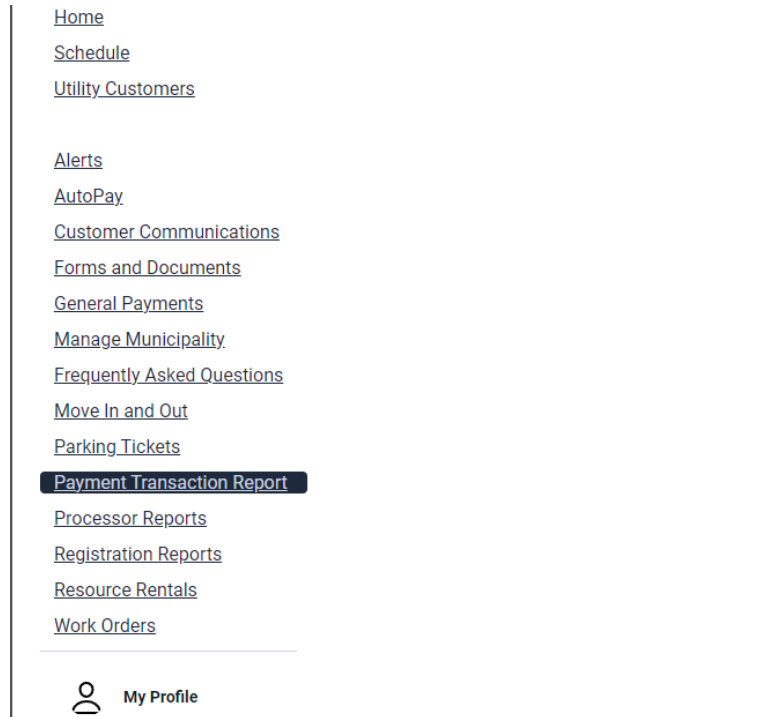
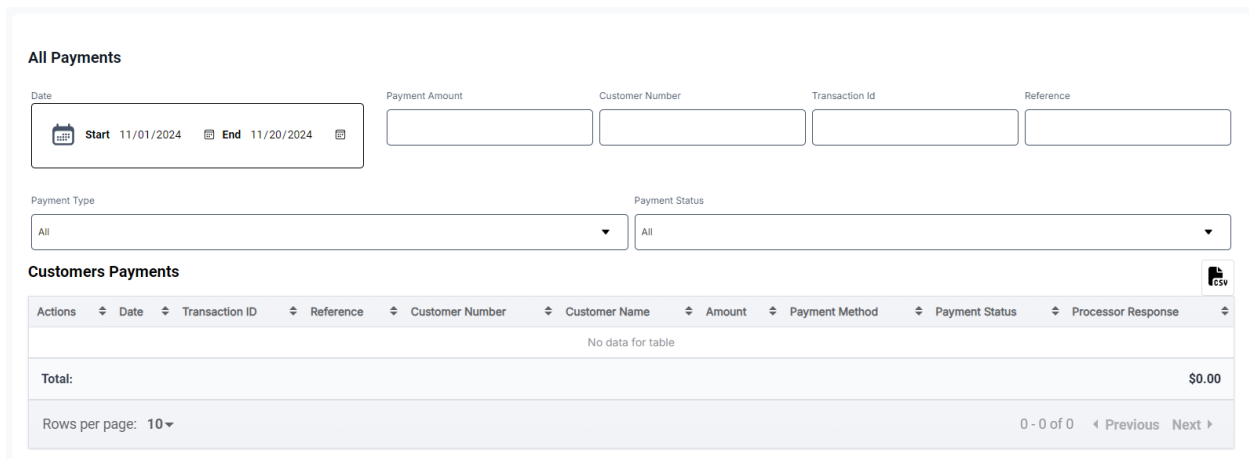


# Transaction Reports On The Citizen Action Center

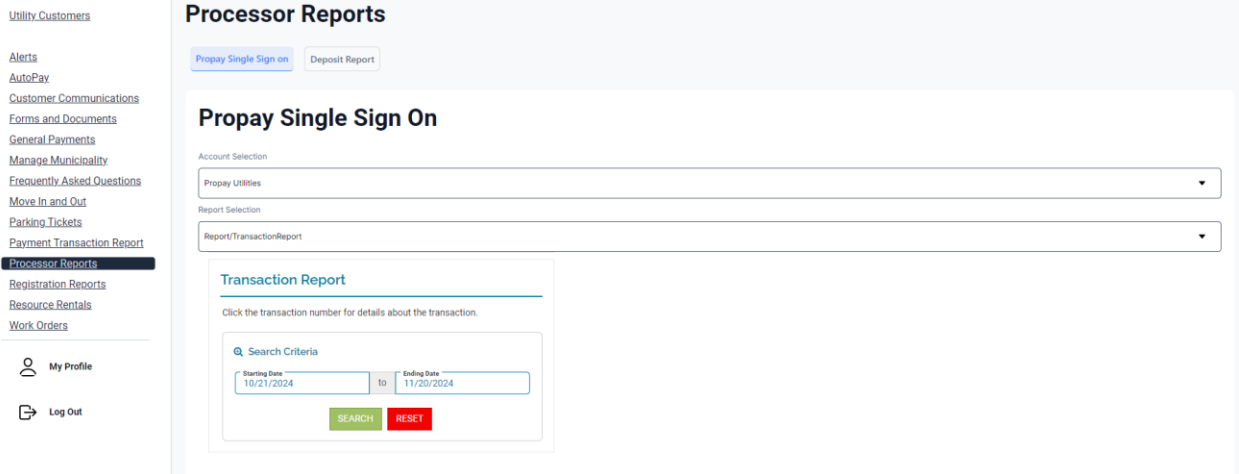
1. There are two ways to view transactions in the Citizen Action Center.
2. First, select the Payment Transaction Report



3. Once you select the Payment Transaction Report module, the following screen will appear.



- Here, you will see recent transactions and can search for any specific transactions you may want to see.
- In addition from here you can print receipts of payments seen on this screen.
- The other way to view transactions is through the “Processor Reports” module.



- This report allows you to view both pending and completed transactions for a selected time frame.
- Finally, there is also the advanced transaction search which allows you to search for a transaction by more fields than other reports.

