

**CentreSuite Quick Reference Guide**

*May 2015*

# **Searching for Transactions using the Advanced Search Options**

You can apply specific criteria to your transaction search using the Advanced Search section on the Search for Transactions page. You input the account, unit, date, transaction type selections and then apply any or all of these criteria to your search. Expand the Advanced Search section by clicking on the plus sign ( + ) and then click on the expand icon to open any of the Advanced Search fields.

The screenshot shows the 'Search for Transactions' page. At the top is a navigation bar with tabs: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES (selected), ADMINISTRATION, and HELP. Below the navigation bar is the page title 'Search for Transactions'. A grey box contains the instruction 'Click here to select accounts or units for your search'. The search form includes a 'Search for:' section with radio buttons for 'Account' (selected) and 'unit'. There is a 'Name on Account' dropdown and a text input field. Below this are checkboxes for 'Active accounts', 'Inactive within 45 days', 'Inactive longer than 45 days', and 'Purged'. A 'SEARCH' button is present. A table shows 'Selected Accounts/Units' with columns for 'Remove', 'Selected Items', and 'Include Subunits [?]'. One item is listed: 'MY BANK (11111111)' with a minus sign in the 'Remove' column and a checkmark in the 'Include Subunits' column. Below the table are more filters: 'Selected Accounts/Units: \* [?]', '1 unit', 'Select a saved search: [?]', 'Display format: test new (Corporate default)', '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 (selected)', 'Transaction type: Out-of-pocket transactions only, Card transactions only, Both (selected)', and 'Advanced Search [-]'. The 'Advanced Search' section is expanded, showing a list of criteria: 'MCC/Expense Type', 'Merchant Information', 'Amount', 'Addendum Information', 'Allocation Information', and 'Mapped Status'. Each criterion has a plus sign on the right. Annotations with arrows point to the 'Advanced Search section' and the 'Advanced Search expand icon'.

You can specify the following advanced search features for transaction searches:

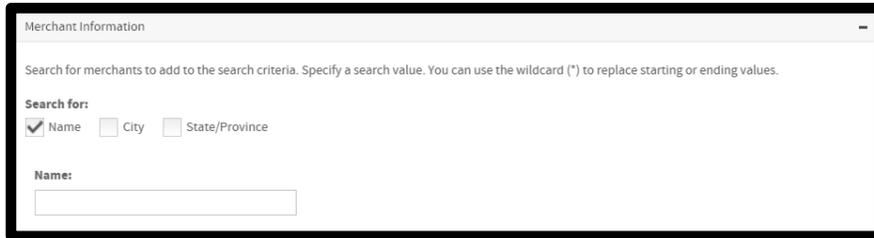
- MCC/Expense Type
- Merchant Information
- Amount
- Addendum Information
- Allocation Information
- Mapped Status

## MCC/Expense Type

1. Expand the MCC/Expense Type section.
2. Select a value from the **Search by** list
  - a. MCC Code
  - b. MCC Description
  - c. Expense Type
3. Enter additional search criteria in the adjacent field. You can use leading and trailing wildcard characters (\*) in your searches. If you leave the field blank, all items will display in the **Available** list.
4. Select **Description** or **Code** to specify the sort order.
5. Click **Search**. The **Expense type** section is displayed with the **Filter By** list populated with MCCs based on your selection in step 2.
6. Make a selection from the **Filter By** list. All MCC/Expense Types in this category are displayed in the **Available** list.

