P-Card Reconciliation Tool Search Function Manual

Using the Search Function:

The search function may be used to view transactions that fall in one category (chosen by the user) that is not available to sort as a column name.

- Examples include: Card name, dollar amount, fund, account, etc

1. While in the Card Data tab, click on Search in the tool bar

![Figure A](image1.png)

- The first pop-up lists the categories that may be searched by the user

![Figure B](image2.png)
• The search field chosen will determine what operators are available.

Figure C

• The search field and operator chosen will determine the information that populates a dropdown box or if the criteria will need to be entered in the field.

Figure D

• When information is entered, click Update and then Search. The tool will return to the card data tab and display the results of the search (Figure E). Searches may be saved for future use.
• To view all transactions again, click View All in the tool bar (Figure E)

Figure E

The Results of the search will populate in the Card Data Tab

Updated 11/14/08