

CentreSuite Quick Reference Guide

May 2015

**Searching for Transactions without the wildcard
character**

Using the asterisk (*) as a wildcard character in partial transaction searches is no longer required when performing transaction searches. These search features were instituted to increase the performance and reliability of account searches. Using the wildcard character in partial searches could return unexpected results. The only exception to this rule is summarized in number 7 below.

The following points apply:

1. Wildcard characters (*) are no longer necessary for partial searches.
2. A text search string must contain the first character or characters of elements in the search string and all individual elements in the search string must be separated by spaces. The more complete the search string components, the more accurate the search.
3. Partial account number searches work with the last digits of the account number.
4. The application pads partial unit number searches with leading zeros to make eight digits. For example, "18" and "180" will return different results (00000018 vs. 00000180).
5. Text searches preceded by wildcard characters will no longer return expected results. For example, the wildcard search, "*son", which, in the past, would return, "Anderson" or "Johnson" will not return those results. The wildcard character is ignored so the results returned would contain "Sonya Smith", "JB Smith and Sons", or "Eric Sonnet". (See # 2 above).
6. The individual elements of the search string can be entered in any order. For example, "John Dean Smith" is equivalent to "Smith John Dean" or "Dean Smith John".
7. **Special case:** When a search string is followed by a wildcard, the string is executed in that order. For example: "James Smith And*" will return "James Smith Anderson" not "James Anderson Smith"

Examples:

Note: The Unit Name search behaves like the Name on Account searched illustrated below:

Search type	Search string entered	Example search results returned
Name on Account	"S" "M"	<u>M</u> Scott Jones <u>Michael S</u> Thomson <u>Mark S</u> mith <u>S</u> andra J <u>M</u> itchell (See number 6 above)
Name on Account	"SM" "J"	Connie <u>J S</u> mith <u>J</u> oan D <u>S</u> mith Bernard P <u>S</u> mith <u>J</u> r. Mary Ann <u>S</u> mith- <u>J</u> ones <u>S</u> mall <u>J</u> obs Limited (See number 6 above)
Name on Account	"SM" "J" "S"	<u>S</u> tephan <u>J S</u> mith <u>S</u> tephan <u>S</u> mith <u>J</u> r. <u>A. J. S</u> mith & <u>S</u> on Const

Search type	Search string entered	Example search results returned
		(See number 6 above)
Name on Account	SA "J" "SMITH" <i>or</i> "SMITH" "SA" "J" <i>or</i> "J" "SMITH" "SA"	Sam P <u>Smith Jr.</u> Sandra <u>J Smith</u> (See number 6 above)
Name on Account (Leading and imbedded wildcard characters are ignored)	"*SON"	Sonya Smith James Song Smith and Sons (See number 5 above)
Account Number	"4521"	All accounts ending with 4521 111111***** 4521 (See number 4 above)
Account Number	"64521"	All accounts ending with 64521 – The "6" is masked - This greatly reduces the number of search results. 111111***** 4521 (See number 4 above)
Account Number	"264521"	All accounts ending with 264521 – The "2" and "6" are masked - This greatly reduces the number of search results. 111111***** 4521 (See number 4 above)
Unit Number	"18"	Unit number 00000 18
Unit Number	"018"	Unit number 00000 18
Unit Number	"180"	Unit number 00000 180
Unit Number	"15180"	Unit number 000 15180