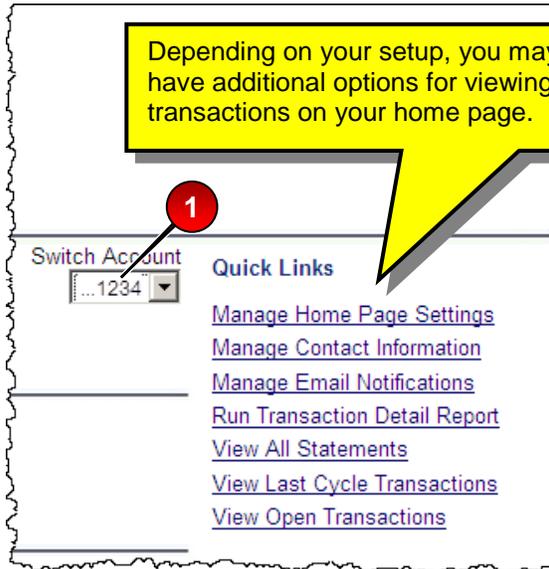


# View Transactions

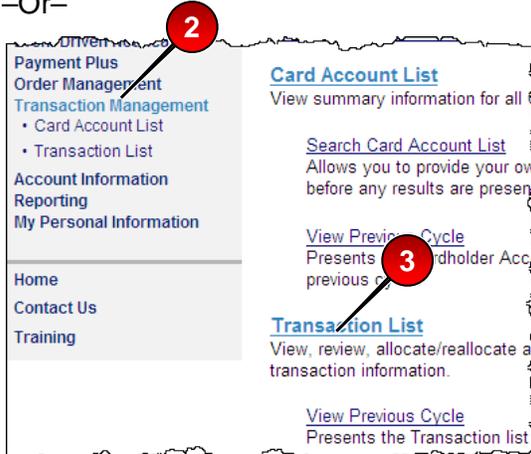
You can use this quick reference guide as a fast reminder of the basic steps for viewing transactions in Access® Online.



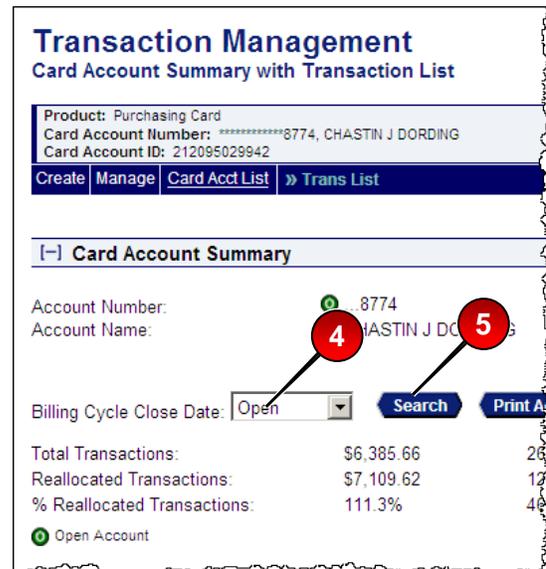
1. Select the account number from drop-down list, if available.

*Tip!* Depending on your program setup, you may have additional options on your home page for viewing your transactions. Refer to the *Navigation Basics* user guide for details.

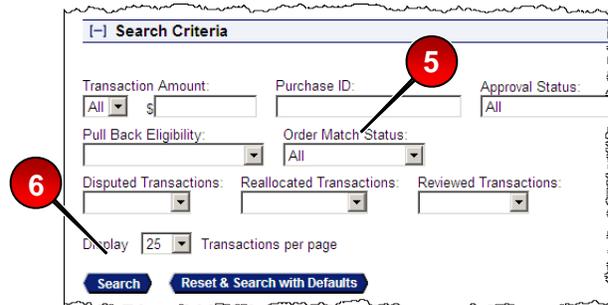
–Or–



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**.

## Access Online: View Transactions *Quick Reference*

**Transaction List**

Records 1 - 25 of 26  
Page: 1 | 2  
[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant
<input type="checkbox"/>		Pending		06/06	06/07	<a href="#">UNITED ELE</a>
<input type="checkbox"/>		Approved		06/06	06/07	<a href="#">WERNER EL</a>
<input type="checkbox"/>		Approved		06/06	06/07	<a href="#">MUSKA LIG</a>
<input type="checkbox"/>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>	Pending		06/05	06/07	<a href="#">FASTENAL</a>
<input type="checkbox"/>		Pending		06/05	06/06	<a href="#">GRAINGER</a>
<input type="checkbox"/>		Pending		06/04	06/06	<a href="#">MULLARKE</a>
<input type="checkbox"/>		Pending		06/05	06/06	<a href="#">UNITED ELE</a>
<input type="checkbox"/>		Pending		06/05	06/06	<a href="#">WERNER EL</a>
<input type="checkbox"/>		Pending		06/04	06/06	<a href="#">CORROSION</a>
<input type="checkbox"/>		Approved		06/05	06/06	<a href="#">F &amp; H FOOD</a>

- On the list of transactions, click a linked item to access the detail tabs.

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

**Transaction Management**  
Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*974 CHASTN J DORDING  
Card Account ID: 21295629942  
[Create](#) | [Manage](#) | [Card Acct List](#) | [Trans List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount
		06/06	06/07	UNITED ELECTRIC #7649	651-582-3900, MN	170.04

Disputed  Matched  Exception  Reallocated  Upload

Summary | **Match** | Allocations | User Line Items | Tax Data | Comments | Approval History

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.  
To approve and forward the transaction, click "Approve."  
To initiate a dispute, click the "Dispute" button.

<b>Transaction</b>		<b>Reference Information</b>	
Date:	06/06/2013	Billing Cycle:	Open
Purchase ID:	03-0216	Posting Date:	06/07/2013
Total Amount:	170.04	Reference Number:	4765435303900391
Memo Post:	Yes	Authorization Number:	055679
Sales Tax:	10.38	<a href="#">Extract Date(s)</a>	

- Select any tab to view additional detail.

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