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.
Survey

Please take a few minutes to respond to a short survey on our training.