

Go to the **Reports** section and click Transaction & Activity. Use the [filters](#) to search for the individual transaction then click **Generate Report**.

Scroll down to the list of transaction results below the graph. Click on **Details** to the right of the transaction. Select **Print** at the top of the **View Transaction Details** window. The printer set up will open in a new window. Select the printer you want to print from, and click **Print!**

