How to View Transactions for a Billing Cycle

@ Work Reconciliation allows you to manage transactions by Billing Cycle for one or more cards.

To Select a Card Account and Billing Cycle

After you log in, the first screen will show your Accounts Summary. If you have more than one Card Account enrolled for @Work Reconciliation, they will show as a list.

1. Initially, only the most recent **Billing Cycle** will show for each card. You can click on the left half of the line (shown here in light gray), to expand this view, to show up to the last 13 Billing Cycles.

2. Next, click on the desired **Billing Cycle** at right to go to the **Transaction List View** for that Cycle.
Transaction List View

Clicking on an Account and Cycle in the Summary screen above will take you to the Transaction List View.

3. You can change the Billing Cycle to view, using the dropdown.
4. If you wish to select a different Account, you can click the Back to Cardmember Accounts link, to return to the summary page.