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 How to view previous transactions

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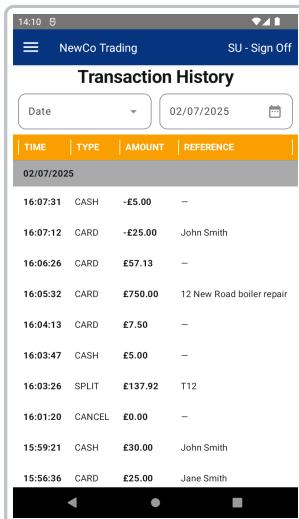
You can view previous transactions directly on your device or via the Web Portal.

On the Device:

1. Log in to the system.
2. Tap the **Menu (≡)** button in the top left corner.

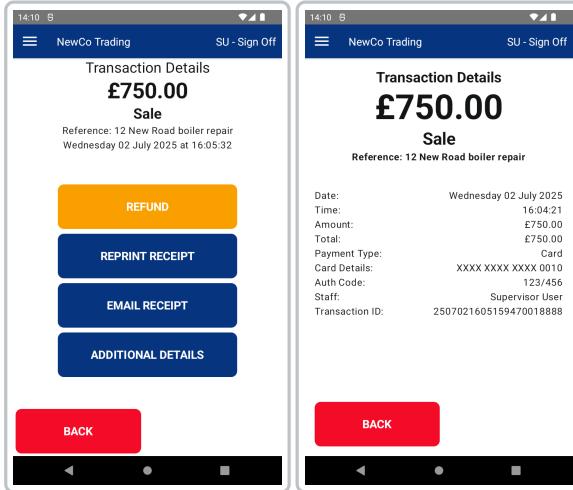


3. Select **Transactions** from the menu.
4. The **Transaction History** screen will display all previous transactions processed on the terminal.



5. You can search for a specific transaction using the **Date**, **Reference**, **Transaction ID**, or the **last 4 digits of the card**.
6. Tapping on a transaction will provide additional options, such as:
 - o Performing a **Refund**
 - o **Viewing full transaction details**

- **Reprinting the receipt**



On the Web Portal:

- Previous transactions can be accessed through the **Pay Transaction Summary Report**.
- The report offers advanced search and filter functionality by date range and device

Learn more:

- [See this article for more information on the reports available in the Web Portal.](#)