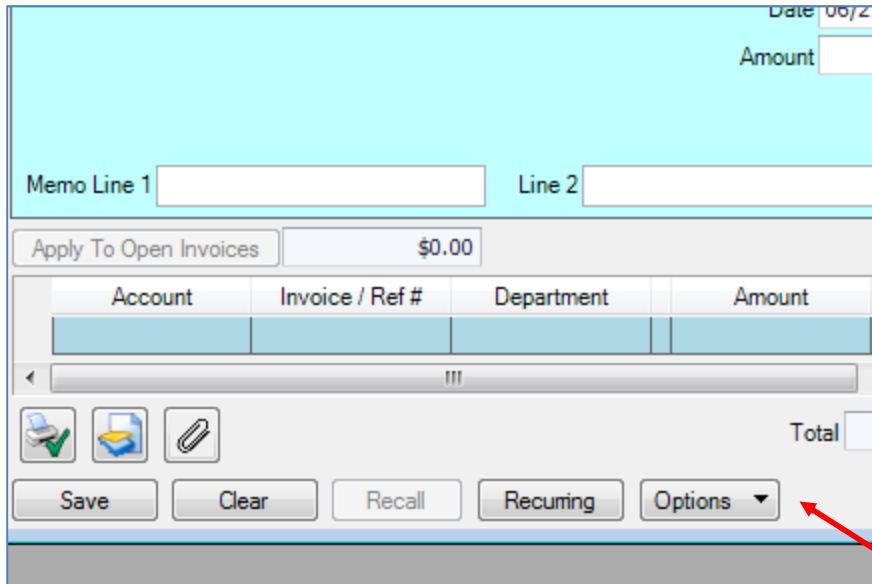


CenterPoint Tip: Review Last 10 Transactions from the Payment Screen

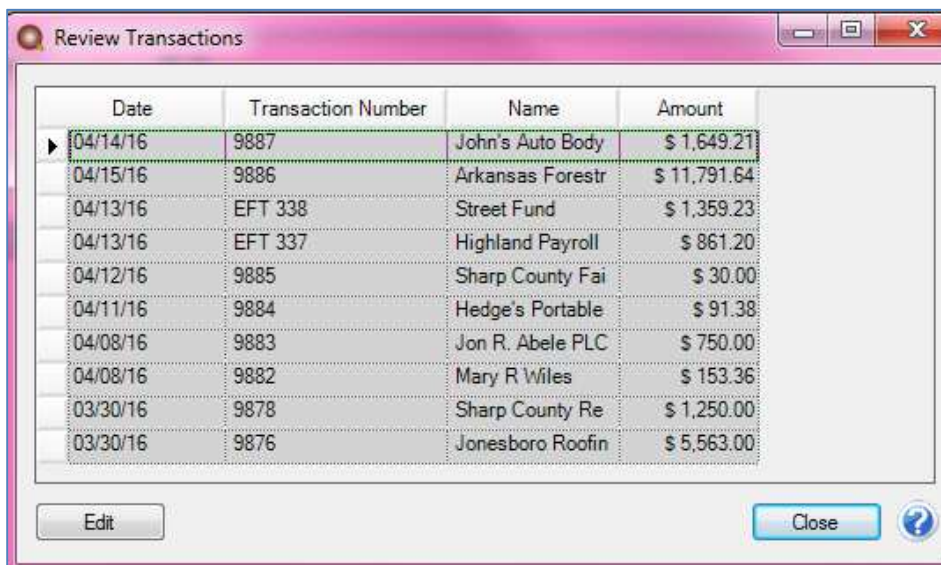
From the payment screen, you can review the last 10 transactions from that fund and bank account without having to go to a report or transaction search.

In the **Receipt** or **Payment** screen, click **Options** at the bottom and **Review Transactions**.



The screenshot shows a software interface for a payment screen. At the top right, there are fields for 'Date' (06/21) and 'Amount'. Below these are 'Memo Line 1' and 'Line 2' input fields. A section labeled 'Apply To Open Invoices' shows a value of '\$0.00'. Below this is a table with columns: 'Account', 'Invoice / Ref #', 'Department', and 'Amount'. At the bottom of the interface, there are several buttons: 'Save', 'Clear', 'Recall', 'Recurring', and 'Options'. A red arrow points to the 'Options' button, which has a downward-pointing triangle next to it. To the right of the buttons is a 'Total' field.

You can double-click on any of the listed transactions to edit.



The screenshot shows a window titled 'Review Transactions' with a table of transaction data. The table has four columns: 'Date', 'Transaction Number', 'Name', and 'Amount'. The first row is highlighted with a green border, indicating it is selected. Below the table are 'Edit' and 'Close' buttons, along with a help icon.

Date	Transaction Number	Name	Amount
04/14/16	9887	John's Auto Body	\$ 1,649.21
04/15/16	9886	Arkansas Forestr	\$ 11,791.64
04/13/16	EFT 338	Street Fund	\$ 1,359.23
04/13/16	EFT 337	Highland Payroll	\$ 861.20
04/12/16	9885	Sharp County Fai	\$ 30.00
04/11/16	9884	Hedge's Portable	\$ 91.38
04/08/16	9883	Jon R. Abele PLC	\$ 750.00
04/08/16	9882	Mary R Wiles	\$ 153.36
03/30/16	9878	Sharp County Re	\$ 1,250.00
03/30/16	9876	Jonesboro Roofin	\$ 5,563.00