CentreSuite Quick Reference Guide

May 2015

# Working with Transaction Search Results

Working with transaction display formats

Display formats let you control which transaction fields display and in what order. The initial default display includes a subset of the available fields. You can define one or more display formats, save them, and set one as your default. The default will be applied when you open the Search for Transactions page again.

Important: You must have search results displayed to edit or create a display format.
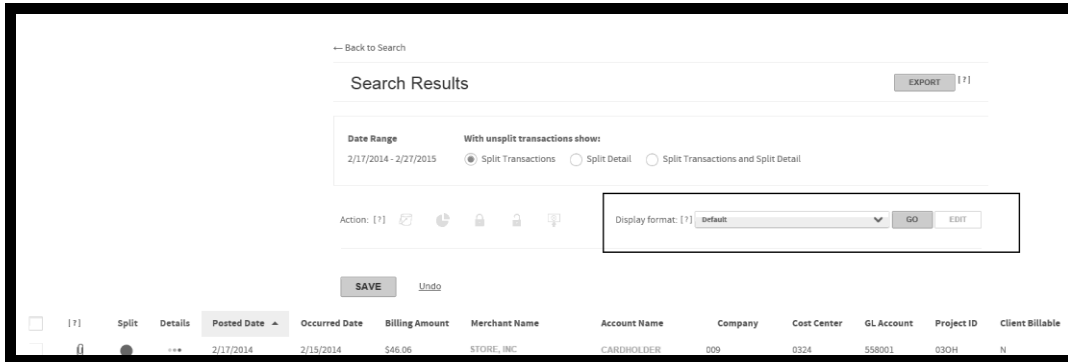
1. Run your transaction search. See the quick reference guide "Searching for Transactions".

2. Select **New format** from the **Display format** control. The **Edit** button activates.
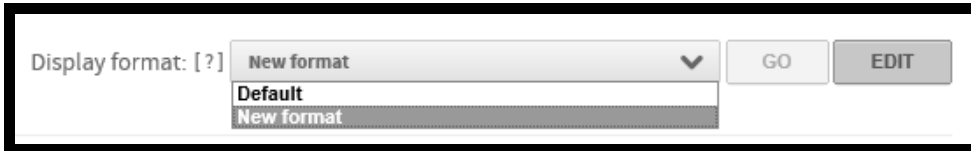
3. Click **Edit**. The Format Display page displays.

SAVE   Undo

Format Display

Name: *   Description
[   ]   [   ]

☐ Make Default

Available (Select All | Clear All)   Selected (Select All | Clear All)

☐ 1099 Status   ☐ Posted Date
☐ Account Address 1   ☐ Occurred Date
☐ Account Address 2   ☐ Billing Amount
☐ Account Address 3   ☐ Merchant Name
☐ Account Address 4   [►]   ☐ Account Name
☐ Account City   [◄]   ☐ Allocation Codes
☐ Account Country
✓ Account Name
☐ Account Name 2

                                            [▲] [▼]

SAVE   **FINISHED**   Preview   Delete   Cancel

4. Specify a name for the new format in the **Name** field (required) and a description in the **Description** field (optional).

5. Select the fields you want added to the transaction display from the **Available** field. You can scroll down to view additional fields.

SAVE   Undo

Format Display

Name: *   Description
[1099 Format   ]   [1099 field viewable]

☐ Make Default   ☐ Make Corp Default

Available (Select All | Clear All)   Selected (Select All | Clear All)

✓ 1099 Status   ☐ Posted Date
✓ Account Address 1   ☐ Occurred Date
☐ Account Address 2   ☐ Billing Amount
☐ Account Address 3   ☐ Merchant Name
☐ Account Address 4   [►]   ☐ Account Name
☐ Account City   [◄]   ☐ Allocation Codes
☐ Account Country   ☐ Description
✓ Account Name
☐ Account Name 2

                                            [▲] [▼]

SAVE   **FINISHED**   Preview   Delete   Cancel

6. Click the right arrow button ([►]) to move these fields to the **Selected** field. You can remove fields by selecting the field and clicking the left arrow button ([◄]).

7. Select the fields you want to include in the new format. To include all fields, click the **Select All** link.
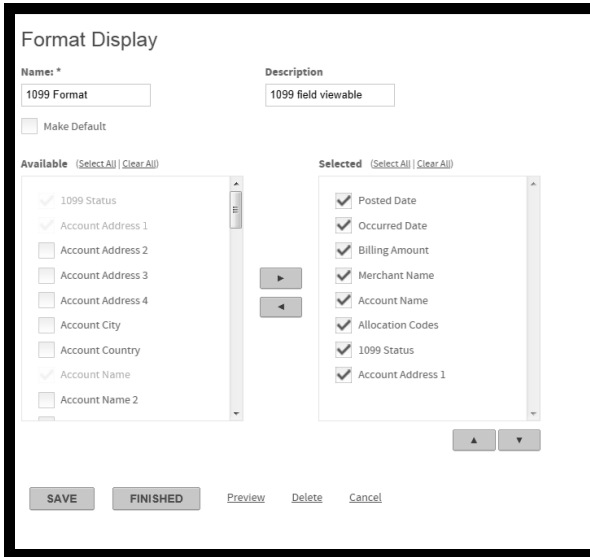
8. At this point you have two options, **Save** and **Finished**.

   a. Click **Finished** to apply the new format to the current data set. The current data set redisplays with the new fields added.

   b. Click **Save**. The current data set redisplays with the new fields added and the new format is added to the **Display Format** list.

