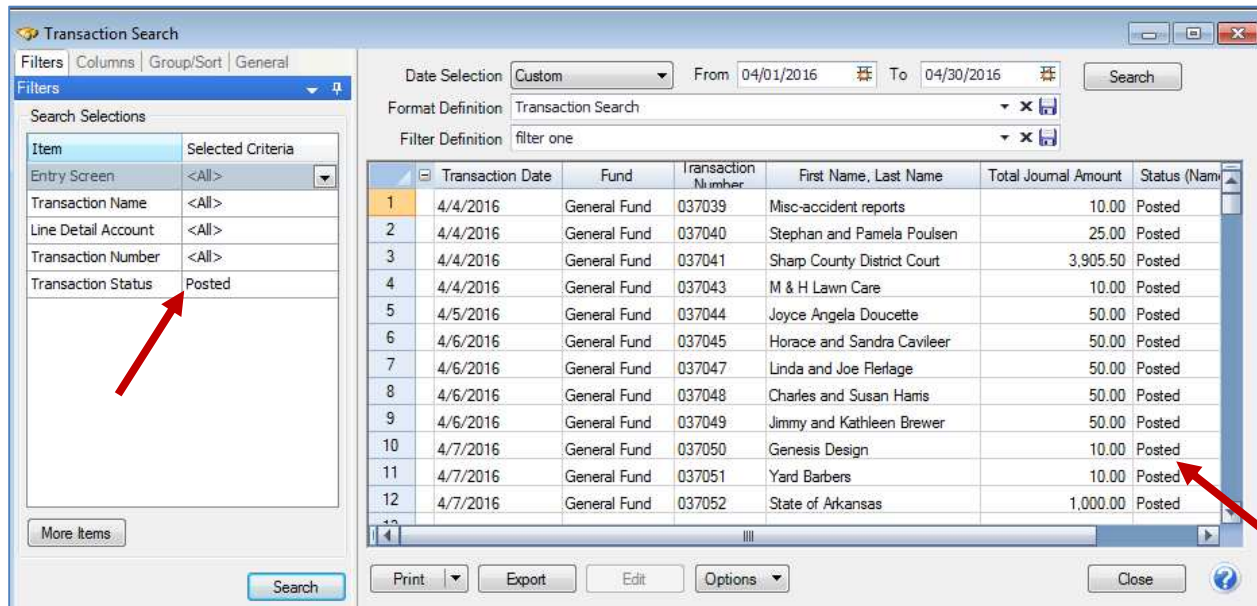


CenterPoint Tip: Search for Transactions by Status

If you have ever performed a transaction search for a certain item and it does not pull up; it is possible that the **STATUS** of the transaction isn't filtered to display.

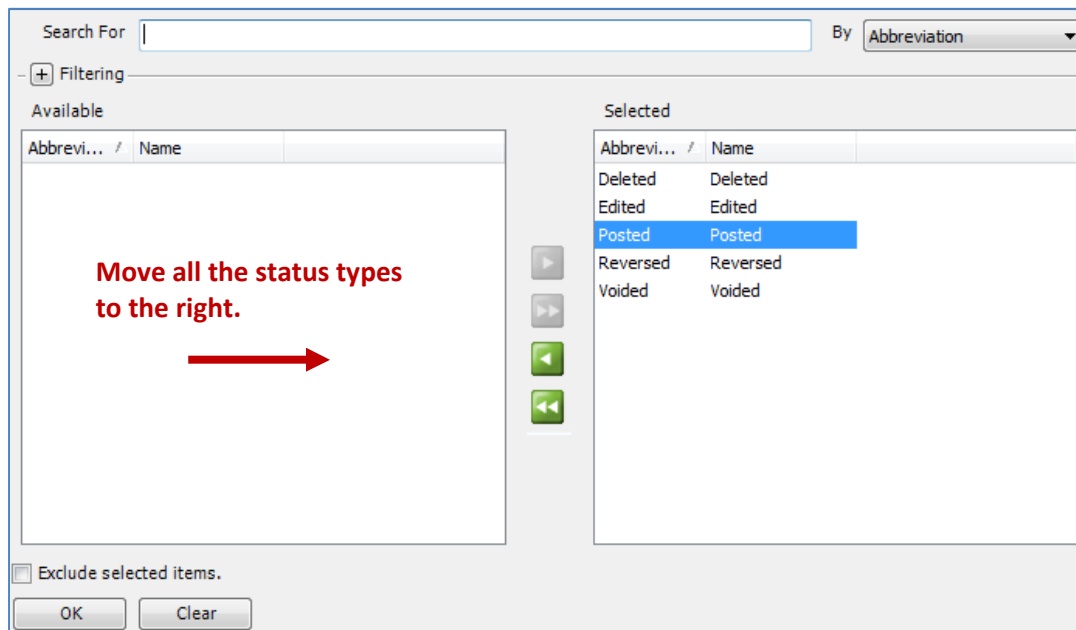
The example below shows only **POSTED** transactions.



