Reconcile or approve PCard activity: narrowing the amount of data displayed while working, January 2010

One of the features requested as part of the EFS enhancements effort was the ability for a PCard approver to search by their role (approver or alternate approver) and cardholder to find activity that needed review and approval. This is very useful and necessary when one holds multiple roles related to PCards or when one works with a large number of cards or large volume of transactions.

Anyone with a PCard access role in the system (reconciler, approver, certified approver, etc.) can use these steps to make their work easier. It allows you to narrow down the volume of activity shown, that is, display just a portion of the activity available to you. Everyone with a PCard role has the ability to narrow their search by using more criteria.

Using the navigation shown below, visit the Reconcile Statement Search page.

![Reconcile Statement Search page](image)

The Role Name field relates to the roles you hold (for example, you might be an approver on one card and a reconciler on another). Selecting only the Approver role and clicking on Search will return all of the transactions on any cards for which you are an approver regardless of who the cardholder is.

The EmplID field is where you may enter the Employee ID of the cardholder for which you possess some role. Selecting Approver in the Role Name field and specifying an EmplID will get you all the transactions where you are the approver on cards held by the person with that EmplID.
You can sort the information on the page that displays the search results by clicking on any column heading. (EmplIDs/names masked in screen shot below.)

The Find functionality can be employed to search for a specific value within the results displayed.

You may act on the rows returned using the narrowed search criteria just as you might act on rows returned without supplying additional search criteria. So even though you winnowed the data to a more manageable size to view, you can still act on it.

If you need to filter further, go back on the Reconcile Statement Search page and enter more criteria for your search. For example, also enter:

- Card Issuer: Select Wells Fargo.
- Billing date: Select one particular billing date if two billing dates are open.
- Statement Status:
  - Select Verified if you are an approver and only want to see what is ready for you to approve.
  - Select Staged if you are a reconciler and only want to see what you still need to work on.