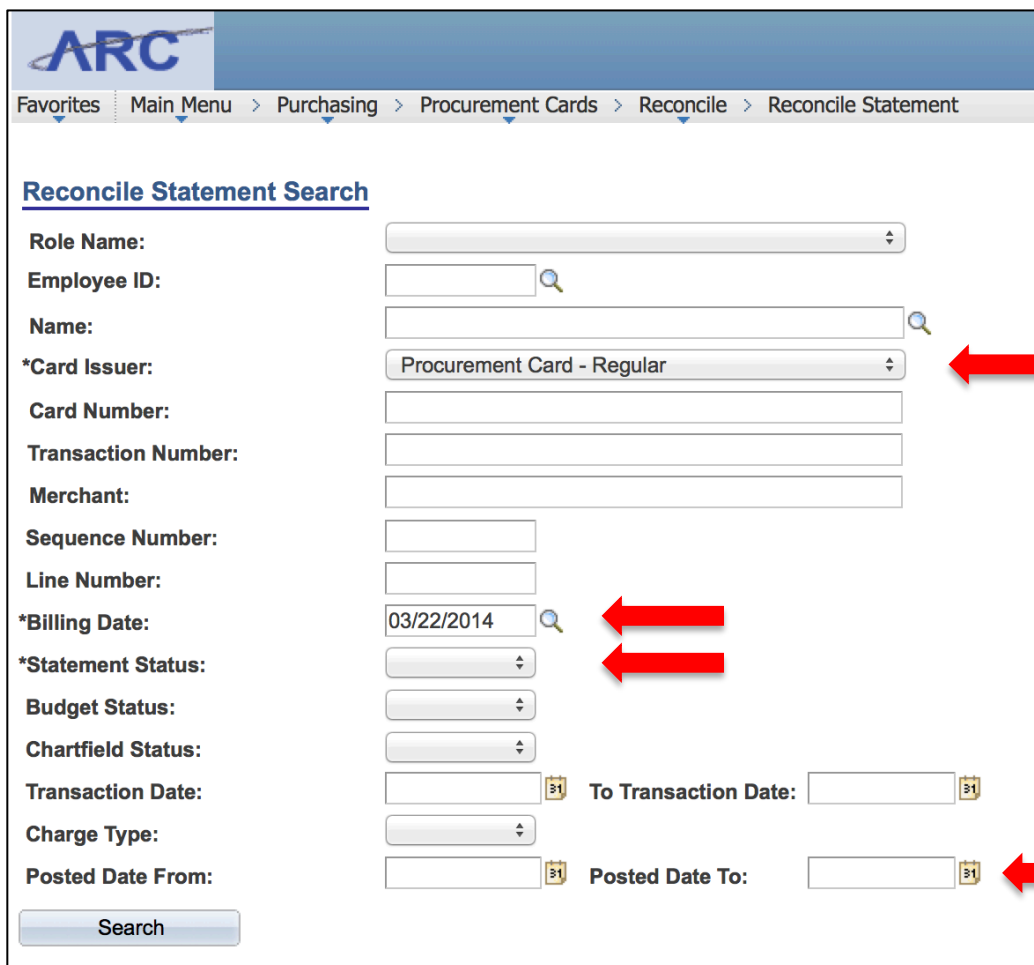


## P-Card Reconcile Statement Search Page

To improve the performance of search results around the P-Card hard close deadline, when many people are using the search page, certain fields are now required to be populated prior to searching for transactions.

- As of 06/06/14, users will now be required to include “Card Issuer”, “Billing Date” and “Statement Status” as criteria on the P-Card Reconcile Statement Search Page. Please search for transactions using the following criteria:
  - “Card Issuer” = Procurement Card – Regular
  - “Billing Date” = Current Billing Period
  - “Statement Status” = Staged or Verified
- The “Billing Date” lookup is now sorted by most recent Billing Date first.
- Reconcilers should set “Statement Status” field to “Staged” to see only those transactions pending reconciliation.
- Approvers should set the “Statement Status” field to “Verified” to see only those transactions that have been reconciled by the Reconciler.
- Users will be able to enter “Posted Date From” and “Posted Date To” fields to capture a range of transactions that fall within a particular Posted Date.



The screenshot shows the 'Reconcile Statement Search' page. The breadcrumb trail is: Favorites > Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The search form includes the following fields:

- Role Name: (dropdown)
- Employee ID: (text input with search icon)
- Name: (text input with search icon)
- \*Card Issuer: (dropdown menu showing 'Procurement Card - Regular') ← Red arrow
- Card Number: (text input)
- Transaction Number: (text input)
- Merchant: (text input)
- Sequence Number: (text input)
- Line Number: (text input)
- \*Billing Date: (text input showing '03/22/2014' with search icon) ← Red arrow
- \*Statement Status: (dropdown menu) ← Red arrow
- Budget Status: (dropdown menu)
- Chartfield Status: (dropdown menu)
- Transaction Date: (text input with calendar icon) To Transaction Date: (text input with calendar icon)
- Charge Type: (dropdown menu)
- Posted Date From: (text input with calendar icon) Posted Date To: (text input with calendar icon) ← Red arrow

A 'Search' button is located at the bottom left of the form.