

Finding a transaction

There are several ways to find a transaction. The method you use depends on the information you have at hand. See the instructions for each method below this table:

Use the...	To find...
Find Transactions window	journal entries, sales, purchases, cheques, deposits, jobs, supplier and customer payments, money transfers.
Sales Register	transactions relating to sales (such as open and closed invoices), quotes, orders, credits and returns. This method is most useful if you know the transaction date or the customer's name.
Purchases Register <i>(Not Basics)</i>	transactions relating to purchases (such as open and closed bills) quotes, orders, debits and returns. This method is most useful if you know the transaction date or the supplier's name.
Bank Register	cash and bank transactions, including customer and supplier payments.
Items Register <i>(Not Basics)</i>	inventory item transactions for a particular date range. This includes adjustments, auto-build and other inventory transactions. <div style="background-color: #f0f0e0; padding: 10px; text-align: center;">Known issue AccountRight 2019.3 - Items Register not displaying transactions for items with zero (0) quantity on hand. This has been fixed in AccountRight 2019.4 (how do I get the latest version?)</div>
Transaction Journal window	any transaction by source journal. This includes Disbursements, Receipts, Sales, Purchases and Inventory transactions.
Recurring Transactions List window	recurring transactions. You can sort transactions by name, type, or frequency, or search for a transaction by name, amount, or next due.

Most of the above windows enable you to search a date range and you can search for transactions recorded in previous financial years.

If you need information on editing, deleting or reversing a transaction, see:

- Changing or deleting a transaction
- Reversing a transaction.

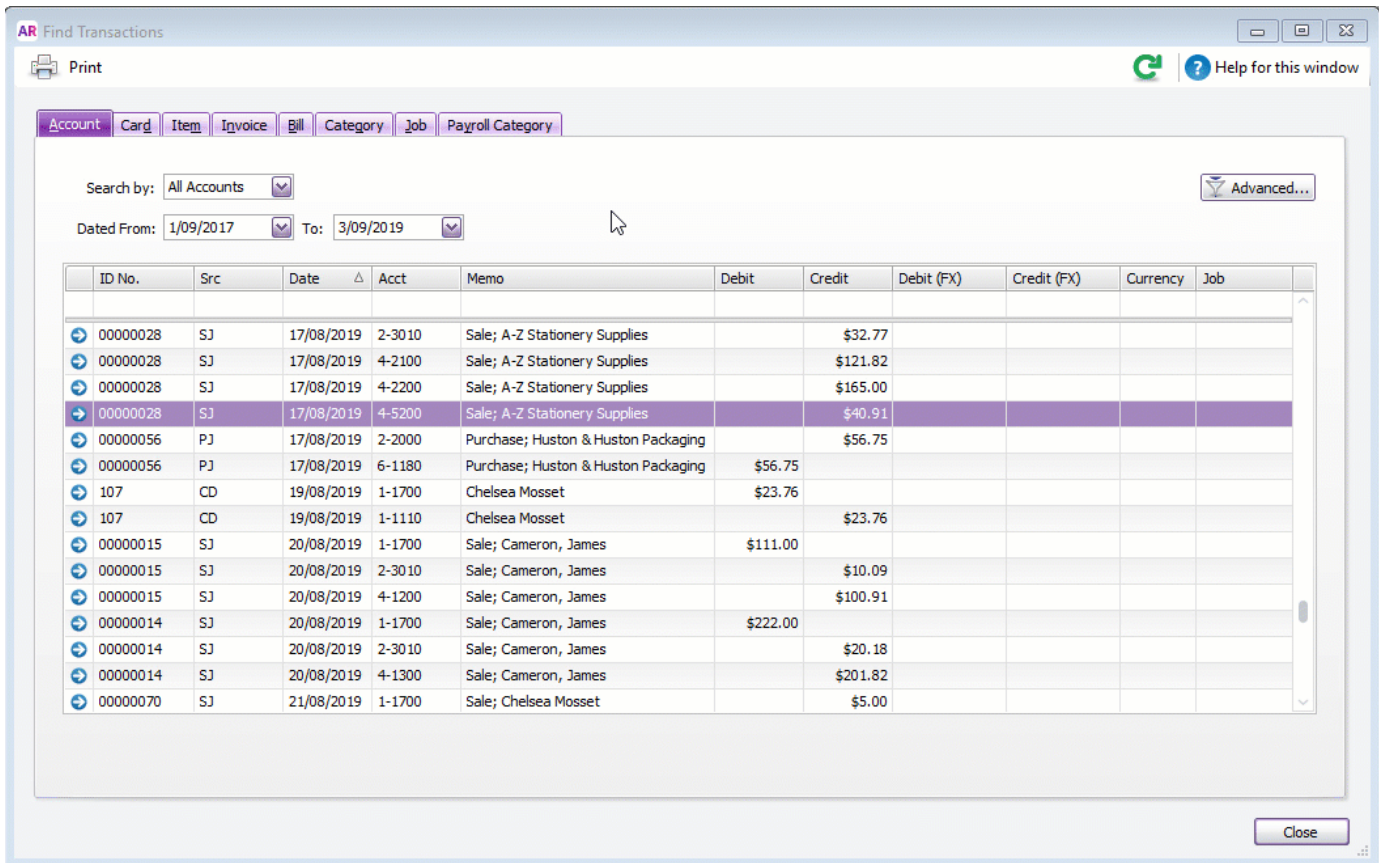
Copy transaction lists to Excel (AccountRight 2019.3 and later)

Want to use the information that's shown in the **Find Transactions** window in a spreadsheet?

