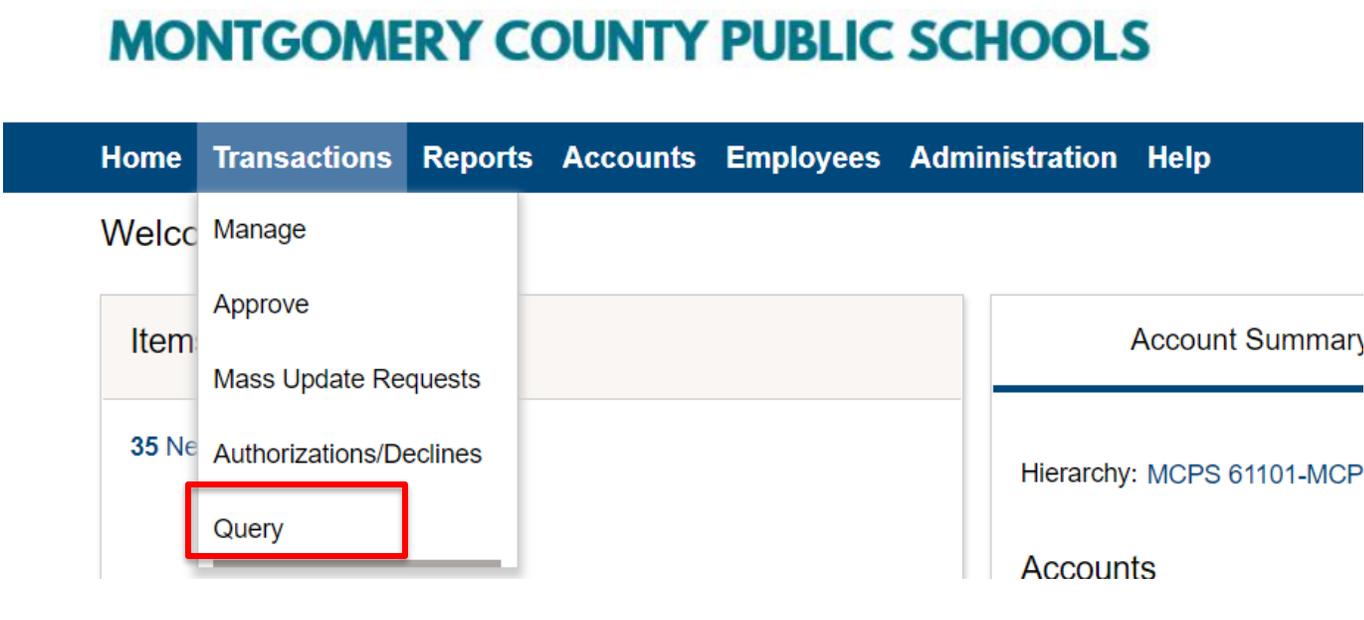


In this topic, you will learn how to review or approve transactions up to 701 days old

Step	Directions																								
1	<p>Within the dashboard, hover over <b>Transactions</b> and Select <b>Query</b></p>  <p>The screenshot shows the dashboard header with navigation tabs: Home, Transactions, Reports, Accounts, Employees, Administration, and Help. The 'Transactions' tab is active, and its dropdown menu is open, showing options: Manage, Approve, Mass Update Requests, Authorizations/Declines, and Query. The 'Query' option is highlighted with a red rectangular box.</p>																								
2	<p>Change the parameters of the search:            Date Range; <b>Post date &gt; Is Relative &gt; Last Days &gt; (up to 701 days in the past)</b>  <b>Approval Status is Not Equal To &gt; Approved</b>  <b>*Do not add any additional parameters</b></p> <p>Date Range</p> <table border="1" data-bbox="272 1585 1445 1879"> <thead> <tr> <th>ID</th> <th>Operator</th> <th>Field</th> <th>Operation</th> <th>Value</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Post Date</td> <td>Is Relative</td> <td>Last Days 701</td> <td>Add</td> </tr> </tbody> </table> <p>Criteria</p> <table border="1" data-bbox="272 1774 1445 1879"> <thead> <tr> <th>ID</th> <th>Operator</th> <th>Field</th> <th>Operation</th> <th>Value</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Approval Status</td> <td>Is Not Equal To</td> <td>Approved</td> <td>Delete Add</td> </tr> </tbody> </table>	ID	Operator	Field	Operation	Value	Action	1		Post Date	Is Relative	Last Days 701	Add	ID	Operator	Field	Operation	Value	Action	1		Approval Status	Is Not Equal To	Approved	Delete Add
ID	Operator	Field	Operation	Value	Action																				
1		Post Date	Is Relative	Last Days 701	Add																				
ID	Operator	Field	Operation	Value	Action																				
1		Approval Status	Is Not Equal To	Approved	Delete Add																				

