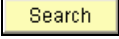




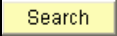



Search for One or More Transactions

1.	Click the Reconcile Statement link (See Setup Hint on page 2) in the BFS Navigation Menu to open a transaction search page.
2.	To identify your role, select either Reconciler or Approver in the drop-down Role Name menu.
3.	The Card Issuer field correctly defaults to US Bank .
4.	<p>To search for a single transaction, enter the complete Bank Reference Number in the Bank Reference Number field. The 24-digit Bank Reference Number appears on the Pro-Card Transaction Report in BAIRS.</p> <p>Click the Search button  and the transaction is now displayed on the Reconcile Statement page. Your search is complete.</p> <p>OR</p> <p>To search for more than one transaction, continue with Step 5.</p>
5.	<p>On the Reconcile Statement search page, you can search by a valid field or combination of valid fields listed below. The more specific your search, the more specific the results. Blank fields are not considered in the search.</p> <p>Employee ID field: Enter the 9-digit EID of the cardholder, or click the  icon to search for it.</p> <p>Employee Name field: Enter cardholder's name (last,first), or click the  icon to search for it.</p> <p>Card Number field: The cardholder may enter their 16-digit account number. Only the cardholder should know that number.</p> <p>Billing Date / Clear Date / Transaction Date fields: Enter the date(s) of the transactions in the appropriate field, or click the  or  icon to the right of each field to search for it. Use the “=” or “<=” symbol in the Clear Date drop-down menu to search for all transactions from a single date or up through a future date, respectively. Dates appear in BFS and on the Pro-Card Transaction Report in BAIRS.</p> <p>Statement Status menu:</p> <ul style="list-style-type: none"> Approved - transactions already approved by an Approver Closed – transactions already posted to the General Ledger Staged – transactions still waiting to be reconciled by a Reconciler Verified – transactions reconciled by a Reconciler; waiting for approval <p>Merchant field: Enter the exact name of the merchant, or use the “%” symbol as a “wildcard”; e.g. %PAPER% would return all transactions with merchant names that have “paper” in them, or CARD% would return all transactions with merchant names that begin with “card”.</p> <p>Description field: Enter letters, numbers or words to search for in the transaction description field. Use the “%” symbol as a “wildcard”; e.g. %PAPER% would return all transactions that have “paper” anywhere in their description field. Descriptions can be edited in BFS and appear on the Pro-Card Transaction Report in BAIRS.</p>

6.	<p>Click the Search button.</p>  <p>A list of procurement card transactions in the Staging Table that fit your selected criteria is now displayed on the Reconcile Statement page.</p> <p>Reminder: The process to reconcile a procurement card transaction is documented in the job aid, <i>“Reconcile a Pro-Card Transaction.”</i></p>
First-time Setup	<p>Add the Reconcile Statement page to your “My Favorites” list. In the BFS Navigation Menu, click the Purchasing link.</p> 
	Click the Procurement Cards link.
	Click the Reconcile link.
	Click the Reconcile Statement link to open a transaction search page.
	<p>Click the My Favorites link at the top of the BFS Navigation Menu. Click Add to Favorites. 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. Use this link each time to jump directly to the search page.</p>