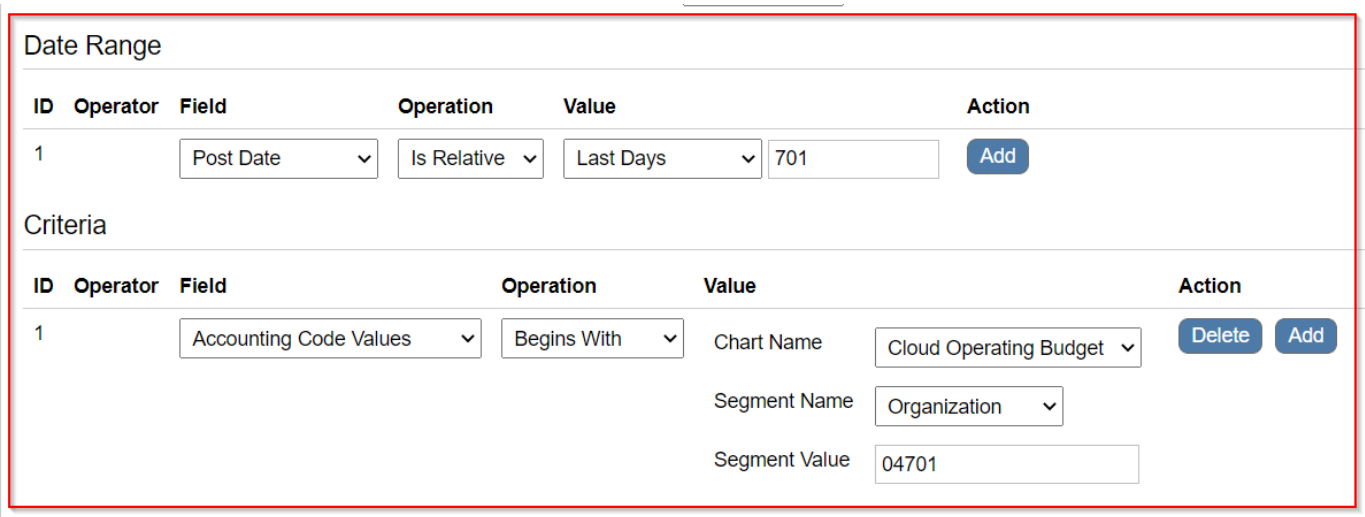
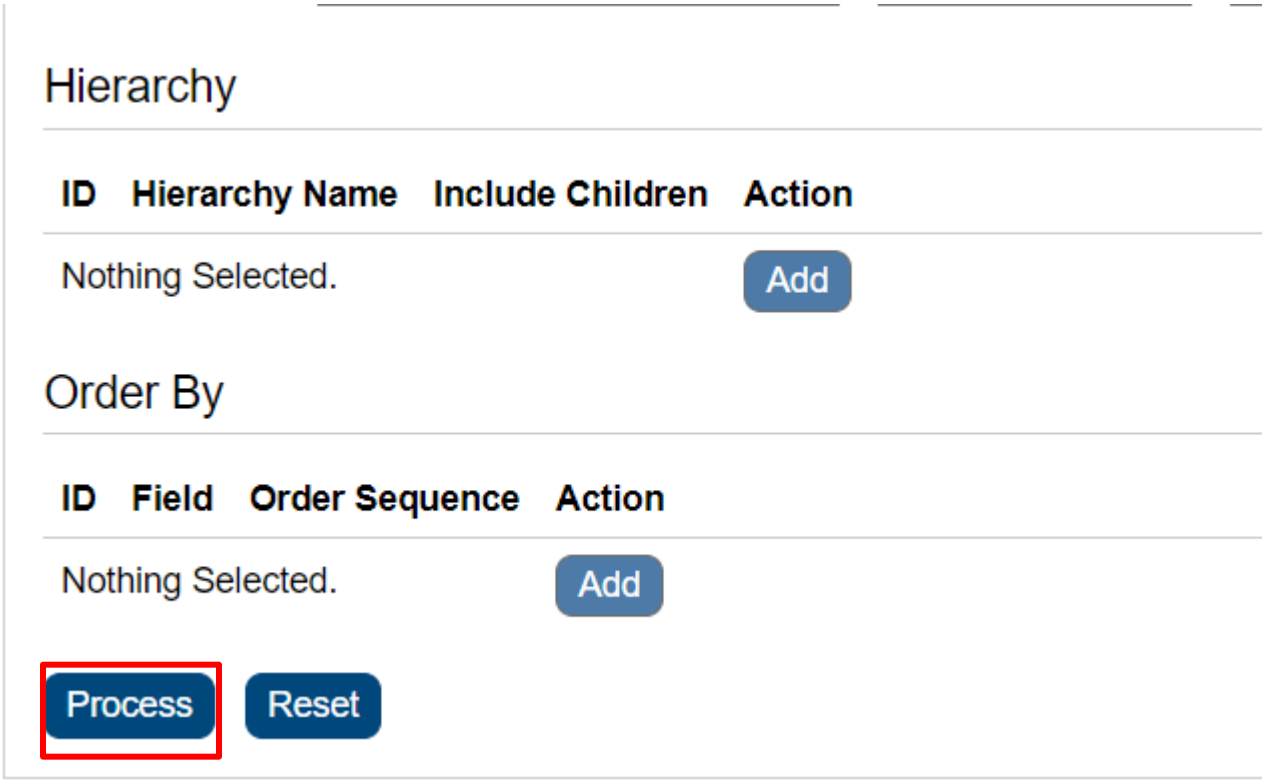
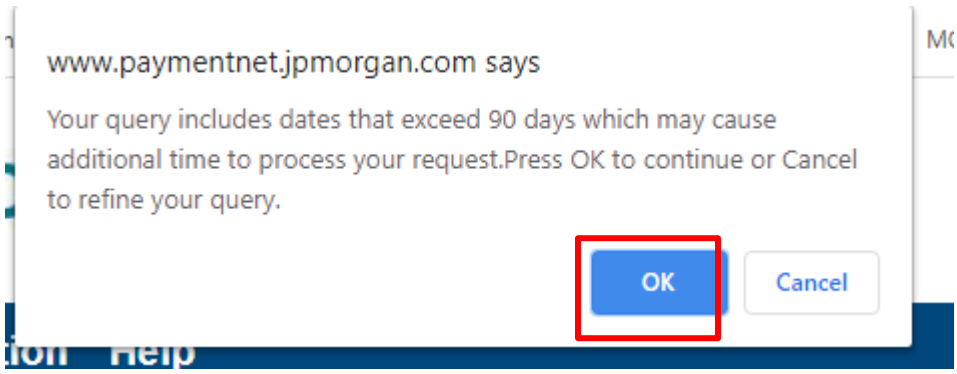
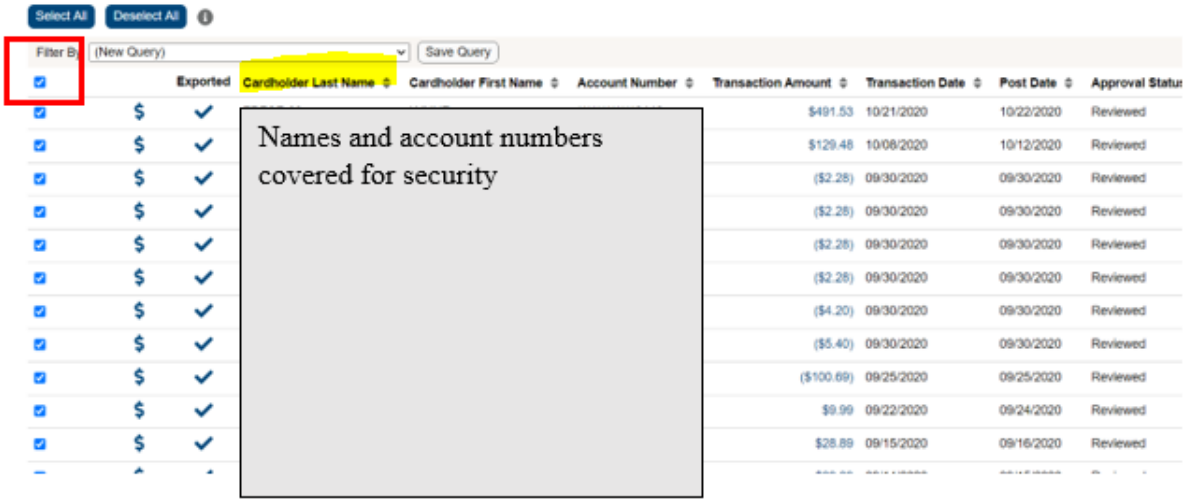
In this topic, you will learn how to review or approve transactions up to 701 days old

