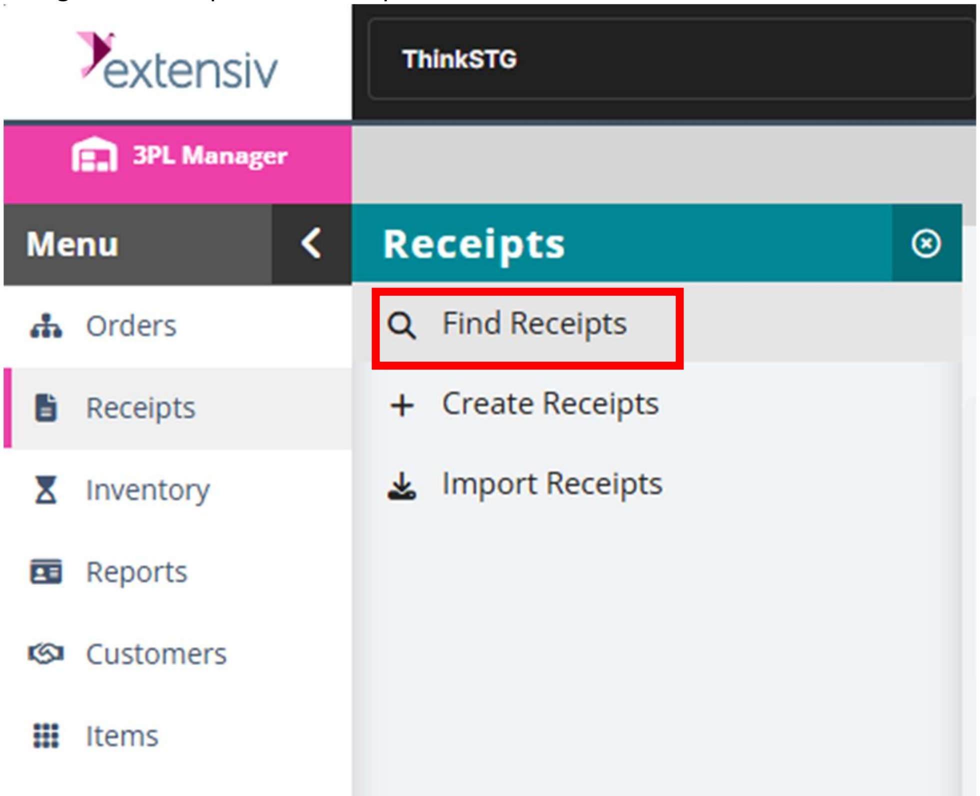
How to: Find Receipts

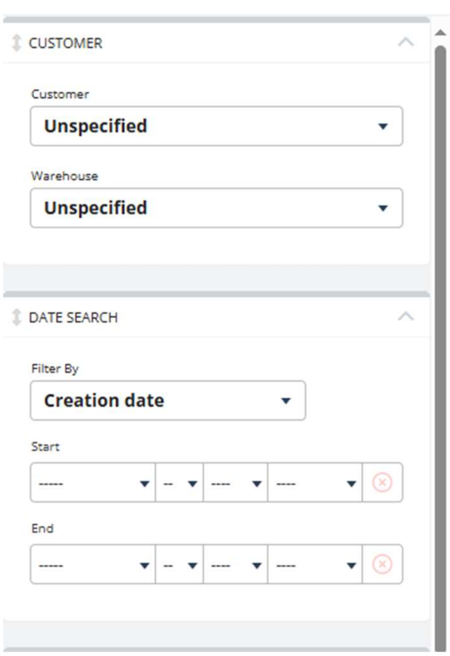
Data grid:

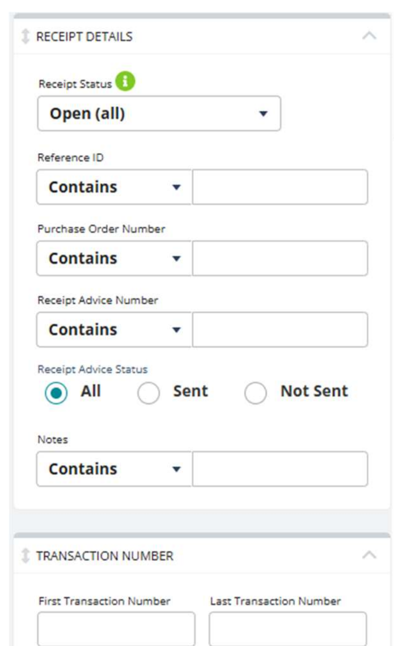
Navigate to Receipts>Find Receipts:



