## Search for One or More Transactions

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Reconcile Statement</strong> link (See Setup Hint on page 2) in the <strong>BFS Navigation Menu</strong> to open a transaction search page.</td>
</tr>
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<td>2.</td>
<td>To identify your role, select either <strong>Reconciler</strong> or <strong>Approver</strong> in the drop-down <strong>Role Name</strong> menu.</td>
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<tr>
<td>3.</td>
<td>The <strong>Card Issuer</strong> field correctly defaults to <strong>US Bank</strong>.</td>
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<tr>
<td>4.</td>
<td>To search for a single transaction, enter the complete <strong>Bank Reference Number</strong> in the <strong>Bank Reference Number</strong> field. The 24-digit <strong>Bank Reference Number</strong> appears on the <strong>Pro-Card Transaction Report</strong> in BAIRS. Click the <strong>Search</strong> button [Search] and the transaction is now displayed on the <strong>Reconcile Statement</strong> page. Your search is complete. <strong>OR</strong> To search for more than one transaction, continue with Step 5.</td>
</tr>
</tbody>
</table>
| 5.   | 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.  
   **Employee ID** field: Enter the 9-digit EID of the cardholder, or click the [icon] to search for it.  
   **Employee Name** field: Enter cardholder’s name (last,first), or click the [icon] to search for it.  
   **Card Number** field: The cardholder may enter their 16-digit account number. Only the cardholder should know that number.  
   **Billing Date / Clear Date / Transaction Date** fields: Enter the date(s) of the transactions in the appropriate field, or click the [icon] or [icon] 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.  
   **Statement Status** menu:  
      - **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  
   **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”.  
   **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. |
6. **Click the** Search **button.**

   ![Search]

   A list of procurement card transactions in the Staging Table that fit your selected criteria is now displayed on the Reconcile Statement page.

   **Reminder:** The process to reconcile a procurement card transaction is documented in the job aid, "Reconcile a Pro-Card Transaction."

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<table>
<thead>
<tr>
<th><strong>First-time Setup</strong></th>
<th>Add the Reconcile Statement page to your “My Favorites” list. In the BFS Navigation Menu, click the Purchasing link.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click the Procurement Cards link.</td>
</tr>
<tr>
<td></td>
<td>Click the Reconcile link.</td>
</tr>
<tr>
<td></td>
<td>Click the Reconcile Statement link to open a transaction search page.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>