To search for detailed transactions select *Find Detailed Transactions* from Main Menu

*Main Menu*

*Find Detailed Transactions Search with Results*

\*search screen shown over results

1. Enter criteria
	1. More criteria will narrow search
2. Pin to Dashboard (create tile)
3. More options
	1. Export to Excel
	2. Customize columns
		1. Select/deselect columns to include
		2. Reorder column display
		3. Revert to default
		4. Records to view per page
4. More Details (if available)

*Journal Detail-hyperlink in Jrnl ID column selected* 

\*last level of drill (detail) opens in new browser tab

1. Available options for this Journal detail
	1. Pin to Dashboard – create a tile
	2. Export to Excel