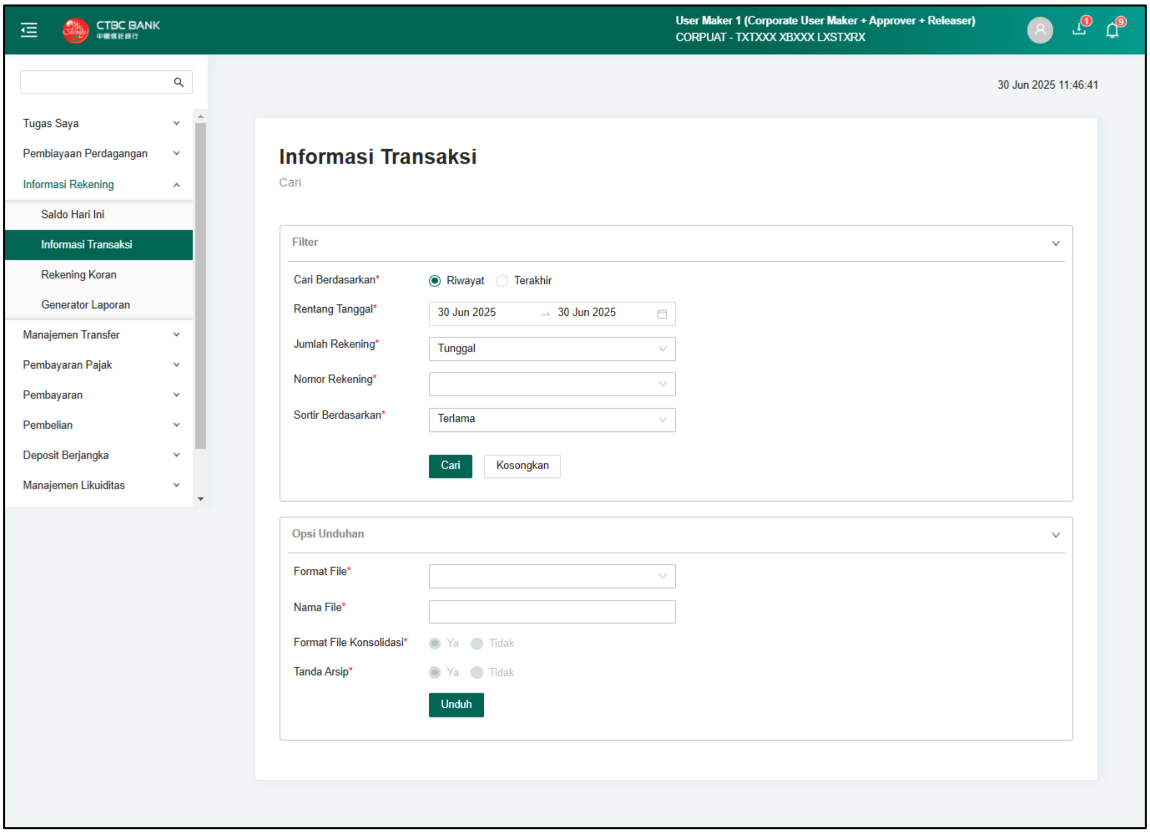
1 Transaction Information

This menu displays all daily transaction records for accounts grouped by account type. The accounts displaying information are those registered with the company.

1.1 Search

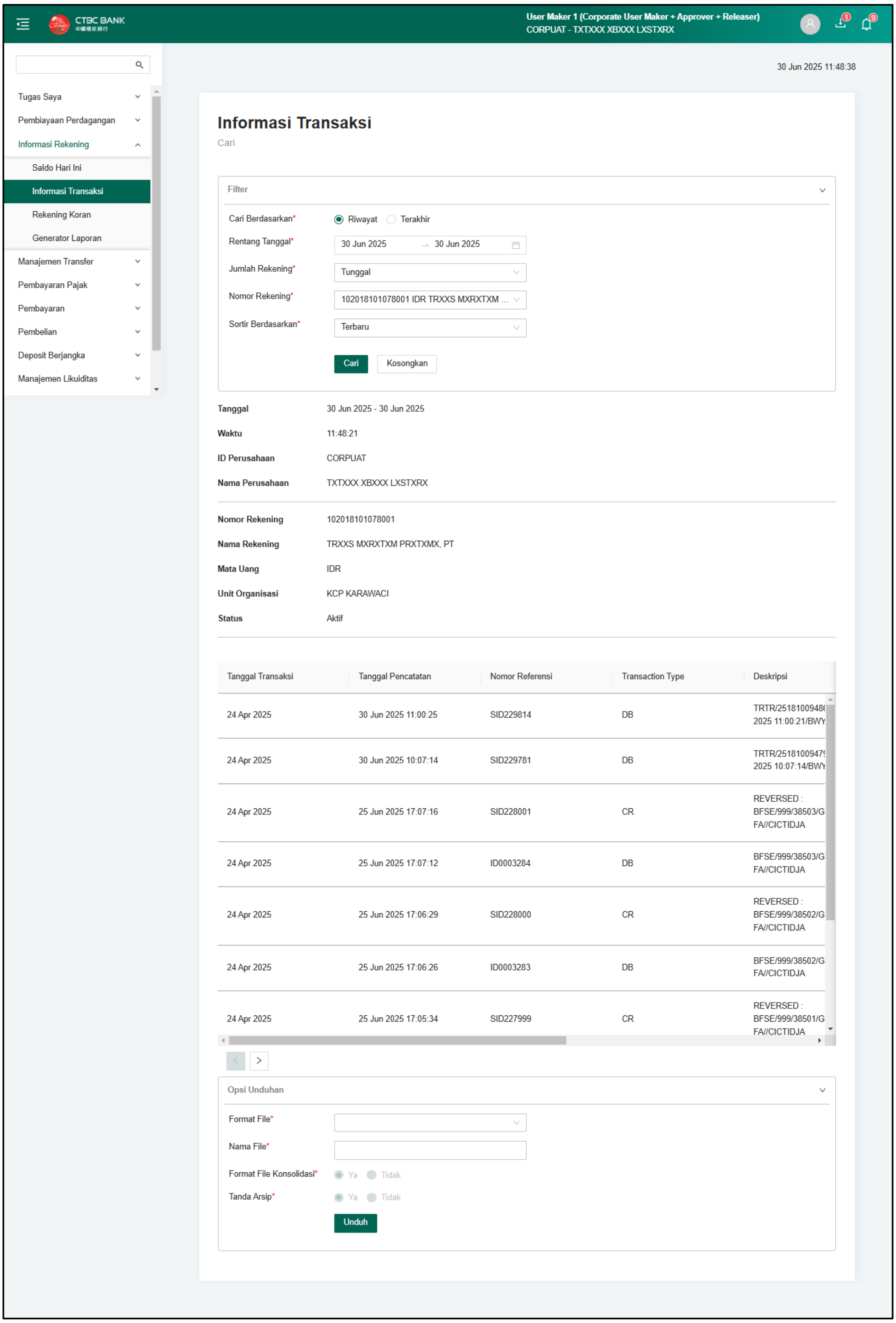
Here are the steps to download the **Account Information** report in the **Transaction Information** menu:

