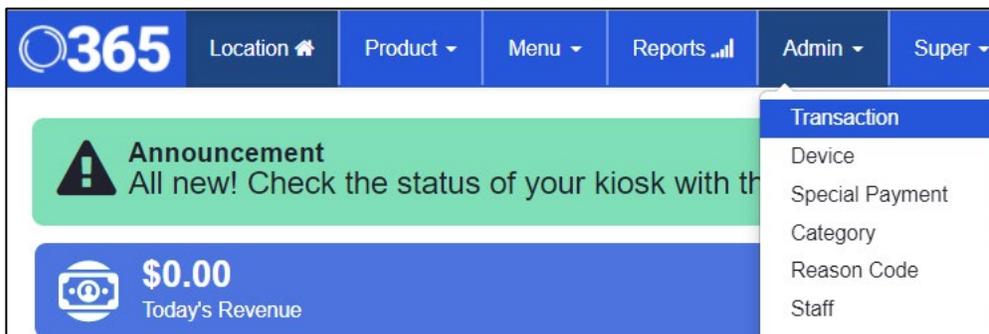
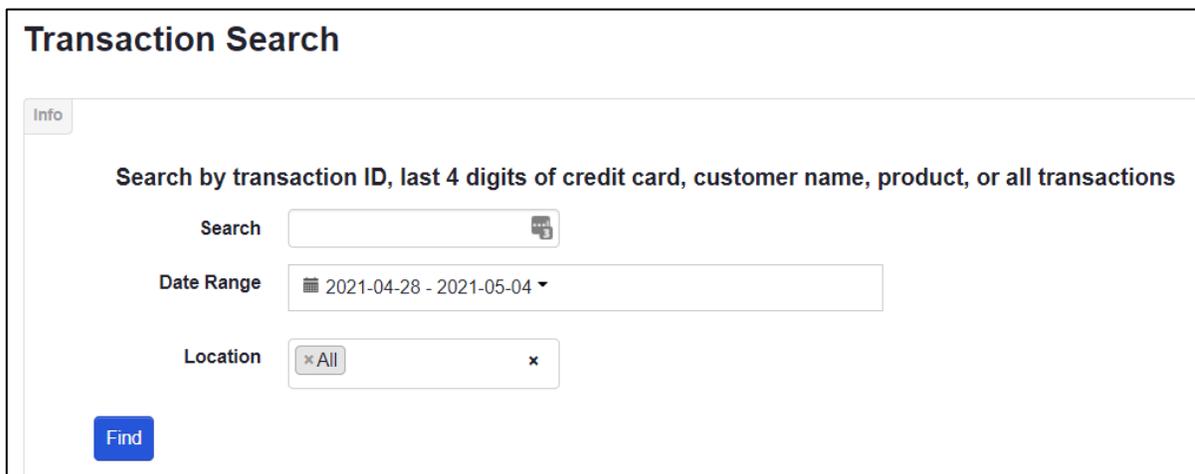


# How to Find a Transaction

1. Click the **Admin** tab in ADM.
2. Choose **Transaction** from the drop-down menu.



3. Enter one of the following in the **Search** field::
  - a. Transaction ID
  - b. Last four digits of the credit card
  - c. Customer name
  - d. Product
  - e. All
4. Change the **Date Range** as desired.



The screenshot shows the 'Transaction Search' form. It includes a search input field, a date range selector set to '2021-04-28 - 2021-05-04', and a location dropdown menu set to 'All'. A blue 'Find' button is located at the bottom left of the form.

5. Choose **your Location** or **All Locations**.
6. Click the blue **Find** button in the bottom, left corner.



# How to Find a Transaction

7. Hover your cursor over a **Transaction ID** in the *Transaction ID* column to view the items in the transaction.

**Transaction Search**

Search by transaction ID, last 4 digits of credit card, customer name, product, or all transactions

Search:

Date Range:

Location:

**Find**

50 records per page 2021-04-28 to 2021-05-04 Search:

Transaction ID	Location	Transaction Date	Total
tab4190-1619623181	Northwest FCU Building 2	04/28/21 11:19 AM	\$7.18
tab4190-1619624350	Northwest FCU Building 2	04/28/21 11:39 AM	\$4.01
tab4190-1619624657	Northwest FCU Building 2	04/28/21 11:44 AM	\$3.06
tab4190-1619712094	Northwest FCU Building 2	04/29/21 12:01 PM	\$2.11
		04/29/21 01:04 PM	\$3.69
		04/29/21 05:10 PM	\$6.01
		04/30/21 07:36 AM	\$2.32
		05/03/21 10:30 AM	\$8.55
		05/03/21 10:31 AM	\$2.22
		05/03/21 12:35 PM	\$5.16
		04/29/21 11:18 AM	\$7.91
		04/28/21 08:27 AM	\$6.34

Item	Price	Total Price	Tax
Mountain Dew 20oz 1ct Each	USD1.99	USD1.99	USD0.12
Bumble Bee Snack Chicken Salad/C	USD3.29	USD3.29	USD0.20
Fritos Big Grab LSS 2oz 1ct Each	USD1.49	USD1.49	USD0.09

8. Click on the **Transaction ID** in the *Transaction ID* column to view the details in the transaction.

**Transaction Search**

Search by transaction ID, last 4 digits of credit card, customer name, product, or all transactions

Search:

Date Range:

Location:

**Find**

[Back to find results](#)

**Print**

Transaction ID: tab4190-1619712094  
 Location: Northwest FCU Building 2  
 Device Name: tab4190  
 Subtotal: USD1.99  
 Tax: USD0.12  
 Total: USD2.11  
 Transaction Date: 04/29/21 12:01 PM

Customer	Payment Type	Amount	Status	CC Type	Pan	Stan	Terminal ID	Scancode	Facevalue	Balance	Transdate
ALLEN/NATASHA L	CREDIT	USD2.11	ACCEPTED	MC	546192XXXXXX3608		10002815				04/29/21 12:01 PM

Item	Scancode	Price	Total Price	Tax 1	Tax 2	Tax 3	Tax 4	Deposit	Type
Dr Pepper 20oz 1ct Each	078000082401	USD1.99	USD1.99	USD0.12	USD0.00	USD0.00	USD0.00	USD0.00	

9. Click the blue **Print** button on the left side of the screen for a printed copy.