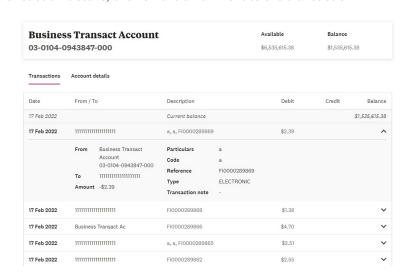# Viewing/searching and saving account details, reports, and transactions

Viewing accounts and transactions.

- The Accounts screen displays the list of accounts available to you online
- To access the list of transactions for a specific account, click anywhere on the row where your account number is This will display transactions for the past calendar month, to a maximum of 1,000 transactions
- Transactions processed through Westpac One Business will contain a unique reference number, which is displayed in the 'Reference' field
- To display the transaction details, click on the arrow next to the transaction.

How to view reports, statements, and transactions.

Currently within Westpac One Business there is no functionality to export transactions or to download statements. The only reports currently available within Westpac One Business are the MDS (Multi-Deposit Scheme) reports, however you can print or save transaction list details (see How to print or save below)

How to print or save.

To print or save any details as a PDF:

Right click anywhere on the screen

- Select the print option
- Choose your preferred destination (print or save as PDF)
- Click on print (or save if you have selected the save as PDF option).

How to search or find details.

The ability to search Westpac One Business is still to be built, however you can use your browser's 'Find' functionality to search for the information you're looking for.

- Press CTRL+ F to open a 'Find' window
- Enter the number or phrase you want to locate within the current page.