## Search for One or More Transactions

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| 1.   | On the **Reconcile Statement Search** page, you can search for Procurement Card transactions by one field or a combination of fields. The more specific your search, the quicker and more specific your results.  
In this example, we will search for Brenda Lee’s Staged transactions that were charged to the Procurement Card on 3/8/2010 and entered into BFS Staging on 3/9/2010. |
| 2.   | Your Berkeley Financial System (BFS) **Menu** may look different, depending on your user access.  
Click the **Purchasing** link. |
| 3.   | Click the **Procurement Cards** link.  
**Procurement Cards** |
| 4.   | Click the **Reconcile** link.  
**Reconcile** |
| 5.   | Click the **Reconcile Statement** link.  
**Reconcile Statement** |
| 6.   | The **Reconcile Statement Search** page appears.  
**Note:** If you only Reconcile or Approve for one Procurement Card, clicking on **Reconcile Statement** in the Menu may take you directly to the **Procurement Card Transactions** page with all of your staged transactions. If that occurs for you and you want to Search on different parameters, you will need to click on the **Search** link in the lower left corner of your screen to get to this **Reconcile Statement Search** page.  
**Optional:** You can add this page as a **Favorite** in BFS, if you haven’t done so already, as follows:  
- Click the **Add to Favorites** link in the upper right corner.  
- Click the **Cancel** button in the pop-up box to continue.  
- Click the **OK** button to add the page to your favorites list as **Reconcile Statement**.  
You can use this link in the **Favorites** section of the **Menu** next time to skip directly to the search page.  
For more information on adding **Favorites**, see **Add Reconcile Statement Page to Favorites**.  
In this example, we will not add this page as a **Favorite**. |
| 7.   | Click the **Collapse (Ctrl+Y) Menu** button to see more of the page on one screen. |

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| 8.   | The first step in searching for Procurement Card transactions is to select your **Role Name**. Always select either **Reconciler** or **Approver** in the drop-down menu, whichever is the role you hold for the card account(s) for which you are searching.  
   Click the **Role Name** drop down arrow. |
| 9.   | In this example, click on **Approver**. |
| 10.  | If you want to search for the transactions for just one cardholder, you can enter that cardholder’s **Employee ID** or **Employee Name**. If you do not know the correct format of the cardholder **Employee Name**, you can search for it using the looking glass icon.  
   In this example, we will search for the cardholder Brenda Lee.  
   Click in the **Employee Name** field. |
| 11.  | **Employee Name** is in the form lastname,firstname. If you don't know the whole name, you can just enter part of the name and search for the correct name using the looking glass.  
   In this example, enter a valid value e.g. "lee,brenda" in the **Employee Name** field. |
| 12.  | Click the **Look up Employee Name (Alt+5)** button. |
| 13.  | You can choose the name you want from the **Search Results** list that appears.  
   In this example, click on **Lee,Brenda L**. |
| 14.  | Always select US Bank as the **Card Issuer**.  
   Click the **Card Issuer** list. |
| 15.  | Choose **US Bank** from the list. |
| 16.  | The **Billing Date** (also called **Posted Date** or **Staging Date**) is the date the transaction was initially entered into BFS.  
   If you are looking for transactions from one **Billing Date**, you can find the available dates by using the looking glass icon in the **Billing Date** field.  
   **Note**: The **Card Issuer** field must be filled or no **Billing Dates** will be available.  
   Click the **Looking Glass (Alt+5)** icon. |
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| 17. | Choose the **Billing Date** you are looking for.  
In this example, we are looking for Brenda's transactions that entered BFS Staging on March 9, 2010.  
Click the 03/09/2010 link. |
| 18. | If you are looking for transactions with a certain status, such as Staged or Verified, you can select that status in the **Statement Status** field.  
Click on the **Statement Status** drop down arrow. |
| 19. | Note that you could search for transactions with **Status:**  
- Approved  
- Closed  
- Error  
- Initial  
- Staged  
- Verified  
In this example, we are only looking for **Staged** transactions.  
Click on **Staged** in the drop down list. |
| 20. | We can also search for a specific **Transaction Date** (the date the Merchant charged our Procurement Card). In this case, we only want to see transactions charged on March 8, 2010.  
Click the **Choose a date (Alt+5)** button. |
| 21. | In this example, the year (2010) is correct, but we need to change the Month and Day to March 8.  
Click the **Month** drop down button. |
| 22. | In this example, click on **March** in the drop down list. |
| 23. | In this example, click the **8th of March**. |
| 24. | We have now entered our **Search** parameters (in this example, Brenda Lee's Staged transactions that were charged to the Procurement Card on 3/8/2010 and entered into BFS Staging on 3/9/2010) and are ready to perform the **Search**.  
Click the **OK** button. |
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<td>25.</td>
<td>A list of all transactions that fit your search criteria is now displayed in the <strong>Bank Statement</strong> section of the <strong>Procurement Card Transactions</strong> page. In this example, our search brings up three transactions. We can now proceed to work with those transactions. <strong>Reminder:</strong> You can make changes to procurement card transactions you found, including reconciliation of purchase details, changing the status of one or more transactions, and adjusting the distribution chart fields. See the Job Aids: - <em>Reconcile a Procurement Card Transaction,</em> - <em>Add Use Tax to a Transaction,</em> - <em>Change/Split Chartfield Distribution on a Transaction,</em> or - <em>Change Status on Single or Multiple Transactions.</em></td>
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<td>26.</td>
<td><strong>End of Procedure.</strong></td>
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