Follow these steps to search for transactions that were recevied from RealEC during their billing cycle.

1. Log in to **360**, if not already

    a) Click the **Services** button on the toolbar

    b) From the drop-down, select **Login**
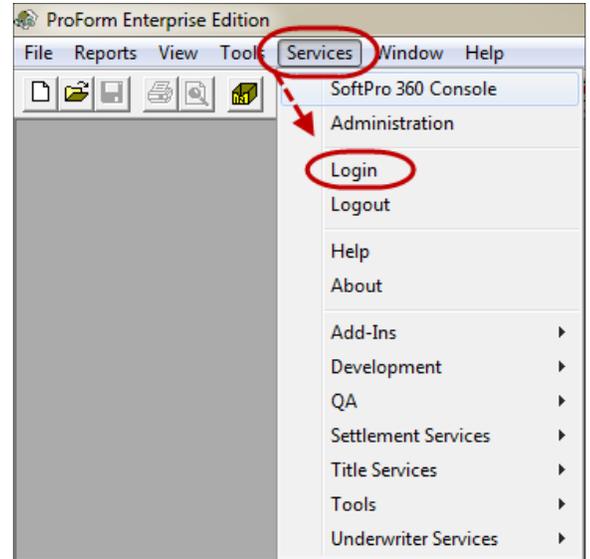
2. From the **360 Queue** ribbon, click the **Search** icon to open the **Search** tab
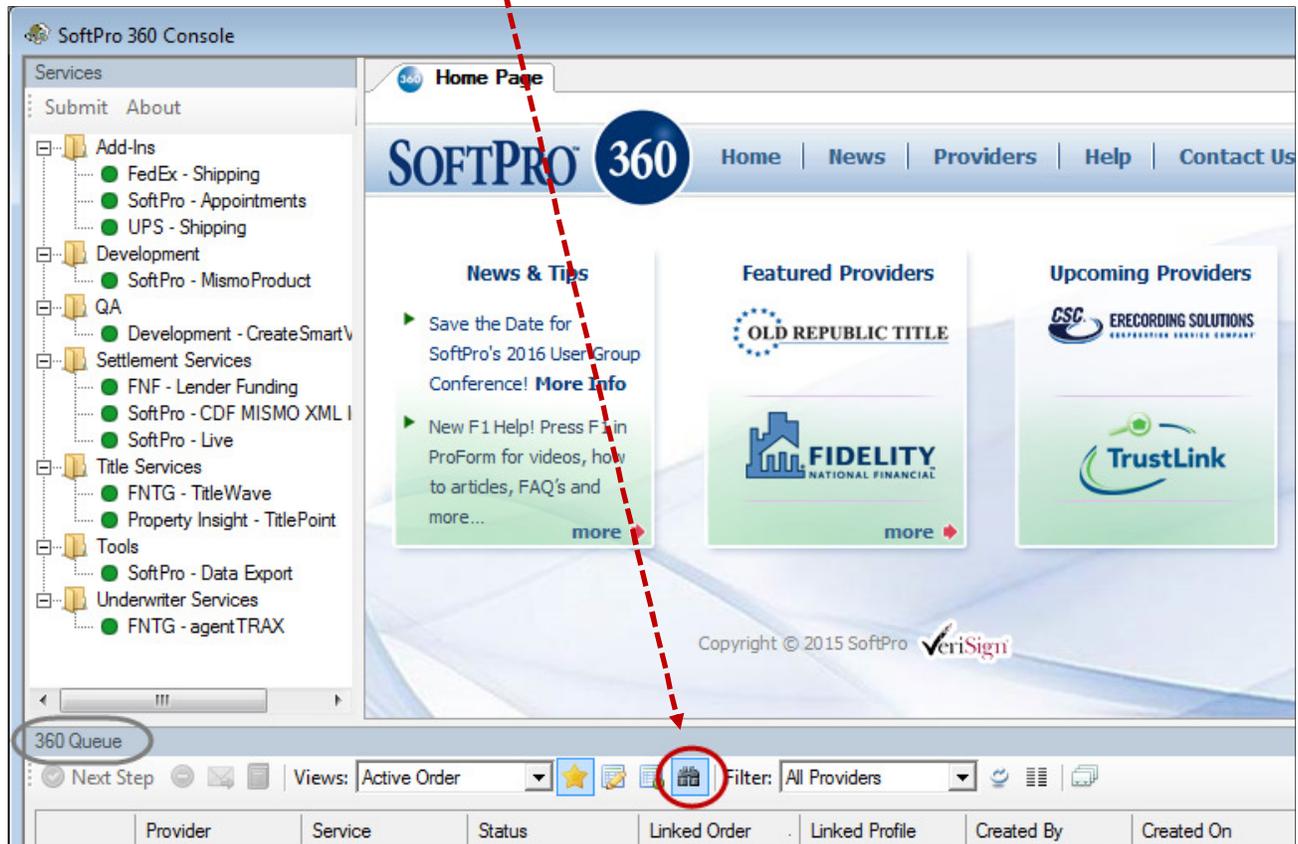
Once the **Search** tab is opened,
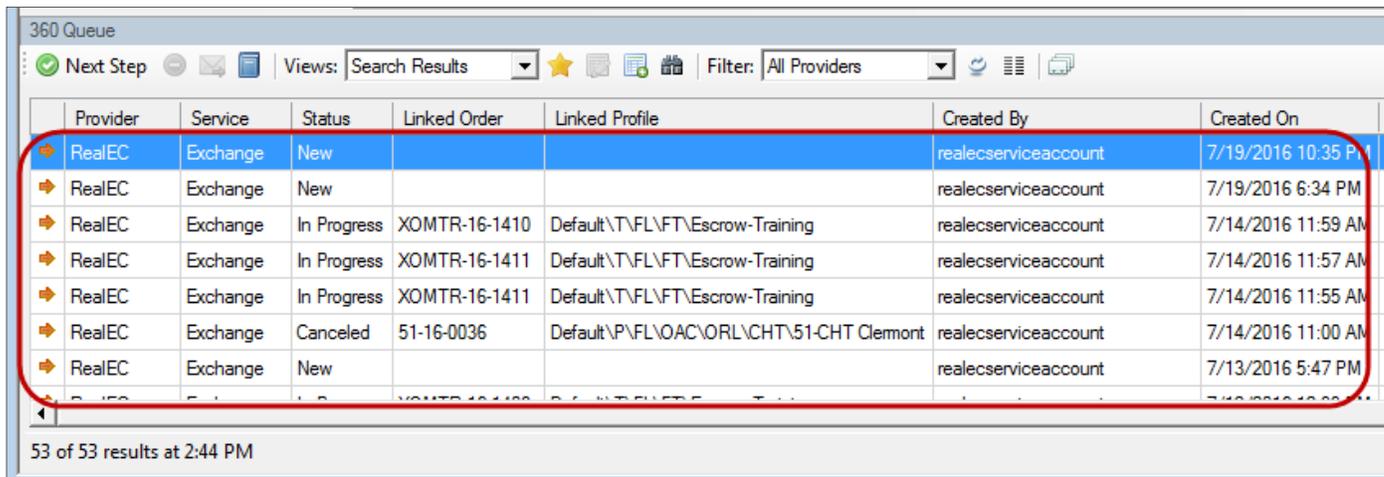
3. In the **Created On** section,

