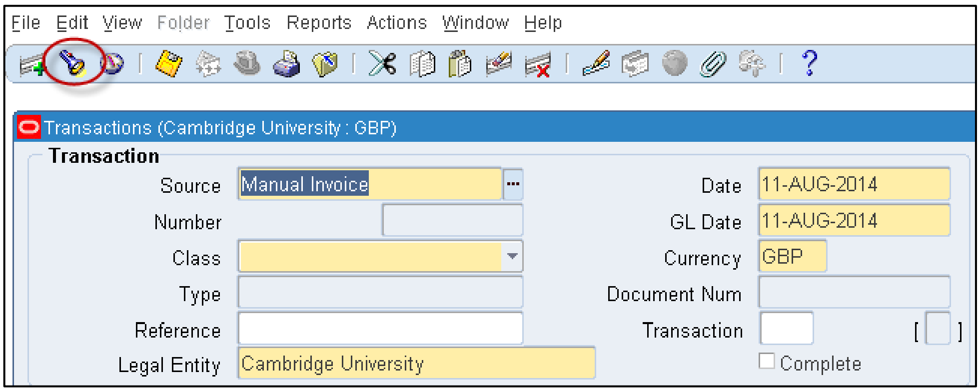
Searching for Transactions

When a transaction has been created in CUFS, there may be a need to search for that transaction at a later time. There are two ways of searching for transactions and these can be used by users with any AR responsibility.

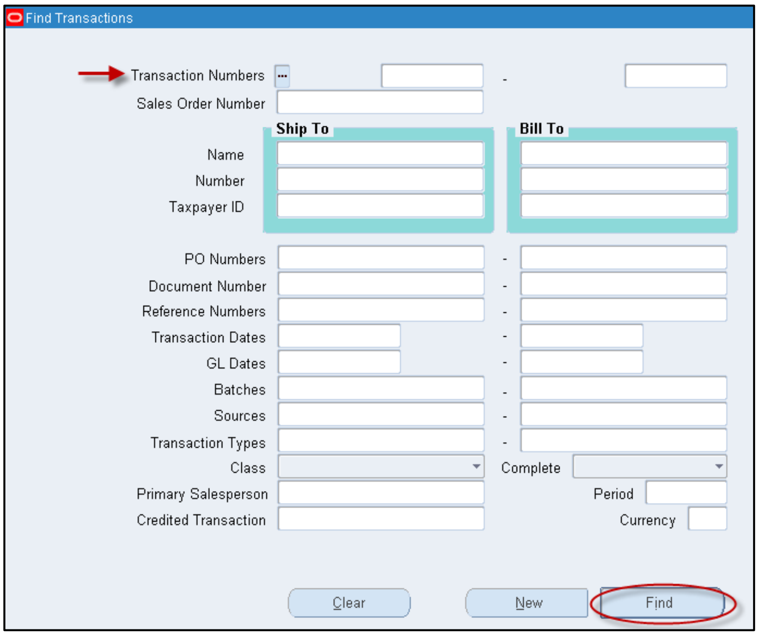
Option 1 – Finding Transactions

To search for a transaction carry out the following steps:

1. Double click on **Transaction** from the Navigator screen.
2. Double click on **Transactions** again from the sub categories of Transactions. This will take you the Invoice header screen.

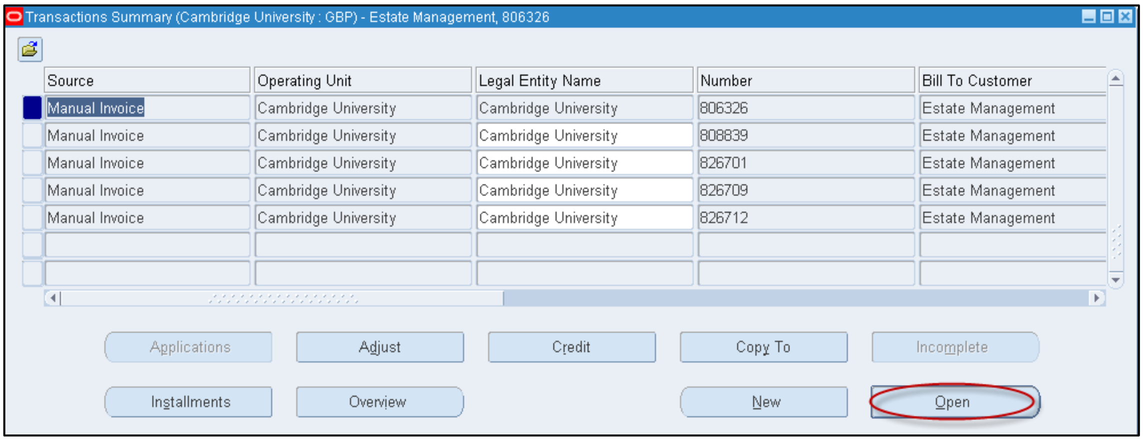


3. Click on the **'torch'** icon in the top tool bar as shown above. This will now open a new dialogue box called ***Find Transactions***.

