

CentreSuite Quick Reference Guide

May 2015

Searching for Transactions

Cardholders (users that have access to one account) search for transactions by specifying a date range and expense type information. Users that can access multiple accounts must first specify account search criteria, select the accounts they want to search, and then specify date range and expense type information. Users that can access multiple accounts and units must specify account, unit, or a combination of both account and unit criteria, and then specify date range and expense type information.

To search for transactions for a single account

If you have access to one account, that account is selected automatically when you access the Search for Transactions page. You can then specify transaction filter information to display transactions.

1. Select *Expenses>View Transactions* from the menu. The Search for Transactions page is displayed.

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP

Search for Transactions

Select a saved search: [?] Display format:

Select a saved search ▼ CorpDefTest (Corporate default) ▼

Date range: * From: To:

Last 10 days ▼ 2/7/2015 📅 2/17/2015 📅

Number of results per page:

20 ▼

Include transactions:

Not assigned to an expense report Assigned to an expense report Both


Transaction type:

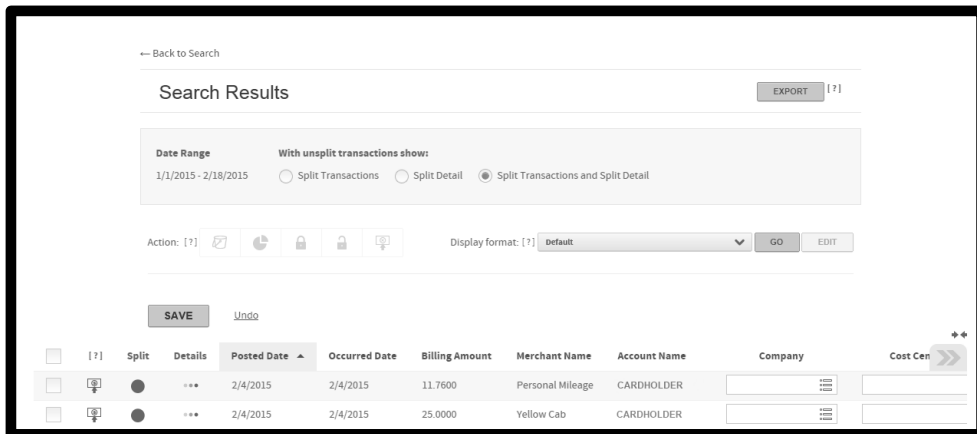
Out-of-pocket transactions only Card transactions only Both

Advanced Search [+]

RUN SEARCH [Save Search](#) [Delete Search](#)

2. If applicable, select an option from the **Select a saved search** and **Display format** drop down lists. A saved search stores transaction filter information that you selected in a previous session and want to reuse for future searches. The Display format list stores the transaction field columns that are returned on the Search Results screen. You can customize the information that is included so that only the fields required for a specific report or upload that you are reusing are available quickly.

3. Select a transaction date range from the **Date range** list. To specify a custom date range, select Custom from the **Date Range** list and click each calendar control () to specify a custom **From** and **To** date or enter the date in the **From** and **To** fields using the MM/DD/YYYY format.
4. Select the number of transactions to display from the **Number of results per page** list.
5. Select transaction types from the **Include transactions** and **Transaction type** controls. If you want to specify additional transaction criteria, expand the Advanced Search control. See the quick reference guide *Searching for Transactions using the Advanced Search* for more information .
6. Click **Run Search**. All transactions meeting your search criteria are displayed on the Search Results page in the display format you selected.



To search for transaction for multiple accounts or units

If you have access to multiple accounts, you can search for those accounts and include some or all of them in your transaction search. If you have access to both accounts and units, you can combine specific accounts and all accounts within a unit in your transaction search. The unit search is for users who have both account and unit access. If you have access to only accounts, the unit search will return nothing.

Important: If allocation is activated for your site, you cannot include accounts and/or units with different allocation schemes in your search. Only single allocation scheme searches are allowed.

1. Select *Expenses>View Transactions* from the menu. The Search for Transactions page displays.

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

Search for Transactions

Click here to select accounts or units for your search

Search for:
 Account Unit

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Selected Accounts/Units: * [?]
No accounts or units selected

Select a saved search: [?]
Select a saved search

Display format:
Allocation

Date range: *
Last 10 days

From: 2/7/2015

To: 2/17/2015

Number of results per page:
20

Include transactions:
 Not assigned to an expense report Assigned to an expense report Both

Transaction type:
 Out-of-pocket transactions only Card transactions only Both

Advanced Search [-]

Advanced Search (Reset Criteria)

MCC/Expense Type	+
Merchant Information	+
Amount	+
Addendum Information	+
Allocation Information	+
Mapped Status	+

RUN SEARCH [Save Search](#) [Delete Search](#)

2. Expand the **Click here to select accounts or units for your search** section.

Search for Transactions

Click here to select accounts or units for your search

Search for:

Account Unit

Name on Account

Active accounts Inactive within 45 days Inactive longer than 45 days Purged

SEARCH

Selected Accounts/Units:

Remove	Selected Items	Include Subunits [?]
<input type="checkbox"/>	CORPORATION (00000000)	<input type="checkbox"/>

3. Select the search type from **Search for** control: **Account** or **Unit**:


Account Search

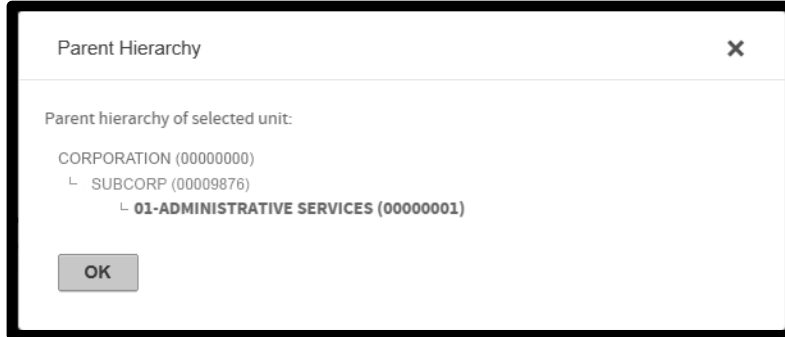
To search by account, select **Account** from the **Search for** field. By default, your search results include only active and recently closed accounts. You can adjust the settings to include any combination of open and closed accounts by adjusting check boxes in the account search criteria area.

