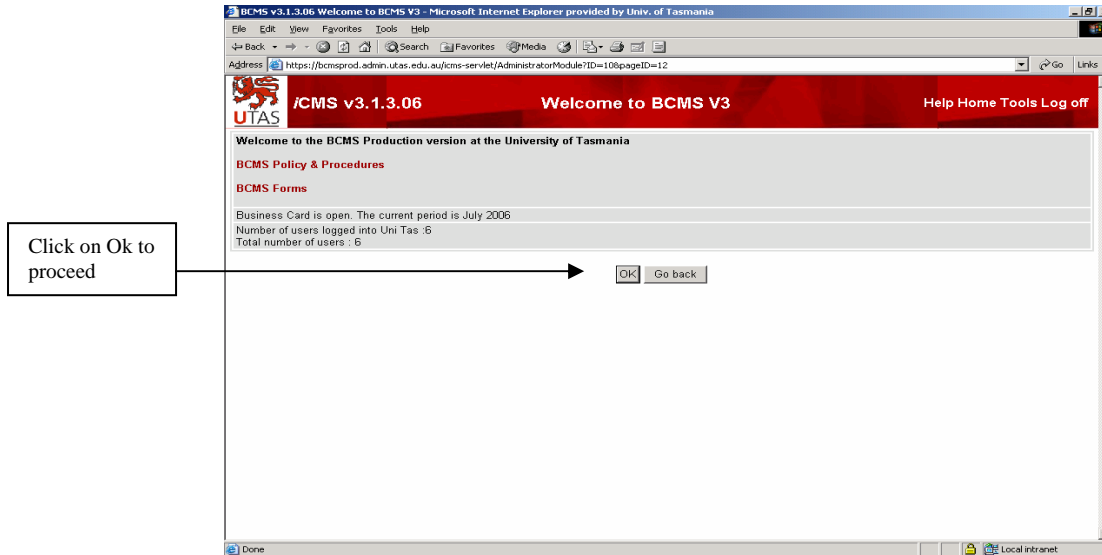
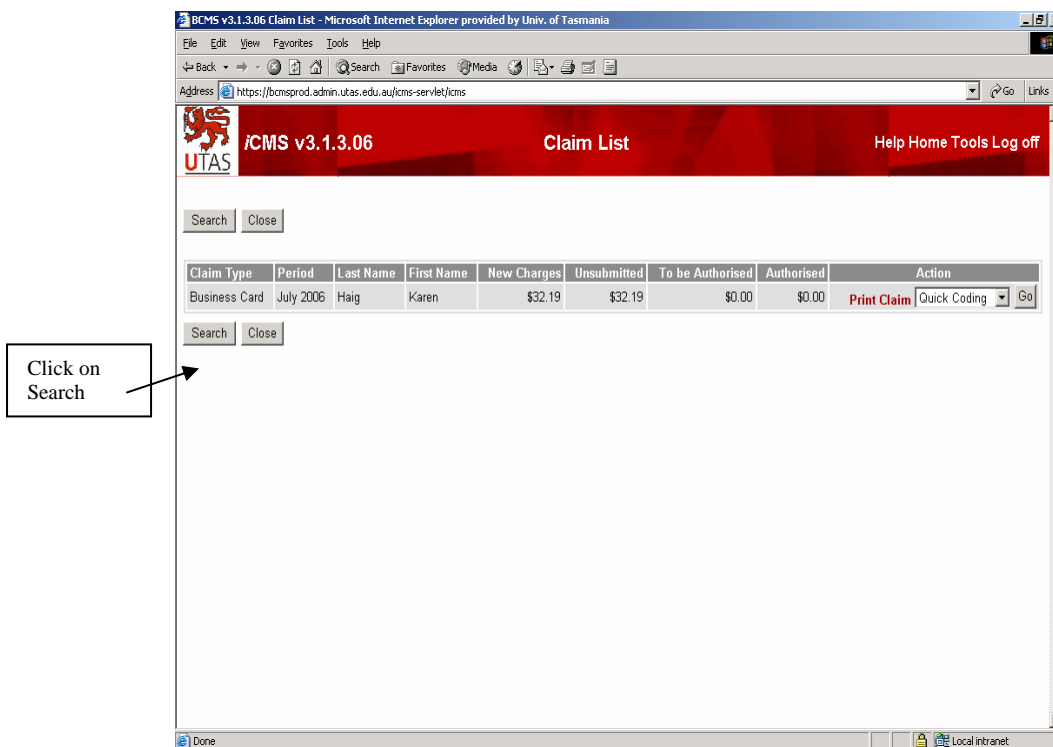


## How to Search for and Reprint a Claim

1. Once you have logged on to the production version, the “Welcome to BCMS V3” screen should appear, click on “Ok” to proceed to the “Claim List” screen.



2. From the “Claim List” click on “Search”



3. The Claim Search Screen will appear

You can search on names of cardholders

You can search on Any, Open or Closed Claims

ANY = All Claims

OPEN = Claims not complete & not exported to the General Ledger of the FMIS

CLOSED = All claims finalised and exported to the General Ledger of the FMIS

You can search on a specific month

4. Once search criteria has been selected click on “Search” again to return to the “Claim List Screen”

Print Claim from here

View Claim here

Claim Type	Period	Last Name	First Name	New Charges	Unsubmitted	To be Authorised	Authorised	Action
Business Card	July 2006	Haig	Karen	\$32.19	\$32.19	\$0.00	\$0.00	Print Claim Quick Coding
Business Card	June 2006	Haig	Karen	\$60.89	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	May 2006	Haig	Karen	\$1009.80	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	March 2006	Haig	Karen	\$607.56	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	February 2006	Haig	Karen	\$164.25	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	December 2005	Haig	Karen	\$278.42	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	September 2005	Haig	Karen	\$1525.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	August 2005	Haig	Karen	\$29.01	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	July 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	June 2005	Haig	Karen	\$900.38	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	May 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	April 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	March 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	February 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	January 2005	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View
Business Card	December 2004	Haig	Karen	\$0.00	\$0.00	\$0.00	\$0.00	Print Claim View

5. Claims can be viewed or re-printed from this screen.

If you require any assistance, contact Karen Haig on (03) 6324 3344 or by email to Credit.Cards@utas.edu.au

