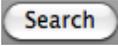


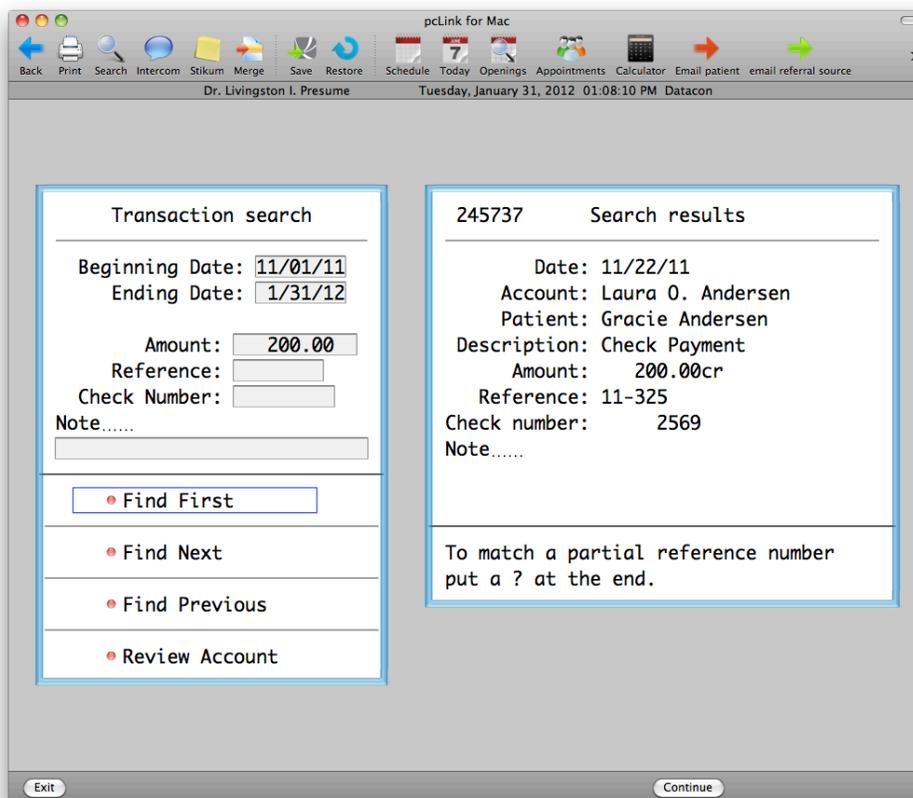
# How to Find a Lost Payment

Once in a while you may need to find a payment that didn't get posted to the correct account. Your Datacon system has a transaction search feature that allows you to easily find a transaction by amount, check number, or reference, and/or a range of dates.

To access the Transaction Search program:

- Click  on the *Main Menu*.
- Type "find" for the search term.
- Click the menu item "Find transaction using check number, amount or reference." The *Transaction Search* screen will open.

Enter the information you have about the transaction and click **Find First**, then **Find Next** until you find what you are looking for. The search results will display on the right side of the screen. When you have located the transaction, click **Review Account** to access the *Account Information* screen for that patient.



**Questions?** Contact the staff at Datacon for help.  
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