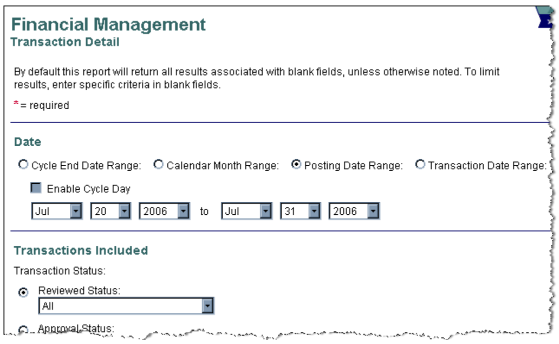
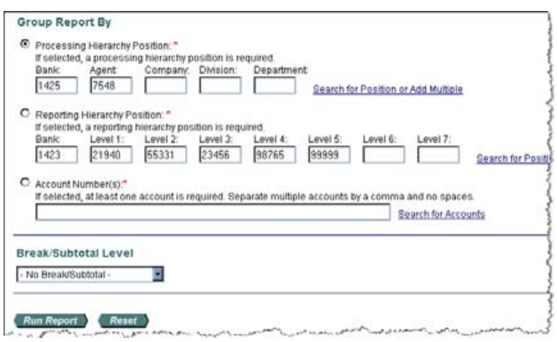
View Transactions Since the Last Cycle

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

You can view transactions since the last cycle by running a *Transaction Detail* report or by filtering the transaction list in transaction management.

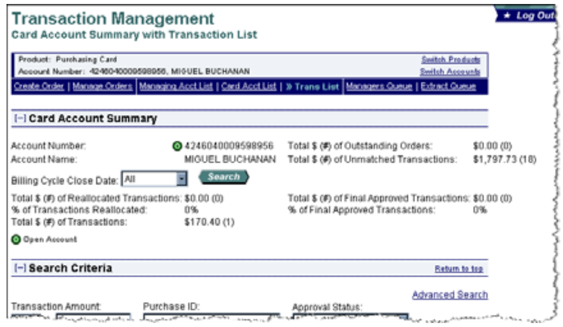


1. On the *Transaction Detail* report parameter screen, select the *Posting Date Range* or *Transaction Date Range* radio button.
2. Set a date range from the day after the last cycle close to today's date.



3. Set any other report parameters and then click the **Run Report** button.

–Or–



1. In transaction management, select **Open** from the *Billing Cycle Close Date* drop-down list.
2. Click the **Search** button.

➢*Learn More:* For more detailed information, refer to the *Reporting* and *Transaction Management* web-based training lessons and user guides available at:

https://wbt.access.usbank.com

Contact your program administrator for the most current passwords.