    a) **from** date field – check the check box to unlock the date field

    b) Enter (or select from the calendar) the 26th of the month you wish to search from (in our example, we entered *06/26/2016*)

    c) **to** date field – check the check box to unlock the date field

    d) Enter (or select from the calendar) the 25th of the month following the **from** date (in our example we entered *7/25/2016*)
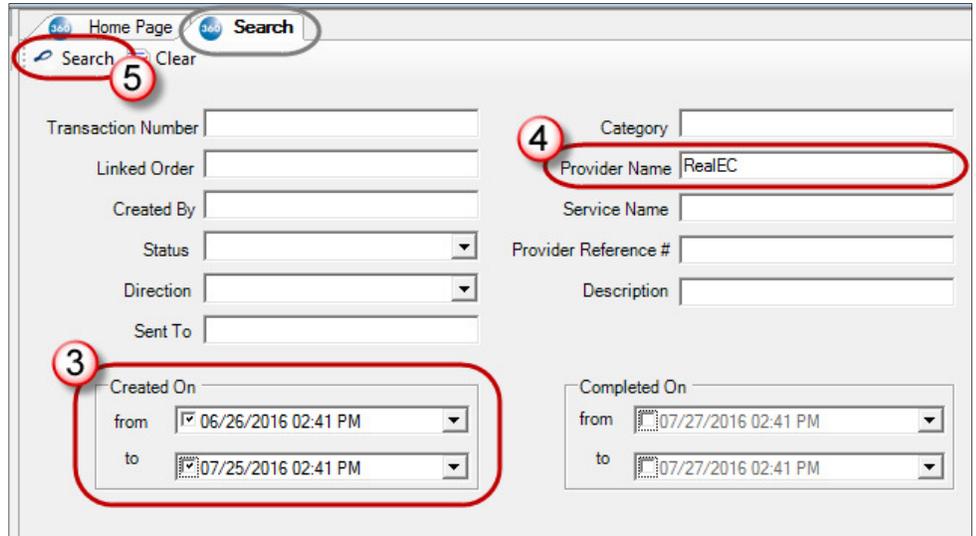
4. In the **Provider Name** field, enter *RealEC*

5. Click the **Search** button

The search results displayed in the **Queue** are all orders created during the timeframe entered.

NOTE:

〉 The 360 Queue displays up to a maximum of 250 transactions at one time. If your transaction count exceeds the maximum, split the month (e.g., 26th to 10th and 11th to 25th) to locate all orders

〉 Transactions are billed for at the time they are accepted. Cancelled transactions are therefore applied to the RealEC invoice. Rejected and New transactions are not.

〉 Overlap can occur if the Order is sent before the 26th but not accepted until after the 26th