View Transactions

You can use this quick reference guide as a fast reminder of the basic steps for viewing transactions in Access® Online.

1. Select the account number from drop-down list, if available.

Tip! Depending on your program setup, you may have additional options for viewing transactions on your home page.

Or—

2. Select Transaction Management.

3. Click Transaction List.

4. Select a different cycle, if desired.

5. Open the Search Criteria area and then specify search criteria.

6. Click Search.
7. On the list of transactions, click a linked item to access the detail tabs.

**Tip!** Merchant name links go to detailed merchant information.

8. Select any tab to view additional detail.