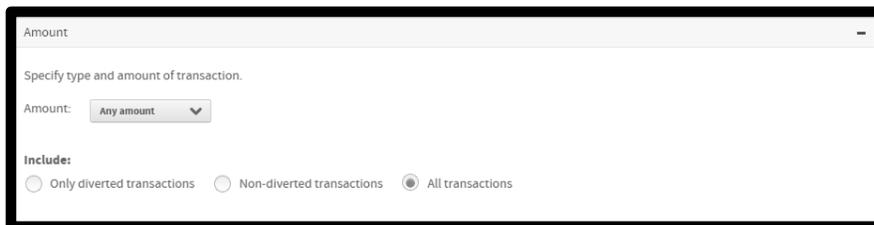
7. Select the check boxes next to the MCC/Expense Types that you want to include in your search and click the right-arrow button (  ). The selections are displayed in the **Selected** list. To remove selections, select the check boxes next to any MCC/Expense Types you want removed and click the left-arrow button (  ).
8. Repeat steps 2 through 7 to add additional MCC/Expense Types to the **Selected** list.
9. When your MCC/Expense type search criteria list is complete, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

## Merchant Information



1. Expand the Merchant Information section.
2. In the **Search for** option, the **Name** check box is selected by default, and the field for you to specify the name is displayed. To search for **City** or **State/Province**, select the appropriate check box to display the corresponding fields.
3. Enter the value or values to search for in the **Name** field. You can use leading and trailing wildcard characters (\*) in your searches or leave the field blank to select all.
4. When your Merchant Information search criteria list is complete, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

## Amount

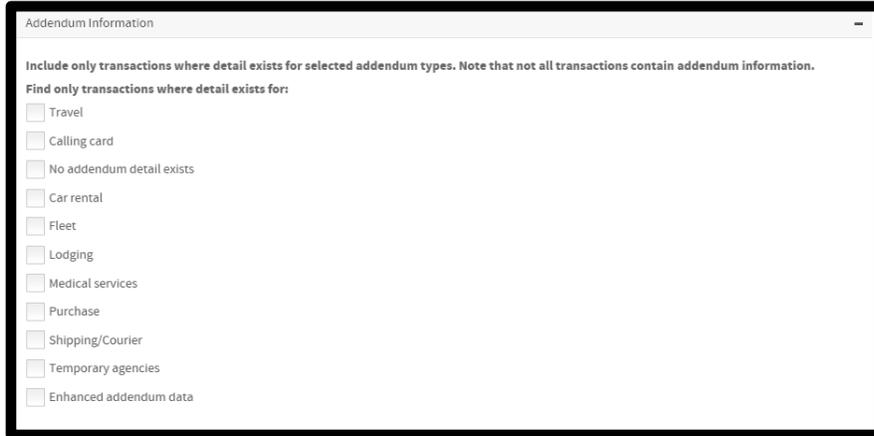


1. Expand the Amount section.
2. Select the amount filter from the **Amount** list. **Any amount** is selected by default. If you select **Equal to**, **Less than**, or **More than**, a single field is displayed. Enter the monetary amount in the field. If you select **Between**, specify the upper and lower monetary amount limits in the two fields that display. Select **Credits** to limit the search to credits.
3. Select the type of transaction from the **Include** option. **All transactions** is selected by default. The diverting transactions option can be used only if it has been set up for your company by your financial institution. The typical application of this option is using a company level account to authorize and pay for high monetary amount transactions, such as airfare. By diverting certain transaction types, the card limit and available

balance of the individual making an airfare purchase are not impacted. The charges are, instead, authorized and accumulated by the company account.

