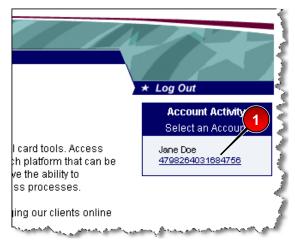
View Transactions

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



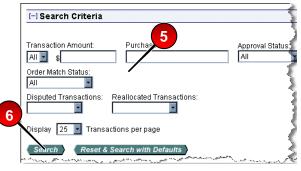
1. Click the account number link, if available via the *Account Activity* box on the *Client Home* page.



- 2. Select the Transaction Management high-level task.
- 3. Click the Transaction List link.



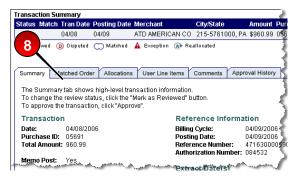
4. Select a different cycle, if desired.



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

Records 1 - 7 of 7				
Check All Si	hown <u>Uncheck All</u>	Shown		
Select St	atus <u>Approval</u> Ma) D <u>Status</u> 💭		g <u>Merchant</u>	
	<u>Pending</u>	8 04/09	ATD AMERICAN	100
	Pending	04/07 04/08	USA IMPACT	01.0
	Pending	<u>03/18</u> 03/22	GRAINGER.CO	M 916
	<u>Pending</u>	<u>03/19</u> 03/22	CDW*GOVERN	IMENT
	<u>Pending</u>	<u>03/11</u> 03/12	EZ SYSTEMS	
	Pending	<u>03/10</u> 03/11	NOT JUST PRI	NTER
	Pending	<u>03/09</u> 03/10	UNITED STATE	S WE

7. On the list of transactions, click any linked item to access the detail tabs.



8. Select any tab to view additional detail.

➤Learn More: For more

detailed information, including detailed information about each tab, refer to the *Transaction Management* web-based training lesson and user guide available at:

https://wbt.access.usbank.com

Contact your Program Administrator for the most current passwords.

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