1. From the **Prime Cash** main menu, click **Account Information**, then click **Transaction Information**. The **Transaction Information** Search page will be displayed.



2. Select **Date Range** (**Required**).
3. Select **Number of Accounts** (**Required**).
4. Select **Account Number** (**Required**).
5. Select **Transaction Type** (**Required**).

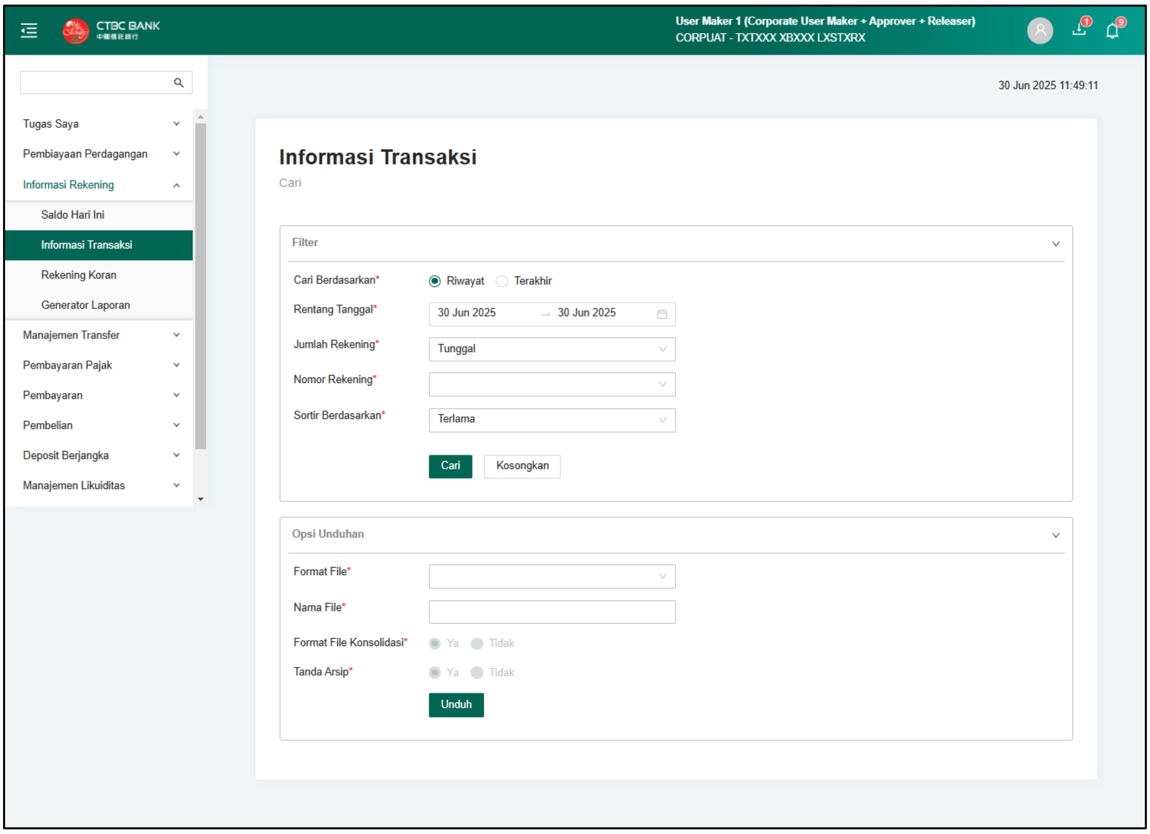
6. Click the **Search** button. Specific **Transaction Information** will be displayed.



1.2 Download

Here are the steps to download **Transaction Information** from the **Account Information** menu:

1. From the **Prime Cash** main menu, click **Account Information**, then click **Transaction Information**. The **Transaction Information Search** page will be displayed.



2. Select **File Format** (**Required**).
3. Enter **File Name** (**Required**).
4. Click the **Download** button. Specific **Transaction Information** will be downloaded and the file can be found in the **Report Overview** menu.