The screenshot shows the 'Transaction Search' window. On the left, the 'Filters' pane has 'Transaction Status' set to 'Posted'. The main window displays a table of transactions from 4/4/2016 to 4/7/2016, all with a 'Posted' status. A red arrow points to the 'Posted' selection in the filters, and another red arrow points to the 'Posted' status in the table's status column.

	Transaction Date	Fund	Transaction Number	First Name, Last Name	Total Journal Amount	Status (Name)
1	4/4/2016	General Fund	037039	Misc-accident reports	10.00	Posted
2	4/4/2016	General Fund	037040	Stephan and Pamela Poulsen	25.00	Posted
3	4/4/2016	General Fund	037041	Sharp County District Court	3,905.50	Posted
4	4/4/2016	General Fund	037043	M & H Lawn Care	10.00	Posted
5	4/5/2016	General Fund	037044	Joyce Angela Doucette	50.00	Posted
6	4/6/2016	General Fund	037045	Horace and Sandra Cavileer	50.00	Posted
7	4/6/2016	General Fund	037047	Linda and Joe Flerlage	50.00	Posted
8	4/6/2016	General Fund	037048	Charles and Susan Harris	50.00	Posted
9	4/6/2016	General Fund	037049	Jimmy and Kathleen Brewer	50.00	Posted
10	4/7/2016	General Fund	037050	Genesis Design	10.00	Posted
11	4/7/2016	General Fund	037051	Yard Barbers	10.00	Posted
12	4/7/2016	General Fund	037052	State of Arkansas	1,000.00	Posted

The transaction report **STATUS** options are: **Deleted, Edited, Posted, Reversed and Voided**.



The screenshot shows a dialog box for selecting status types. The 'Available' list is empty, and the 'Selected' list contains 'Deleted', 'Edited', 'Posted', 'Reversed', and 'Voided'. The 'Posted' status is highlighted. A red arrow points from the text 'Move all the status types to the right.' to the right-pointing arrow button between the lists.

Available	Selected
	Deleted Deleted
	Edited Edited
	Posted Posted
	Reversed Reversed
	Voided Voided

The example below shows that same search with all transaction **STATUS** items displayed. This could be the transaction you were not able to find before.

The screenshot shows a 'Transaction Search' window with the following details:

- Date Selection:** Custom, From 04/01/2016, To 04/30/2016
- Format Definition:** Transaction Search
- Filter Definition:** filter one

The search criteria on the left are:

Item	Selected Criteria
Entry Screen	<All>
Transaction Name	<All>
Line Detail Account	<All>
Transaction Number	<All>
Transaction Status	Posted, Deleted, Edi...

The results table contains the following data:

	Transaction Date	Fund	Transaction Number	First Name, Last Name	Total Journal Amount	Status (Name)
1	4/1/2016	General Fund	037038	First Community Bank	83.90	Edited
2	4/1/2016	General Fund	037038	First Community Bank	83.90	Reversed
3	4/4/2016	General Fund	037039	Misc-accident reports	10.00	Posted
4	4/4/2016	General Fund	037040	Stephan and Pamela Poulsen	25.00	Posted
5	4/4/2016	General Fund	037041	Sharp County District Court	3,905.50	Posted
6	4/4/2016	General Fund	037043	M & H Lawn Care	10.00	Posted
7	4/5/2016	General Fund	037044	Joyce Angela Doucette	50.00	Posted
8	4/6/2016	General Fund	037045	Horace and Sandra Cavileer	50.00	Posted
9	4/6/2016	General Fund	037047	Linda and Joe Flerlage	50.00	Posted
10	4/6/2016	General Fund	037048	Charles and Susan Harris	50.00	Posted
11	4/6/2016	General Fund	037049	Jimmy and Kathleen Brewer	50.00	Posted
12	4/7/2016	General Fund	037050	Genesis Design	10.00	Posted