- Select **Name on Account** or **Account Number** and specify additional search criteria in the adjacent field. See *Searching without the wildcard character* for examples of these searches.
 - a. Select one or more account types. If you select **Inactive within 45 days** and **Inactive longer than 45 days**, the search results will include all inactive accounts.
 - b. Click **Search**. The results of your account search are displayed in the Selected Accounts/Units section.
 - c. Select the accounts to be included in the search.
- Select **Unit Name** or **Unit Number** and specify additional search criteria in the adjacent field. See *Searching without the wildcard character* for examples of these searches.
 - a. Select one or more account types. If you select **Inactive within 45 days** and **Inactive longer than 45 days**, the search results will include all inactive accounts.
 - b. Click **Search**. All accounts you have access to in that unit are displayed in the Selected Accounts/Units section.
 - c. Select the accounts to be included in the search.
 - d. To include all accounts within a unit and if you have unit access, use the procedure in the Unit Search section below to add all accounts within selected units to your search. Otherwise, proceed to the Specify additional search criteria section below.


Unit Search

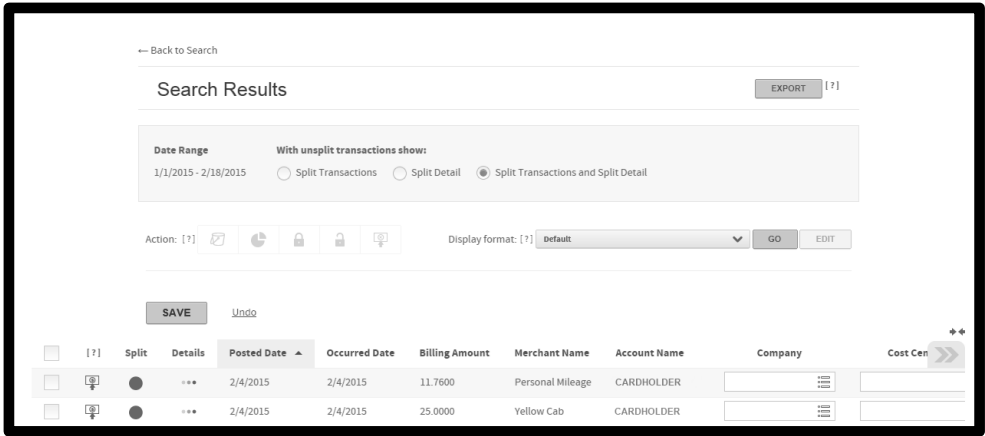
To search by unit, select **Unit** from the **Search for** field. The Unit list is populated with unit search criteria.

- a. Select **Unit Name** or **Unit Number** and specify additional search criteria in the adjacent field. See *Searching without the wildcard character* for examples of these searches.
- b. Click **Search**. All units you have access to in that unit are displayed in the Select Units section.
- c. Select the units to be included in the search. All accounts within the selected units are included in the search results. For additional information about the unit, click the Hierarchy icon () to display a pop-up window with hierarchy information.



Specify additional search criteria

1. If applicable, select an option from the **Select a saved search** and **Display format** drop down lists. A saved search stores transaction filter information that you selected in a previous session and want to reuse. The Display format list stores the transaction field columns returned on the Search Results screen. You can customize the information included so that only the fields required for a specific report or upload that you are reusing are available quickly.
2. Select a transaction date range from the **Date range** list. To specify a custom date range, select Custom from the **Date Range** list and click each calendar control () to specify a custom **From** and **To** date or enter the date in the **From** and **To** fields using the MM/DD/YYYY format.
3. Select the number of transactions to display from the **Number of results per page:** list.
4. Select transaction types from the **Include transactions** and **Transaction type** controls. If you want to specify additional transaction criteria, expand the Advanced Search control. See the quick reference guide "Searching for Transactions using the Advanced Search" .
5. Click **Run Search**. All transactions meeting your search criteria are displayed on the Search Results page in the display format you selected.



Saving a search

You can save transaction searches. All criteria specified is used in subsequent searches. You can specify a search name and description and this search will display in the **Select a saved search** list.

Important: If you specify a custom date range using the calendar controls or the **From** and **To** fields, you must select **Custom** from the Date range list before saving the search. If you do not, the saved search uses the selection in the Date range list and discards your custom date range.

1. Specify search criteria as described above.
2. Click the *Save Search* link next to the **Run Search** button at the bottom of the page. The Save Search dialog box is displayed.

3. Specify a unique search name in the **Name** field. This is the name that is displayed in the **Select a saved search** list. This field is required.
4. Specify a search description in the **Description** field. This field is optional.
5. If you have units and/or accounts selected and you want to include these in the saved search, select the **Include selected accounts or units with saved search** option.

6. If this search is to be the default search, select **Select as your default search**. If you have a previously selected default search, this new search will override that setting.

Note: To edit an existing search, select the search from the **Select a saved search** list, make your changes, and re-save it.

7. Click **Save**. The search is saved and displays in the **Select a saved search** list.