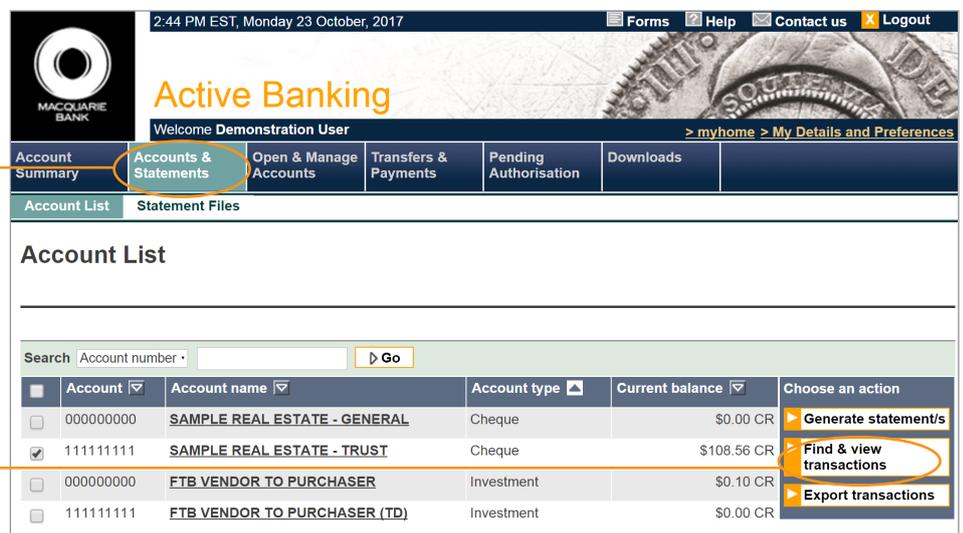


# How to find and view transactions

Active Banking

Search for particular transactions and see details of the transaction.

1 Select **Accounts & Statements**.



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Account List Statement Files

### Account List

Search Account number  [Go](#)

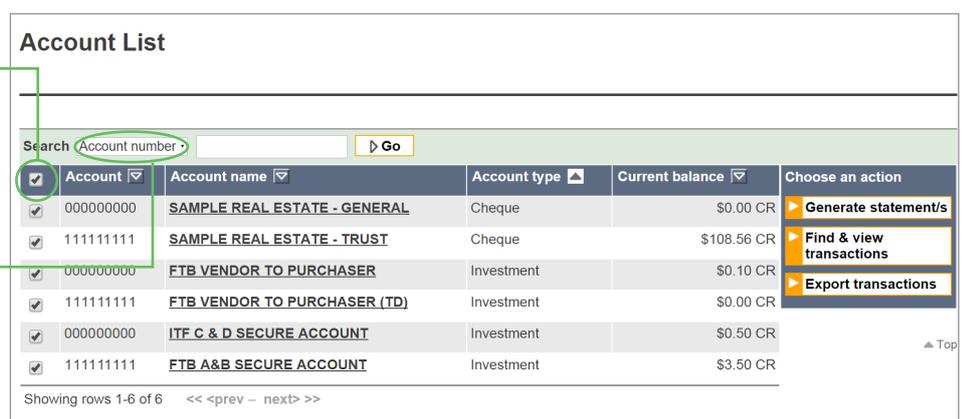
<input type="checkbox"/>	Account	Account name	Account type	Current balance	Choose an action
<input type="checkbox"/>	000000000	SAMPLE REAL ESTATE - GENERAL	Cheque	\$0.00 CR	<a href="#">Generate statement/s</a>
<input checked="" type="checkbox"/>	111111111	SAMPLE REAL ESTATE - TRUST	Cheque	\$108.56 CR	<a href="#">Find &amp; view transactions</a>
<input type="checkbox"/>	000000000	FTB VENDOR TO PURCHASER	Investment	\$0.10 CR	<a href="#">Export transactions</a>
<input type="checkbox"/>	111111111	FTB VENDOR TO PURCHASER (TD)	Investment	\$0.00 CR	

2 Select the account/s you want to search on, then click **Find & view transactions**.

\* **TIP:**  
To automatically select all of the accounts displayed on the **Account List** page, click the check box in the header row next to **Account**.

\* **TIP:**  
Narrow your search using the search criteria. You can select one or more of the options available, including:

- **Date Period** – defaults to today's date at 'To' and the date a week prior to today at 'From'. You can search up to ten years' history in three-year increments
- **Transaction description**
- **Amount range** – enter a dollar amount minimum for 'From' and maximum 'To'
- **Transaction type** – choose from debits and credits, credits only or debits only
- **Reference / Cheque Number.**



### Account List

Search Account number  [Go](#)

<input checked="" type="checkbox"/>	Account	Account name	Account type	Current balance	Choose an action
<input checked="" type="checkbox"/>	000000000	SAMPLE REAL ESTATE - GENERAL	Cheque	\$0.00 CR	<a href="#">Generate statement/s</a>
<input checked="" type="checkbox"/>	111111111	SAMPLE REAL ESTATE - TRUST	Cheque	\$108.56 CR	<a href="#">Find &amp; view transactions</a>
<input checked="" type="checkbox"/>	000000000	FTB VENDOR TO PURCHASER	Investment	\$0.10 CR	<a href="#">Export transactions</a>
<input checked="" type="checkbox"/>	111111111	FTB VENDOR TO PURCHASER (TD)	Investment	\$0.00 CR	
<input checked="" type="checkbox"/>	000000000	ITF C & D SECURE ACCOUNT	Investment	\$0.50 CR	
<input checked="" type="checkbox"/>	111111111	FTB A&B SECURE ACCOUNT	Investment	\$3.50 CR	

Showing rows 1-6 of 6 << prev - next >> [Top](#)

### Find & View Transactions

3 Enter your search criteria and click **Find transactions**.

\* To change the accounts you are searching on, click either the **Back** or **Change selection** button.

Search criteria		Selected account/s	
Date period	from: 20/10/14 (dd/mm/yy)	Account	Account Name
	to: 27/10/14 (dd/mm/yy)	111111111	SAMPLE REAL ESTATE - TRUST
Transaction description	<input type="text"/>	1 account/s selected	
Amount range	from \$ <input type="text"/>		
	to \$ <input type="text"/>		
Transaction type	Debits and credits ▾		
Reference / Cheque Number	<input type="text"/>		
<b>Back</b>		<b>Find transactions</b>	
		<b>Change selection</b>	

4 The transaction results display in the **Transaction list**.

\* Use the arrows to sort the transaction list on any of the fields shown.

\* If there is more than one page of transactions, use the navigation functionality to navigate through the list.

**Transaction list**

27 Oct 14 Today's transactions are provided for informational purposes only and may not necessarily reflect the final transaction postings that will take place overnight.

Account ▾	Date ▾	Transaction description ▾	Debit ▾	Credit ▾	Ref / Chq no. ▾
111111111	29 Aug 14	Stop Payment Fee -Active Banking	\$3.00		
111111111	9 Jul 14	DEFT I/CCd - AX 0000001001		\$0.01	
111111111	4 Jun 14	Stop Payment Fee -Active Banking	\$3.00		

Showing rows 1-3 of 3 << <prev - next> >>

Transaction list is not a statement of account. Only actual bank account statements should be relied upon for details of your account transaction history and balances.

### \* NEED HELP?



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