1. Right-click anywhere in the list and choose **Copy List to Clipboard**.
2. Open Excel or another spreadsheet app and paste in the contents.

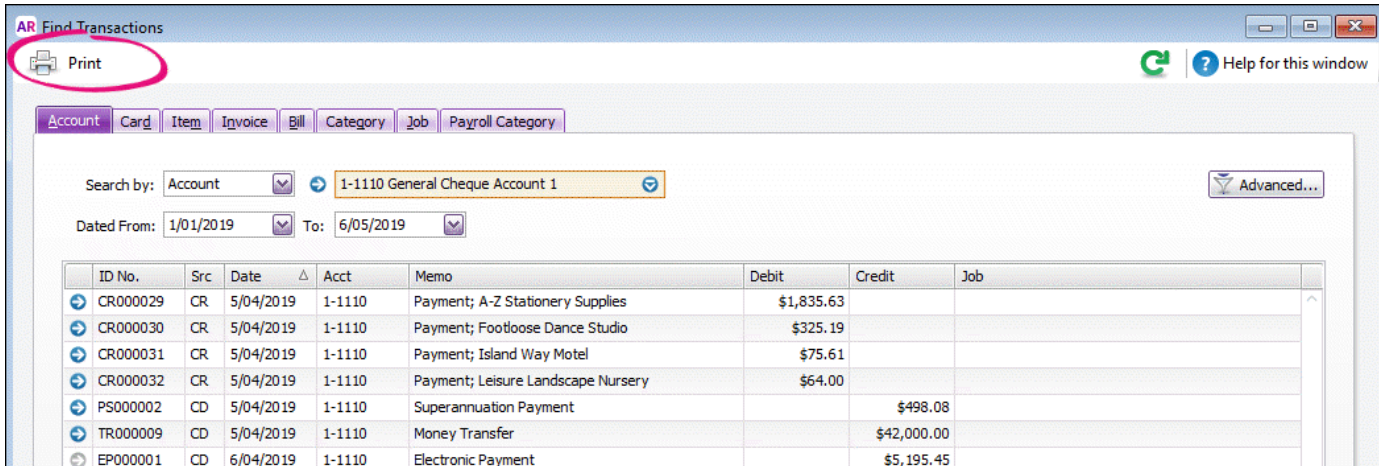
Everything in the list will come across, so you can use or print the list any way you like.

Take a look:

