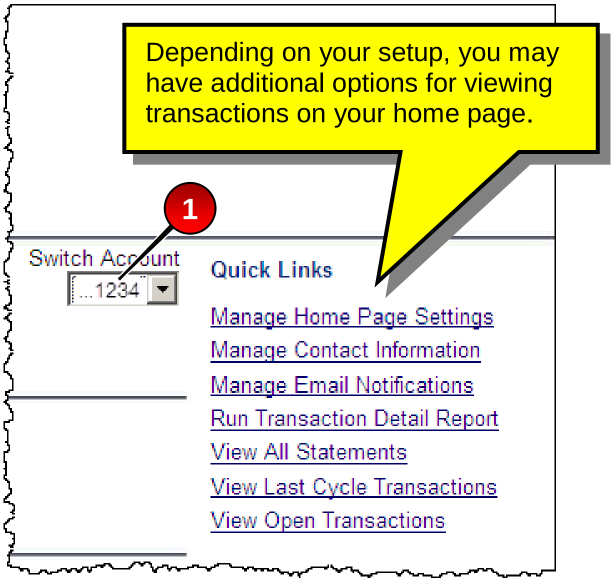
View Transactions

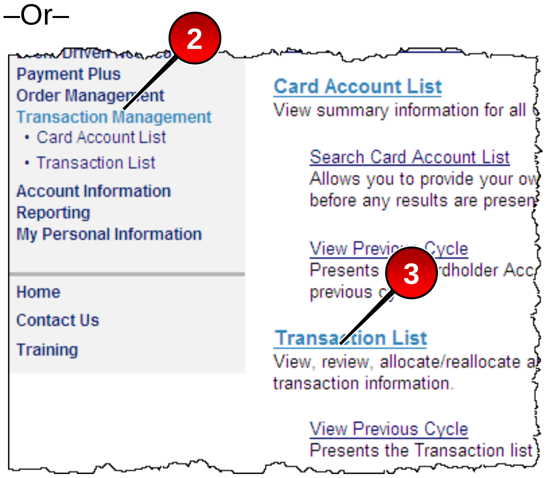
You can use this quick reference guide as a fast reminder of the basic steps for viewing transactions in Access® Online.



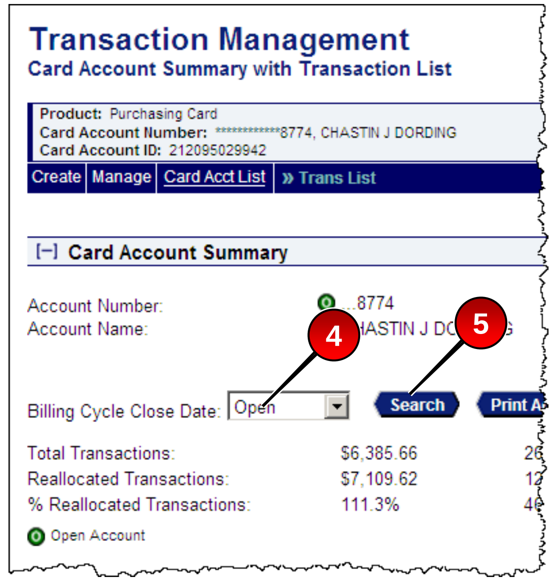
1. Select the account number from drop-down list, if available.

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.

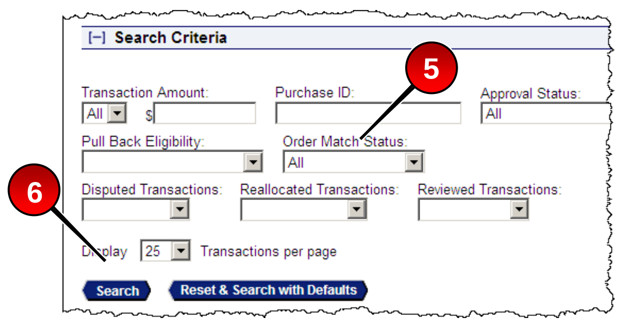
–Or–



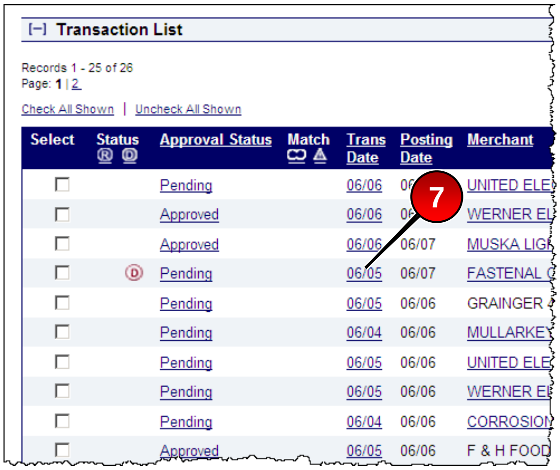
2. Select **Transaction Management**.
3. Click **Transaction List**.



4. Select a different cycle, if desired.

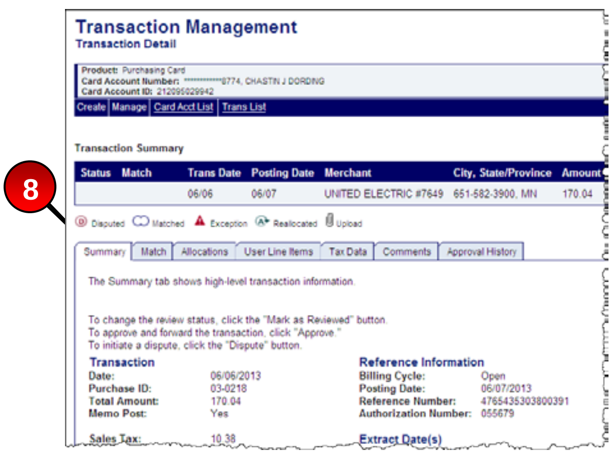


5. Open the *Search Criteria* area and then specify search criteria.
6. Click **Search**.



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.