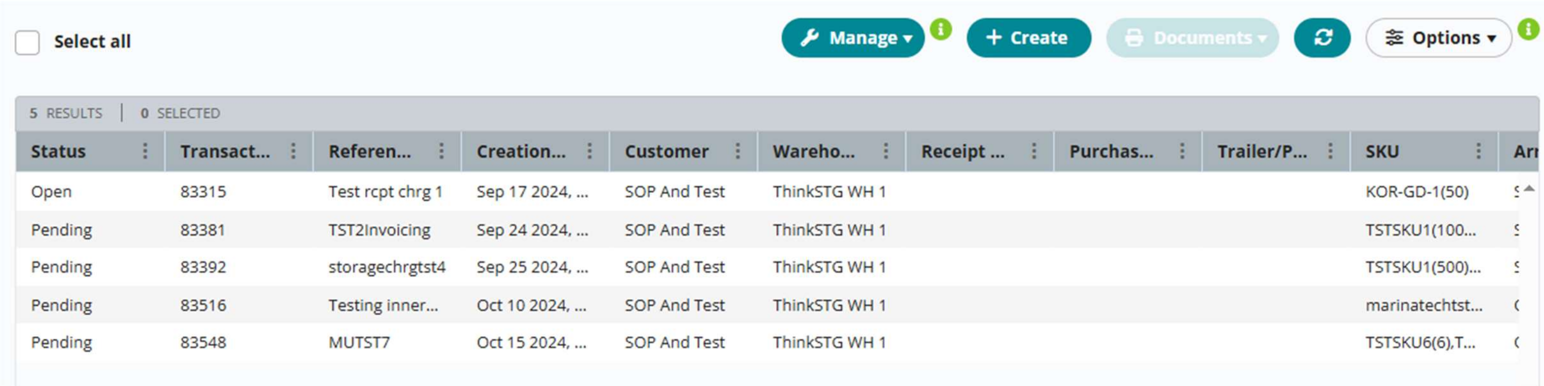
In the left pane on the Find Receipts page, you can find various search filters to help you quickly find what you're looking for in the Find Receipts grid.

- You can search for specific receipts based on the relevant Customer, Date Search, Receipt Details, or Transaction Number.

