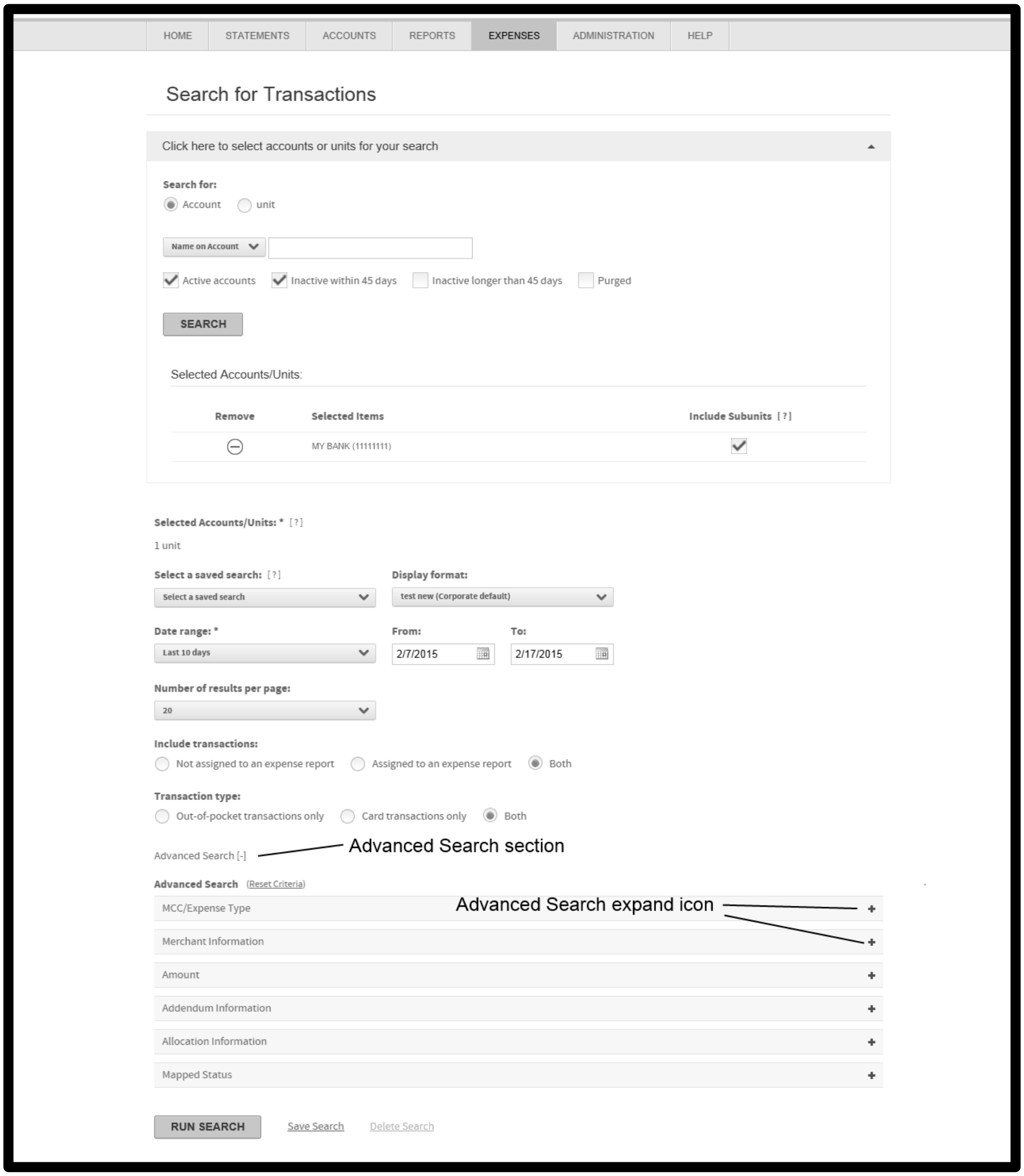
CentreSuite Quick Reference Guide

May 2015

Searching for Transactions using the Advanced Search Options

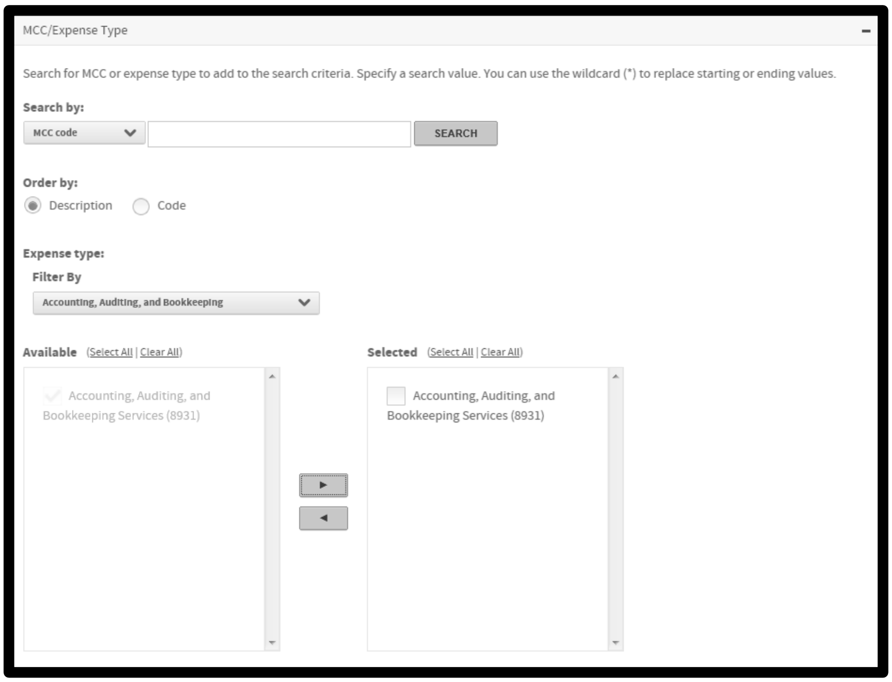
You can apply specific criteria to your transaction search using the Advanced Search section on the Search for Transactions page. You input the account, unit, date, transaction type selections and then apply any or all or these criteria to your search. Expand the Advanced Search section by clicking on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



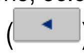