4. When your Amount search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

## Addendum Information

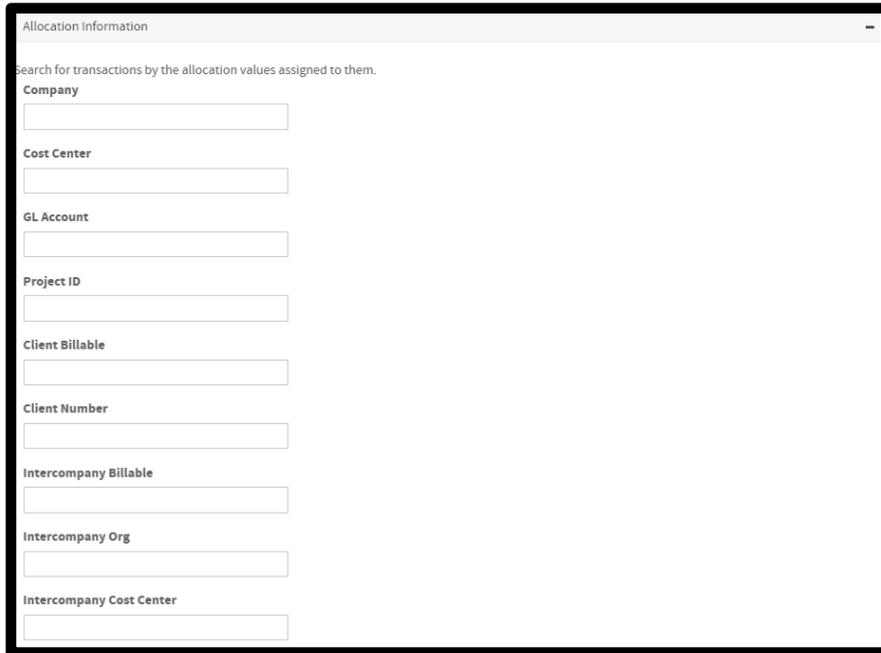


The screenshot shows a window titled "Addendum Information" with a close button in the top right corner. Below the title bar, there is a note: "Include only transactions where detail exists for selected addendum types. Note that not all transactions contain addendum information." This is followed by the instruction "Find only transactions where detail exists for:" and a list of addendum types, each with an unchecked checkbox:

- Travel
- Calling card
- No addendum detail exists
- Car rental
- Fleet
- Lodging
- Medical services
- Purchase
- Shipping/Courier
- Temporary agencies
- Enhanced addendum data

1. Expand the Addendum Information section.
2. Select the addendum types to include in the search.
3. When your Addendum Information search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

## Allocation Information



The screenshot shows a search form titled "Allocation Information" with a subtitle "Search for transactions by the allocation values assigned to them." The form contains ten input fields, each with a label to its left: "Company", "Cost Center", "GL Account", "Project ID", "Client Billable", "Client Number", "Intercompany Billable", "Intercompany Org", and "Intercompany Cost Center". Each label is followed by a rectangular text input box.

### Allocation Information example

1. Expand the Allocation Information section. If allocation is activated for your site, a list of allocation code segments display.
2. Type the transaction allocation code segment or segments you want to include in your search.

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**Note:** You cannot perform a search of multiple codes for the same segment. You must perform a separate search for each instance of an allocation code segment.

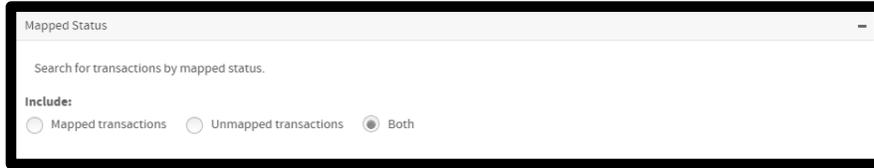
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**Important:** Remember that allocation codes are case sensitive. For example, m1234 is not the same as M1234. If the valid code for the segment is M1234, a search using m1234 will not return transactions.

3. When your Allocation Information search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

## Mapped Status

When a data mapper is run, there is an option to lock transactions so that further updates to the transactions included in the mapper's output file are blocked. If that lock option has been used, then the transactions are flagged as having been mapped.



The screenshot shows a window titled "Mapped Status" with a search bar and radio button options. The search bar contains the text "Search for transactions by mapped status." Below the search bar, under the heading "Include:", there are three radio button options: "Mapped transactions", "Unmapped transactions", and "Both". The "Both" option is selected, indicated by a filled radio button.

1. Expand the Mapped Status section.
2. Select **Mapped...** or **Unmapped...** to display either mapped or unmapped transactions. Both types are selected by default.
3. When your Mapped Status search criteria are set, run your search or add additional search criteria, as required. Click **Reset Criteria** to reset all Mapped Status search criteria and start over.