Searching for (really old) NOT REVIEWED transactions in Commerce Bank

1. From your Commerce Bank home page, Quick Links, click on Transactions.
2. Change the Date Range to Custom.
3. Type in the full fiscal year: 7/1/xx to current date.
4. Under the Category pull down, choose Review Type, then Equal To, then Not Reviewed, click Add.
5. Remove any other search criteria items you may have by clicking on the x next to that item.
6. Click Search.

Most transactions will have posted to your budget already, so do not change account numbers, please just add a detailed note, check the Reviewed box and Save. Remember your notes should be specific. Typing just "supplies" is not acceptable. If there are registration or travel related charges, the notes should include WHO, WHAT, WHERE, WHEN (MM/DD/YYYY).

Call the Business Process Trainer at 775-789-3438 if you need help.