

# Find a Deleted Transaction in Jackrabbit

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

## Search Transactions

Search Criteria

Family Location

Family Status

Transaction Location

Transaction Date from   through

Date Paid from   through

Type  Subtype

Debits/Credits

Payment Method

Credit Card Last 4

Check #

Special Search

Unpaid fees only

ePayments only

Deleted Transactions only