

# Find a Deleted Transaction in Jackrabbit

Last Modified on 12/04/2018 2:07 pm EST

1. Point to **Transactions** and click **Search**.
2. Enter Transaction Date(s), Location, and / or Transaction Type. *These are the only searchable fields for deleted transactions. If you enter any other criteria, Jackrabbit disregards it when searching.*
3. Set **Deleted Transactions Only** to **Yes**.
4. **Submit**.

## Advanced Transaction Search

ReturnSubmit

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**Search Criteria**  
Run Advanced Transaction Search Report using search criteria below.

Family Location:	<input type="text"/>
Family Status:	<input type="text"/>
Transaction Location:	<input type="text"/>
Transaction Date:	<input type="text" value="8/21/2014"/> Through: <input type="text" value="8/25/2014"/>
Special Search:	<input type="text"/>
Date Paid:	<input type="text" value="mm/dd/yyyy"/> Through: <input type="text" value="mm/dd/yyyy"/>
Type:	<input type="text" value="Adjustment (Debit)"/> Sub Type: <input type="text" value="10 class pass"/> Barter (Credit) August Costume Balance (Debit) Birthday Party Costume Deposit (Debit) Camp
Debits/Credits:	<input type="text"/>
Payment Method:	<input type="text"/> Ecomm Last 4: <input type="text"/> Check#: <input type="text"/>
Amount From:	<input type="text"/> To: <input type="text"/>
Note:	<input type="text"/>
Select Family/Acct:	<input type="text"/> <a href="#">Search</a> <a href="#">Clear</a>
Select Student:	<input type="text"/> <a href="#">Search</a> <a href="#">Clear</a>
Select Class:	<input type="text"/> <a href="#">Search</a> <a href="#">Clear</a>
Category 1:	<input type="text"/> Category2: <input type="text"/> Category3: <input type="text"/>
Session:	<input type="text"/>
Trans User ID:	<input type="text"/>
Unpaid Fees Only:	<input type="text"/> E-Commerce Pmts Only: <input type="text"/>
Deleted Transactions Only:	<input checked="" type="text" value="Yes"/> <small>(Only Trans Date, Location and TransType are searchable for Deleted Transactions.)</small>

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