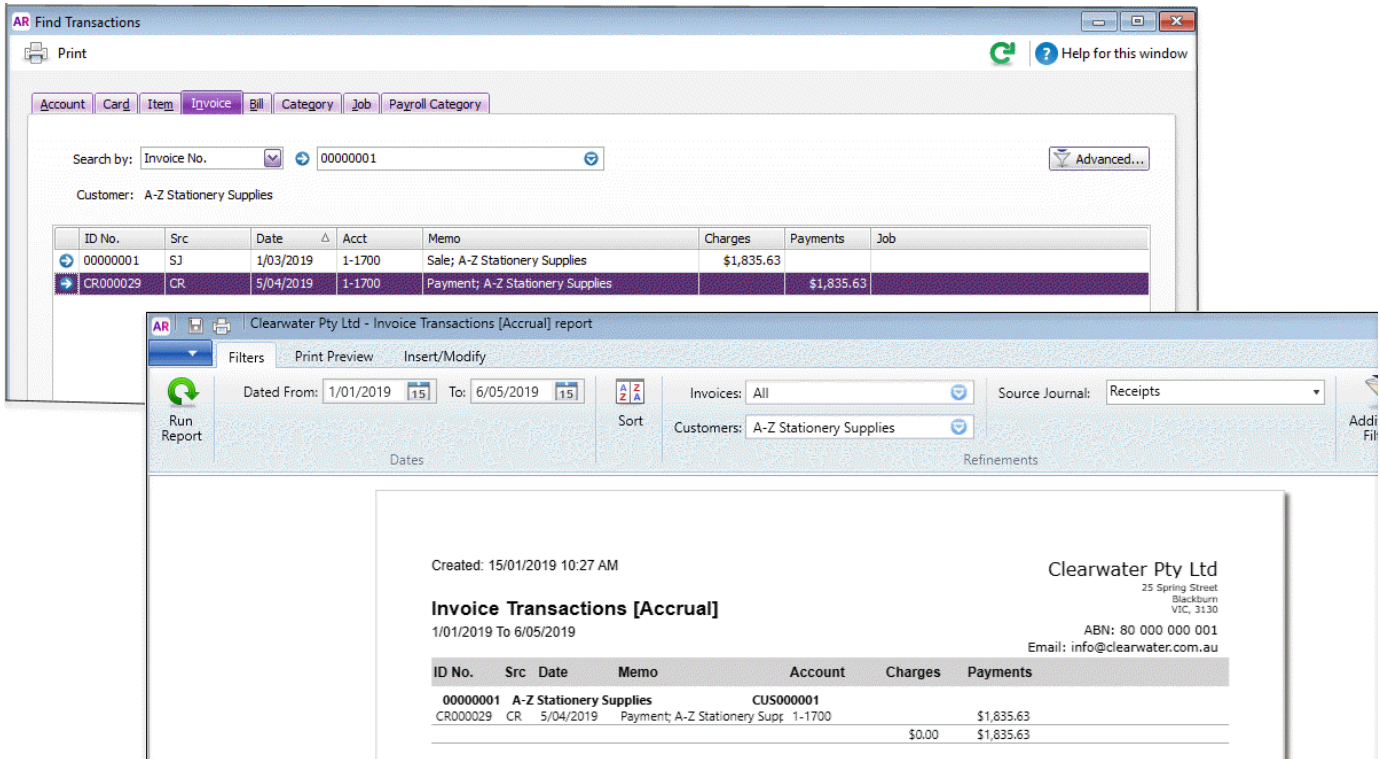


Printing transaction lists

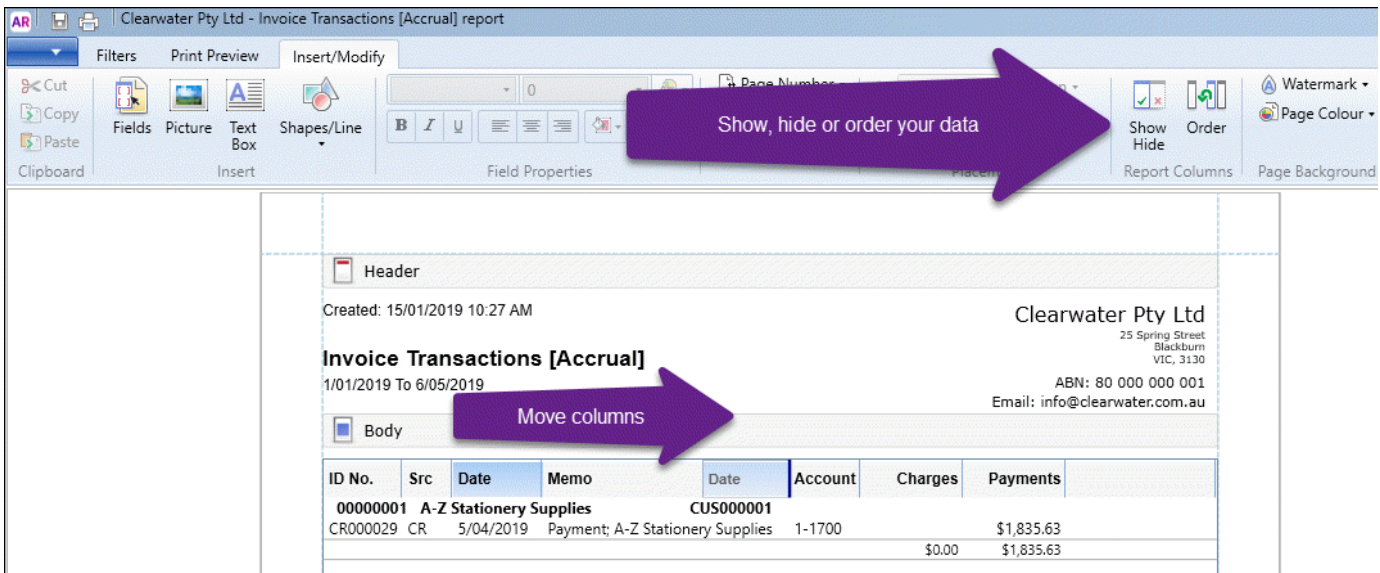
You can also print the data in each window as a report by clicking **Print**.



You might need to adjust date filters and other options to make the transaction appear.



When the report appears, click the **Insert/Modify** tab and you can move columns and order data in the report to your liking.



There's lots more you can do to set your transaction report up the way you want it – see [Customising reports](#).

Need to change or delete a transaction? See [Changing or deleting a transaction](#).

Need to see who created a transaction? See [Company file security audits](#).

To find a transaction using the Find Transactions window

To find a transaction using the Sales Register window

To find a transaction using the Purchases Register window (Not Basics)

To find a transaction using the Bank Register window

To find a transaction using the Items Register window (Not Basics)

To find a transaction using the Transaction Journal window

To find a recurring transaction

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