Setting Date Range to View Only Current Transactions in Works

Cardholders can set the date range for which they want to view transactions for the <u>current</u> billing cycle by selected Expenses – Transactions—then click on the "All" tab which is located at the end of the tool bar (see screenshot below).

Click on the + sign in front of the Date filter (see screenshot below). Then click on the calendar icon
Select the "Cycle-to-Date" radio button to see current transactions. (See screenshot on next page). When doing this, you'll see the calendar on the left adjust to the appropriate dates and the dates on the top (MM/DD/YY) will also adjust accordingly.
Make sure that "Date Posted" is selected in the box next to "Apply to." (as illustrated

You are encouraged to view your transactions & add comments as your transactions post, rather than waiting until the cycle period has ended.

Once the cycle period has passed, you will need to change your date selection to "Previous Cycle" to view your prior cycle