Viewing archived transactions in TechOne Financials

How to access archived transactions via Accounts enquiry (GL, AP, or AR)

Go to Transaction Listing and check the box ‘Include Archived Transactions’

![Transaction Listing](image)
How to access archived transactions - BI enquiry

Go to Other Data Sources and select Archived Transactions from the Accounts and Transactions folder.
How to access archived transactions – XLOne reporting

Go to Other Data Sources and select Archived Transactions from the Accounts and Transactions folder.