Step	Directions
1	Within the dashboard, hover over **Transactions** and Select **Query**

2	Change the parameters of the search: Date Range; **Post date** > **Is Relative** > **Last Days** > (**up to 701** days in the past) Under Criteria: Select **"Accounting Code Values" Operation: "Begins With" > Chart Name: "Cloud Operating Budget" > Segment Name "Organization" and enter YOUR Organization Number in the Segment Value Field. **The number entered is an example only*.*** ***Do not add any additional parameters** 
3	Click **Process**

	
4	A pop up appears, click OK 
5	Select each transaction to review or you can click the top box (see red square below) to select all transactions. You can also sort by cardholder name if needed by clicking on the Cardholder Last Name field.


Select All
Deselect All
Filter By
(New Query)
Save Query
Exported
Cardholder Last Name
Cardholder First Name
Account Number
Transaction Amount
Transaction Date
Post Date
Approval Statu
$491.53 10/21/2020 10/22/2020 Reviewed
$129.48 10/08/2020 10/12/2020 Reviewed
($2.28) 09/30/2020 09/30/2020 Reviewed
($2.28) 09/30/2020 09/30/2020 Reviewed
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($2.28) 09/30/2020 09/30/2020 Reviewed
($4.20) 09/30/2020 09/30/2020 Reviewed
($5.40) 09/30/2020 09/30/2020 Reviewed
($100.69) 09/25/2020 09/25/2020 Reviewed
$9.99 09/22/2020 09/24/2020 Reviewed
$28.89 09/15/2020 09/16/2020 Reviewed
Names and account numbers covered for security