

## View transactions and download transaction summary

## Introduction The system keeps a history of all transactions. You can retrieve them and view their content and download the transaction details in the PDF format.

Step by step

To view an executed transaction, execute the following steps from any page.

Step	Action			Interface		
1	Select <b>Balance &amp; Transactions</b> from the left vertical menu.			III Balance & Tra	ansactions	
2	Click <b>View Detailed Balance</b> in the "Balance Summary" area.			View Detailed Balance >		
	You will be displayed a detailed view on unit type, issuance phase and balance (total, per type, reserved).					
		Detailed Balanc	e		×	
		(i) A list of ETS en	nission allowances ISIN Codes is availa	lable <u>here</u>		
3		Unit Type	ETS Phase	Balance	Reserved For Transactions	
		EUA	3	62 019	0	
		EUA	4	60 122	0	
		EUAA	3	5 273	0	
		EUAA	4	66 364	0	
		CHU	3	0	0	
		CHU	4	5 000	0	
		CHUA	3	493	0	
		CHUA	4	10 000	0	
		Total		209 271	0	
					Total Net Balance 209 271 Units	

## Search for transactions

Execute the following steps from any page of the application:

Step	Action	Interface
1	If you manage multiple accounts and you wish to see a global view on transactions involving all your accounts, select <b>Transactions</b> from the left vertical menu of the homepage. If you manage one account only or you prefer to view transactions concerning one specific account, select <b>Balance &amp; Transactions</b> from the left vertical menu of the account related information page.	III   Transactions     III   Balance & Transactions
2	For the account details view only, select the <b>Balance &amp;</b> <b>Transactions</b> tab at the top of the screen.	Balance & Transactions
3	Define your <b>search</b> criteria by using the available filters or by entering an alphanumeric value in the <b>Search by</b> <b>ID</b> field. The list will apply your filters instantly. Filters can be removed one by one by clicking on the cross or all in at once using the <b>Clear All</b> link.	Transactions         Search by ID         Type: 10-00 - Internal Transfer ×         Clear All
4	You will be displayed an overview list of executed and pending transactions.	Transaction ID :         Type         Started ·         Last Updated :         Started ·           Pending Transactions         07/11/2023 12:48:14 CET         07/11/2023 12:48:14 CET         07/11/2023 12:48:14 CET         07/11/2023 12:48:14 CET         07/11/2023 12:48:14 CET         544           History         Internal Transfer         29/11/2023 17:08:31 CET         01/12/2023 12:01:17 CET         Cet
5	You can export the details of one or more transactions by selecting them and clicking the Export Selected button. You can export in PDF and/or CSV format.	<ul> <li>EU35783</li> <li>Export Selected (2)</li> <li>Export as .pdf</li> <li>Export as .csv</li> </ul>
6	Additional details can be displayed when clicking on the transaction ID.	EU35783