3

Click **Process**

### Hierarchy

ID	Hierarchy Name	Include Children	Action
----	----------------	------------------	--------

Nothing Selected.

Add

### Order By

ID	Field	Order Sequence	Action
----	-------	----------------	--------

Nothing Selected.

Add

Process

Reset

If there are no search results, you may need to add your **Hierarchy ID** which is your school or location name by beginning to enter the name and selecting your school from the drop down. To determine your location name, if unknown, it is on the main dashboard under Account Summary.

### Hierarchy

ID	Hierarchy Name	Include Children	Action
----	----------------	------------------	--------

1	Hierarchy ID: St	<input type="checkbox"/>	Delete Add
---	------------------	--------------------------	------------

### Order By

ID	Field	Order Sequence
----	-------	----------------

Nothing Selected.

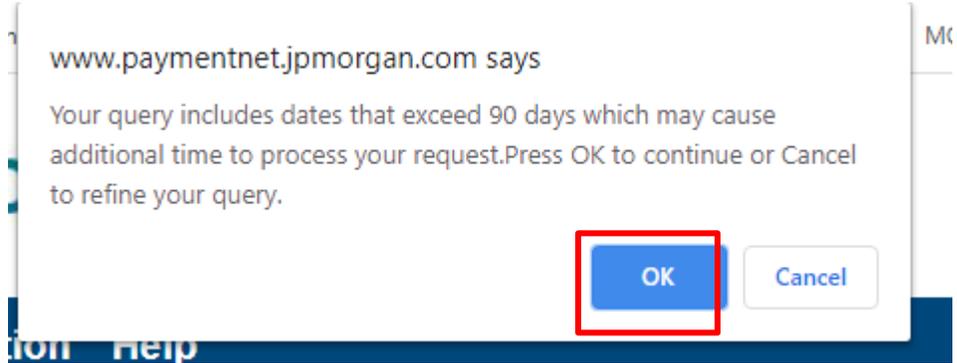
Process

Reset

- Stedwick 02568 - Elem Sch
- Stephen Knolls 01799 - Sch
- Stone Mill 02653 - Elem Sch
- Stonegate 02316 - Elem Sc
- Strathmore 02822 - Elem Sc

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 Status
<input checked="" type="checkbox"/>				\$491.53	10/21/2020	10/22/2020	Reviewed
<input checked="" type="checkbox"/>				\$129.48	10/08/2020	10/12/2020	Reviewed
<input checked="" type="checkbox"/>				(\$2.28)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$2.28)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$2.28)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$2.28)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$4.20)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$5.40)	09/30/2020	09/30/2020	Reviewed
<input checked="" type="checkbox"/>				(\$100.69)	09/25/2020	09/25/2020	Reviewed
<input checked="" type="checkbox"/>				\$9.99	09/22/2020	09/24/2020	Reviewed
<input checked="" type="checkbox"/>				\$28.89	09/15/2020	09/16/2020	Reviewed

Names and account numbers covered for security