3 Locating Document Types

Audience:	Program Administrators and Accountants
Summary:	Describes how to locate and access document types such as purchase requests, transactions, reimbursement requests, and expense folders.
Contents:	

Overview

Each task you perform in the application is performed on an *element*. These elements include users, groups, cards, card profiles, purchase requests, transactions, reimbursement requests, and expense folders.

This chapter discusses locating documents, which refers to the following four elements:

- Purchase Requests
- Transactions
- Reimbursement Requests
- Expense Folders

For information on locating users, groups, cards, and card profiles, see the appropriate chapter in this guide. For example, to locate a user, see “Accessing a User” on page 81.

There are three ways to locate documents within the application:

1. Select the desired document type in the task list (if applicable).
2. Filter the work area to include the desired document type.
3. Perform a search for the desired document.

The subsections in this chapter describe how to locate documents using each of the three methods listed above.

Selecting a Document Type from the Task List

When a task is assigned to you within the application, that task is accessible from the Task List in the Left Navigation bar as well as from a link on your Home page. However, this section refers to selecting a document type from the Left Navigation bar.

If you have more than one role, your assigned task displays in the appropriate section of the Left Navigation bar. For example, if you are both manager and a cardholder, you may have assigned tasks in both the Manager section and the Cardholder section (see “Left Navigation Bar” on page 23).

To select a document type from the task list, click the desired task in the appropriate section. For example, if you are a manager and you want to access all purchase requests that require your approval, click **Tasks** → **Manager** → **Requests Requiring Approval**. If you are a cardholder and you want to access all your draft purchase requests, click **Tasks** → **Cardholder** → **Requests in Draft**.

Table 3- 1 lists the roles and possible tasks and options that might display in the Left Navigation bar.

Table 3-1: Possible Tasks in the Left Navigation bar

Role	Task or Option	Description
Cardholder	Requests in Draft	Access all purchase requests you have created and saved as “draft” (that is, not submitted for approval).
	Requests Pending Approval	Access all purchase requests that you submitted for approval, but have not yet been approved.
	Open Approved Requests	Access all your purchase requests that have been approved, but not closed.
	Transactions Requiring Sign Off	Access all your transactions that require your sign off.
	Reimbursements Requiring Sign Off	Access all your reimbursement requests that require your sign off.
Cardholder (*Cont'd*)	Expense Folders Requiring Sign Off	Access all expense folders that you created, but have not signed off.
	Flagged Transactions	Access and edit all your transactions that have been flagged.
	Flagged Reimbursements	Access and edit all your reimbursement requests that have been flagged.
Purchaser	Requests Ready to Purchase - Assigned	Access all purchase requests assigned to you (or another Purchaser). Note that your Program Administrator determines whether you can view purchase requests assigned to another Purchaser.
	Requests Ready to Purchase - Unassigned	Access all purchase requests not assigned to a specific Purchaser. Note that your Program Administrator determines whether you can view purchase requests not assigned to a specific Purchaser.
Manager	Requests Requiring Approval	Access all purchase requests that require your approval.
	Transactions Requiring Sign Off	Access all transactions that require your sign off.
	Reimbursements Requiring Sign Off	Access all reimbursement requests that require your sign off.
	Expense Folders Requiring Sign Off	Access expense folders created and signed off by users in your group that require your sign off.
	Flagged Transactions	Access and edit transactions that have been flagged.
	Flagged Reimbursements	Access and edit reimbursement requests that have been flagged.

Table 3-1: Possible Tasks in the Left Navigation bar

Role	Task or Option	Description
Accountant	Open Approved Requests	Access all purchase requests that are approved, but not closed.
	Outstanding Transactions	Access all transactions that have not yet been signed off by both the cardholder and manager.
	Transactions Requiring Review	Access all transactions that require review.
	Reimbursements Requiring Review	Access all reimbursement requests that require review.
	Transactions Ready To Batch	Access all transactions that have been signed off by the Accountant and are ready to batch.
	Reimbursements Ready To Batch	Access all reimbursement requests that have been signed off by the Accountant and are ready to batch.
	Unlocked Export Batches	Access all export batches that are not locked.
	Flagged Transactions	Access all flagged transactions.
	Flagged Reimbursements	Access all flagged reimbursement requests.

Filtering the Work Area

You can assess a document type by filtering your current view of the work area. This enables you to access document types not shown in the task list, such as closed purchase requests. The **View** field enables you to determine the document (such as a reimbursement or a transaction) and its state (such as, Awaiting Correction or Batched). The List filters enable you to further narrow the scope of information displayed in the List section (see “List Section” on page 27).

To filter your current page view, you must first specify the role in which you want to act by clicking on any task or option for the desired role in the Left Navigation bar. You must specify a role because the options available in the **View** field differ depending on your role. Although a document (for example, a transaction) may be available in the **View** field for more than one role (for example, cardholder, manager, and Accountant), the role you specify determines the queue in which you access the document. If you access a transaction in the manager’s queue, you can perform different tasks on the transaction than if you accessed the transaction in the Accountant’s queue.

> **NOTE**: When you click a task or option in the Left Navigation bar to specify the role in which you want to act, the selected role displays in the Top Menu bar (see “Hierarchy trail / selected role” on page 22).