You can specify the following advanced search features for transaction searches:

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

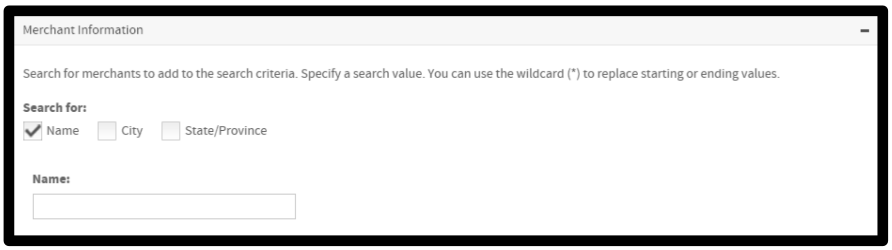
MCC/Expense Type



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.

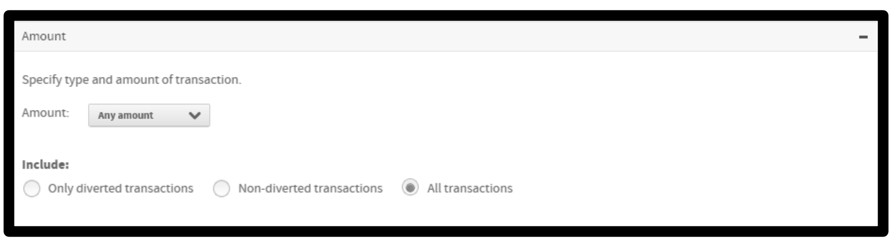
7. Select the check boxes next to the MCC/Expense Types that you want to include in your search and click the right-arrow button (). The selections are displayed in the **Selected** list. To remove selections, select the check boxes next to any MCC/Expense Types you want removed and click the left-arrow 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

