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.	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. Click the **Search** button [Search] and the transaction is now displayed on the **Reconcile Statement** page. Your search is complete. **OR** To search for more than one transaction, continue with Step 5.

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 🔍 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.
	
	 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.*"
First-time Setup	Add the Reconcile Statement page to your **"My Favorites"** list. In the **BFS Navigation Menu**, click the **Purchasing** link. ▷ Purchasing
	Click the **Procurement Cards** link.
	Click the **Reconcile** link.
	Click the **Reconcile Statement** link to open a transaction search page.
	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.