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.