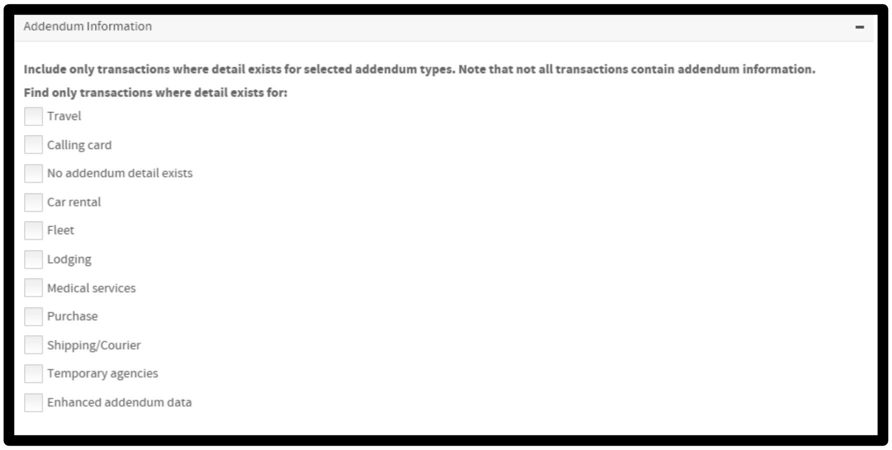


1. Expand the Amount section.
2. Select the amount filter from the **Amount** list. **Any amount** is selected by default. If you select **Equal to**, **Less than**, or **More than**, a single field is displayed. Enter the monetary amount in the field. If you select **Between**, specify the upper and 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 airfair purchase are not impacted. The charges are, instead, authorized and accumulated by the company account.

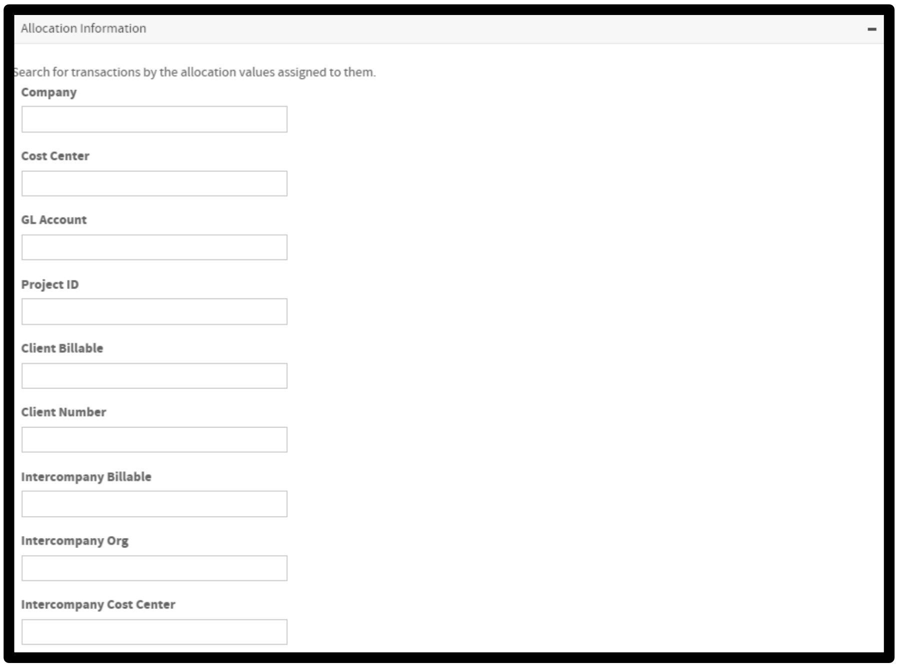
4. When your Amount search criteria are set, run your search or add additional search criteria, as required. Click the *Reset Criteria* link at the top of the Advanced Search section to clear the section search criteria and start over.

Addendum Information



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



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.

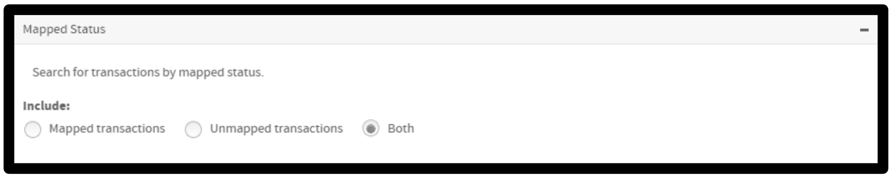
   Note: You cannot perform a search of multiple codes for the same segment. You must perform a separate search for each instance of an allocation code segment.

   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.



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.