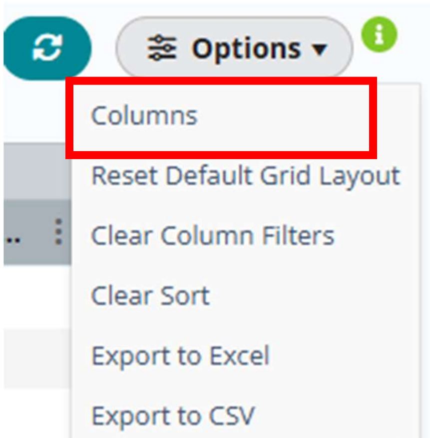


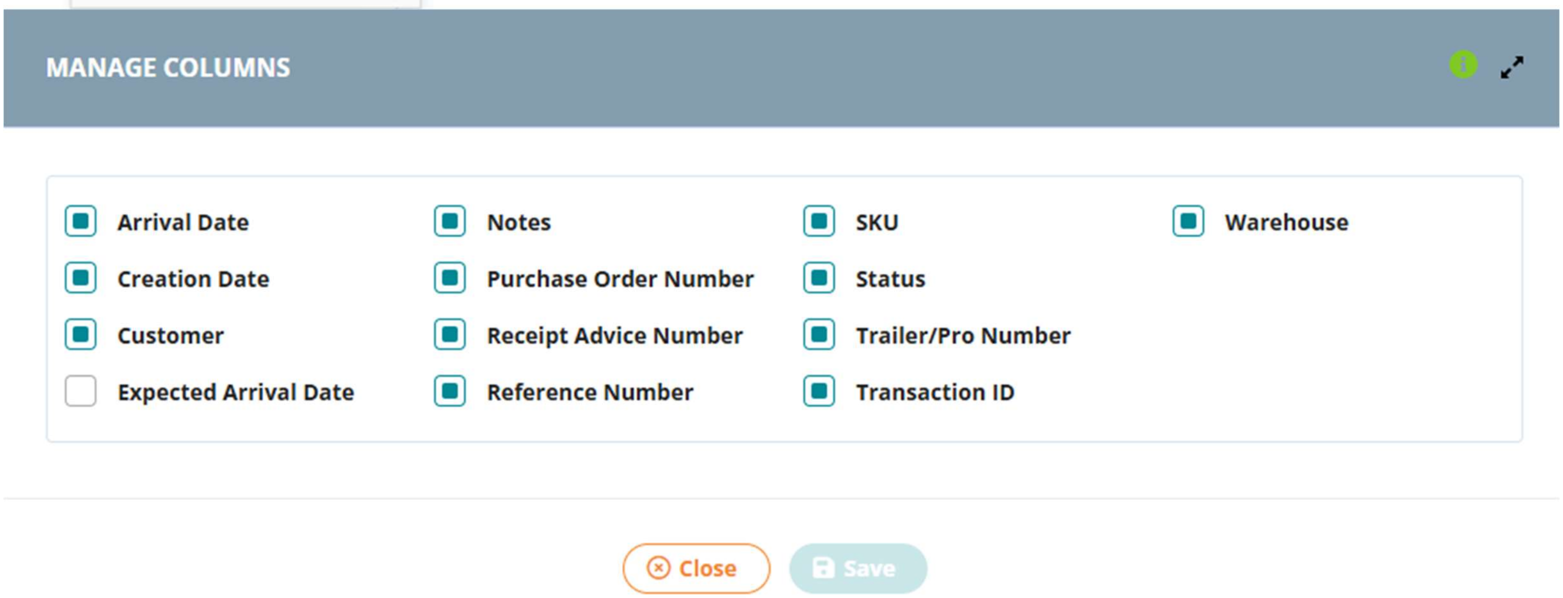


In the main pane, you can find the customizable Find Receipts grid.



By selecting **Options>Columns** you can select which columns you would like to display in the grid.





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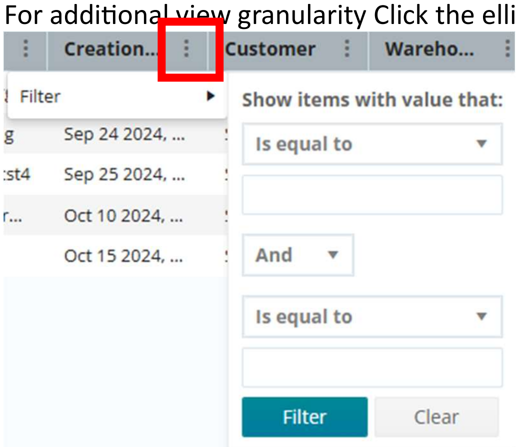
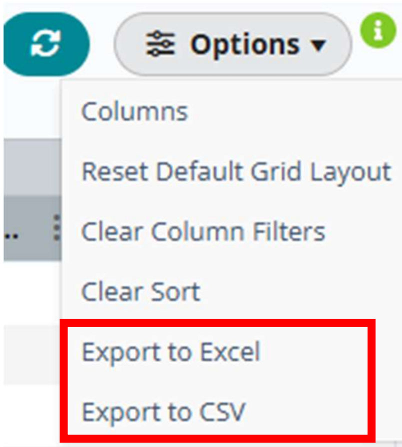
For additional view granularity Click the ellipsis next to a column header to filter the data in that column.



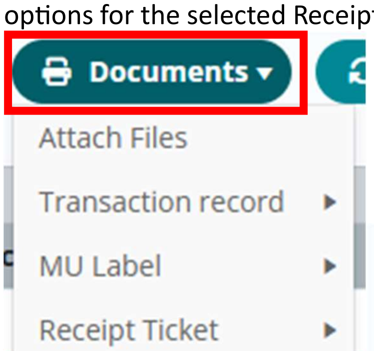
You can export all data displayed in the grid to an Excel or CSV file by clicking **Options** and selecting one of the Export options.

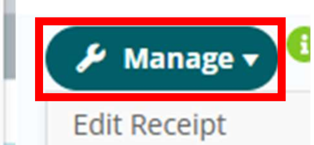


****NOTE****when numerical values contain leading zeroes or exceed 11 characters, those values automatically convert to scientific notation upon opening the file.

Interactive Options:

Once you select one or more receipts from the grid, you can click any of the buttons outlined below to interact with additional options for the selected Receipt(s).





Documents:
Attach Files: allows you to attach any relevant receiving documents to the Receipt.
Receipt Ticket: This will generate a downloadable/printable summary of everything received.
Transaction record: Here you will be able to see the receipt transaction including associated fees.
Manage:
Edit Receipt: This will be covered in Training guide: **How to: Create Receipts.**