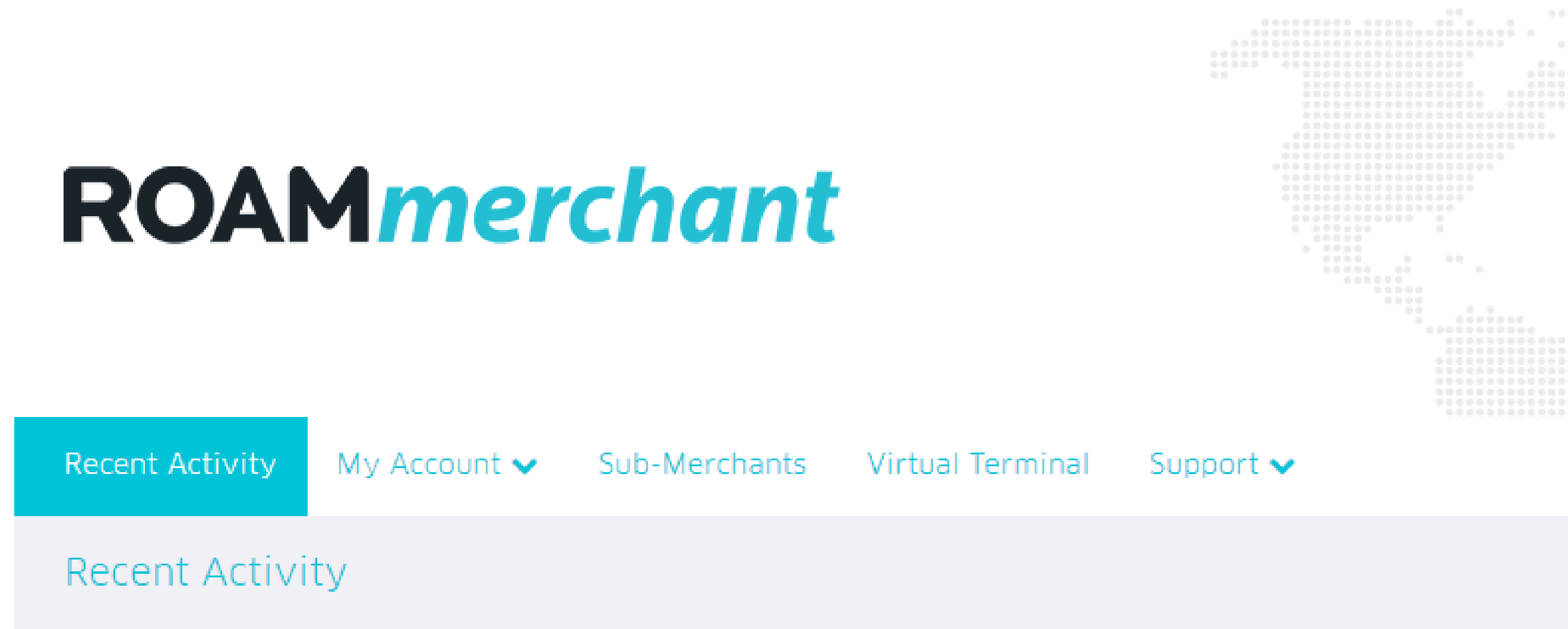









How do I view all the details of a transaction?

Posted: Oct 20, 2016


1. Open the Transaction History screen by clicking on the **Recent Activity** button on ROAMmerchant's App Dashboard.



2. You will now be presented with the full transaction history associated with your account. Find the transaction that you would like to view more details about.

Date	Transaction ID	Payment Type	Amount (\$)	Actions
10/06/2016 02:37:44 PM	109233		10.00	Receipt
10/06/2016 11:32:16 AM	109195		0.02	Receipt
10/06/2016 11:17:34 AM	109191		0.08	Receipt
10/06/2016 11:15:43 AM	109190		5.01	Receipt
10/05/2016 02:31:04 PM	109149		0.88	Receipt
10/05/2016 02:29:04 PM	109148		5.01	Receipt
10/05/2016 02:28:47 PM	109147		2.00	Receipt

3. Once located, click anywhere on the row to expand the full details of the transaction.

Date	Transaction ID	Payment Type	Amount (\$)	Actions
10/06/2016 02:37:44 PM	109233		10.00	Receipt

Customer Information

Customer Email N/A
Customer Address , , , , USD

Payment Information

Tip Amount 0.00
Tax Amount 0.00
Surcharge 0.00
Total 10.00

Transaction Information

Merchant Invoice ID N/A
Transaction Type Cash : Cash Sale
Auth Code N/A
Response Approval
Merchant Name venkata bokka
Online/Offline Online
Entry Mode Manual Entry
Authorization Method None
Payment Source Ecommerce
Description N/A
Receipt Sent at Purchase No