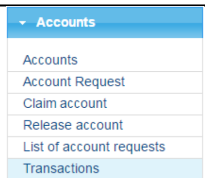
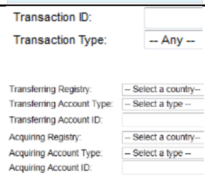
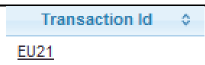
View transactions and download transaction summary

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	Click **Transactions** from the "Accounts" menu.	
2	The "Search Transactions" page opens. Click **Search** to list all the completed, terminated or delayed transactions. You can limit the transactions listed in the page by defining search criteria (e.g. search for a specific transaction ID, search for transaction made from or to a specific account ID or account type).	
3	Click the transaction ID to see its detail. The "Transaction Details" page opens.	
4	Click on Transaction PDF to download the transaction summary in PDF format.	

Note that the **Search & Export** button allows you to export the list of transactions to a CSV file.