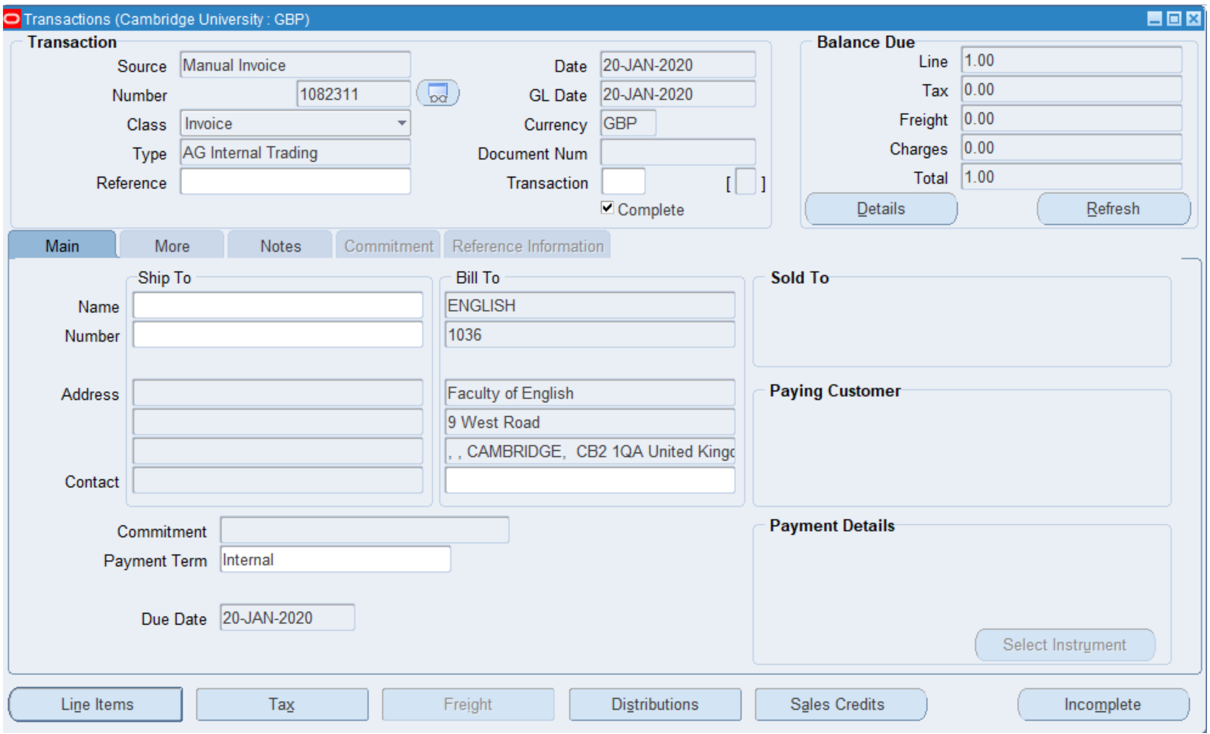


4. To search by transaction number enter the transaction number into the **Transaction Number** field and then press tab. Otherwise you can use any of the other fields available to assist you in your search. Upon populating all the relevant fields click on '**Find**'.

5. Your transaction will now display if you searched on the transaction number. However if you used other search criteria, you may be presented with a range of invoices and this will appear in the ***Transactions Summary*** screen. You can review each transaction by clicking into the line and then clicking on the '**Open**' button.



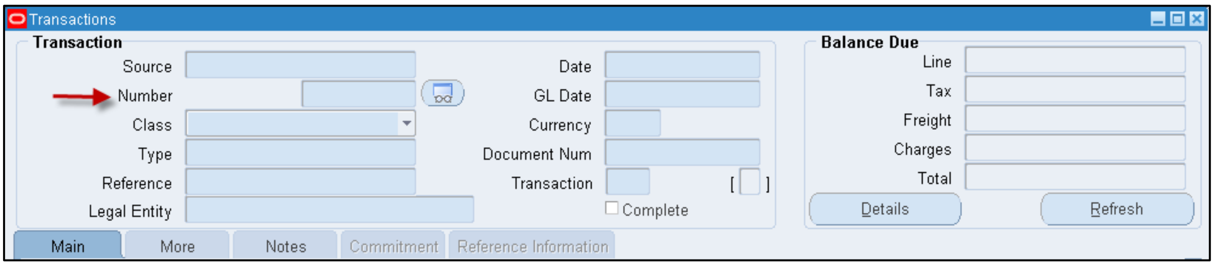
6. You will now have the invoice header screen displayed.



Option 2 – F11 function using a PC

To search for the transaction, carry out the following steps:

1. Double click on **Transaction** from the Navigator screen.
2. Double click on **Transactions** again from the sub categories of Transactions. This will take you the Invoice header screen.
3. Press the **F11** key. This will turn the invoice header screen in to query mode (light blue screen colour).



4. Enter the transaction number into the **Number** field (indicated above).
5. Hold the **CTRL** key and press the **F11** key and to search for your transaction number.
6. This will now pull through the transaction number in question.