Changing transaction status (Adminstrators or Approvers)

Administrators or anyone with approval permissions can change the status of a transaction to indicate that a transaction has been reviewed, approved, or rejected. Administrators can change the status of a transaction to Reviewed, Approved or Rejected.

1. Run your transaction search. See the quick reference guide "Searching for Transactions".

2. Select the transaction or transactions you want to change the status of by selecting the associated check box.
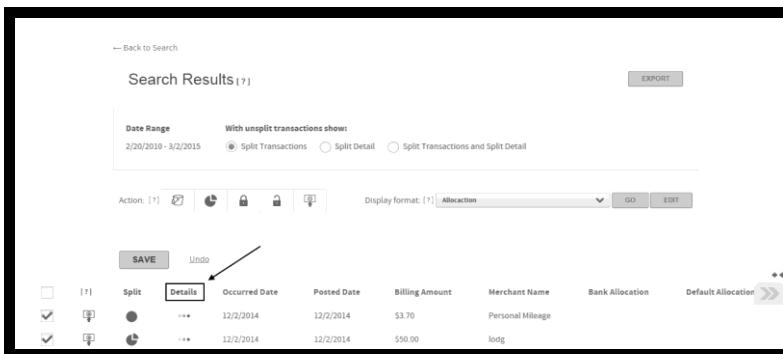
3. Click the **Detail** icon for the transaction or a transaction in your multiple selection. The Transaction Detail page displays. If you selected multiple transactions, the transaction whose detail icon you clicked displays on the Transaction Detail page.

Out-Of-Pocket Detail [?]

PREVIOUS   NEXT

Personal Mileage   3.70   12/2/2014   LORI MILLS   *E+15

Transaction Allocation and Expense Type [?]   ▼

Transaction Information [?]   ▲

Merchant:	Personal Mileage	Diverted:	False
Amount:	3.70	Original Amount:	3.70
Sales Tax:	0.00	Original Currency:	840
Posted:	12/2/2014	Conversion Rate:	0
Transaction Date:	12/2/2014	Transaction ID:	205651199
Merchant Reference #:			
MCC:	0		
Purchase ID:			

Merchant Information [?]   ▼

Account Information [?]   ▼

Transaction Status [?]   ▼

4. Expand the Transaction Section.

Note: Remember that you can hover your cursor over a field's information icon ([?]) to display additional information about the field

Transaction Status [?]   ▲

Personal:	○ Yes ● No
Disputed:	○ Yes ● No
Locked:	○ Yes ● No [?]
Mapped:	No [?]
Transaction status:	Reviewed ▼ [?]
	Reviewed
	Approved
	Rejected
Diverted:	No
Disputed Tracking #:	
Reference #:	

SAVE   Cancel

5. Change the status of the transaction. You can mark a transaction as Personal or Disputed or change the Transaction Status to one of the following statuses, **Reviewed**, **Approved**, or **Rejected**. You can also remove the **Personal** or **Disputed** transaction status.

Note: Administrators can lock or unlock transactions from the Transaction Status section of the Transaction Detail page by changing the **Locked** status. Administrators can also lock or unlock transactions from the transaction search results page. See "Locking or unlocking transactions" below.

6. Click **Save** to save the status update. If you selected multiple transactions, click **Previous** or **Next** to display the next transaction in your selection.

7. When you have completed the status updates, click **Back to results** (top of page) to return to the the transaction search results. The status of your selected transactions is updated.

8. Click **Save** to save the updated statuses.

Locking or unlocking transactions

You can also lock or unlock transactions from the transaction search results page. Locked transactions cannot be edited so if a transaction is in a locked status, you must unlock it to edit the transaction.

1. Run your transaction search. See the quick reference guide "Searching for Transactions".

2. Select the transaction or transactions you want lock or unlock of by selecting the associated check box. The Action bar activates. If the transaction is in an unlocked status, fields can be edited. If it is in a locked status, no fields are editable.
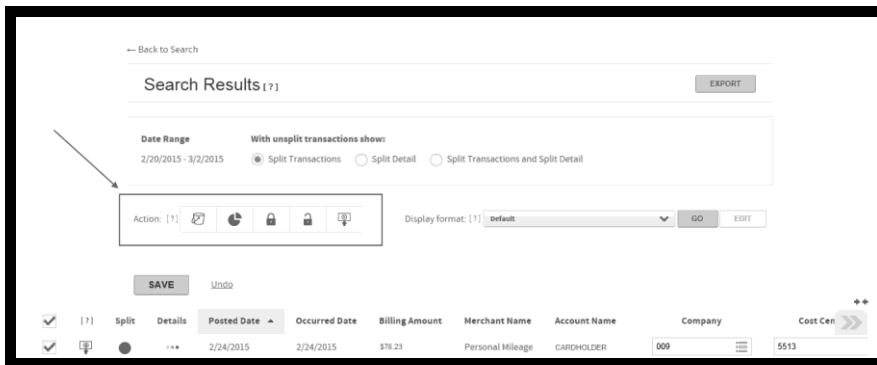
3. For an unlocked transaction, click the lock icon ( ) to lock the transaction and prevent any further editing.

   For a locked transaction click the unlock icon ( ) to unlock the transaction so it can be edited.

4. Click **Save**. The transaction search results page redisplays with the selected transaction in it's new status.