Filtering Example

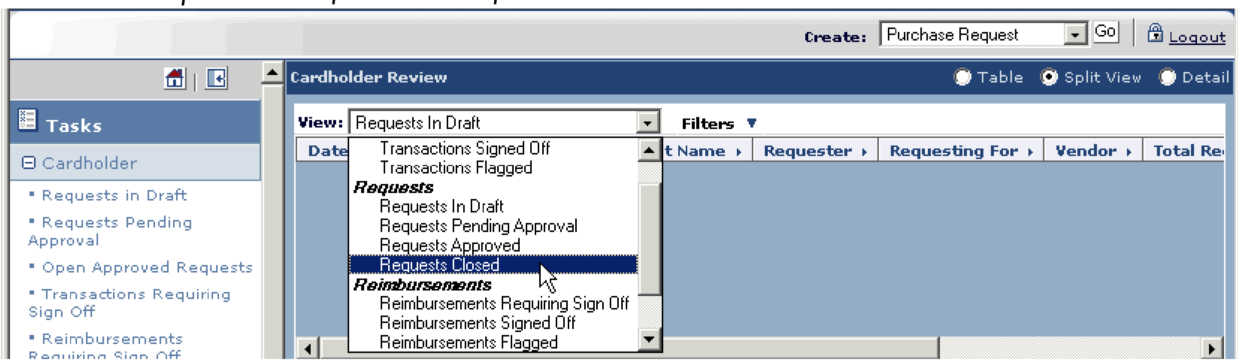
This subsection provides an example of how you can filter the work area to access a closed purchase request you created during the month of April. For more information on all available filter choices, see “View Options” on page 47.

❑ To access a closed purchase request using the filters:

1 Click any task or option in the **Tasks** → **Cardholder** area of the Left Navigation bar to specify that you want to act in the Cardholder role.

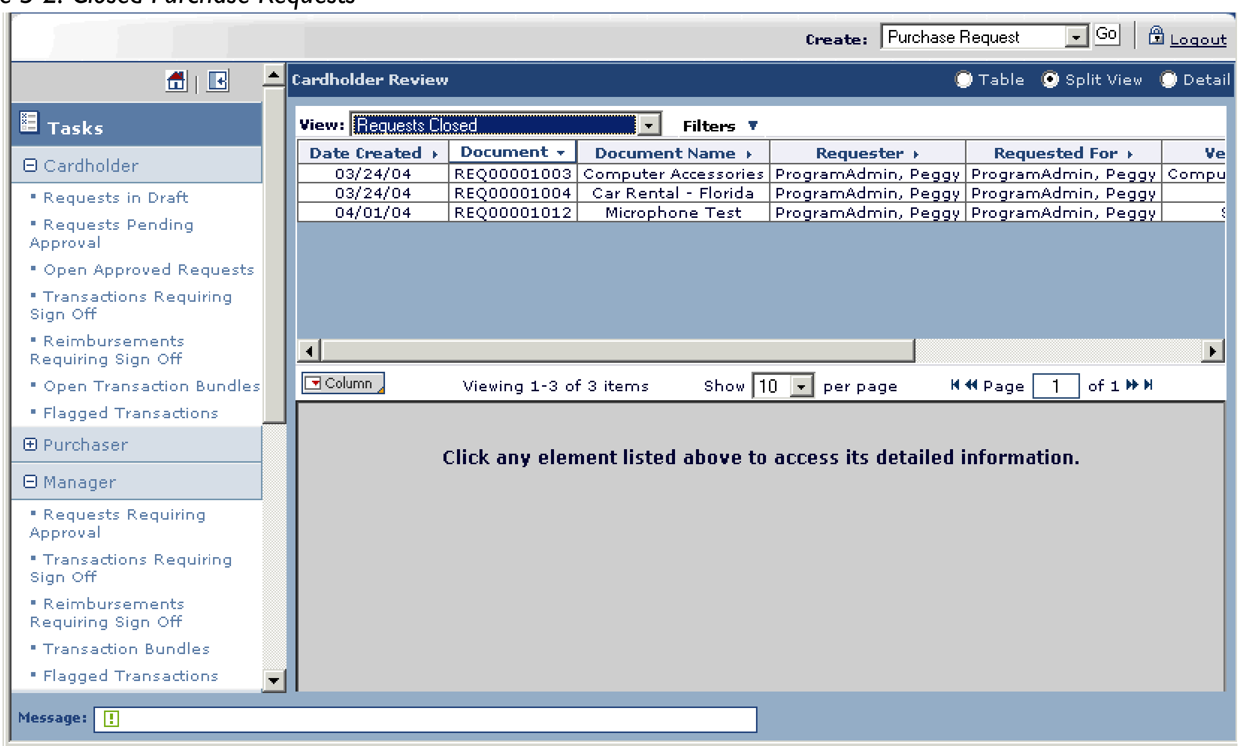
2 Click the arrow in the **View** field and select **Requests Closed** from the drop down list (see Figure 3-1).

Figure 3-1: Select Requests Closed from the View field



All closed purchase requests display in the List section of the work area (see Figure 3-2).

Figure 3-2: Closed Purchase Requests

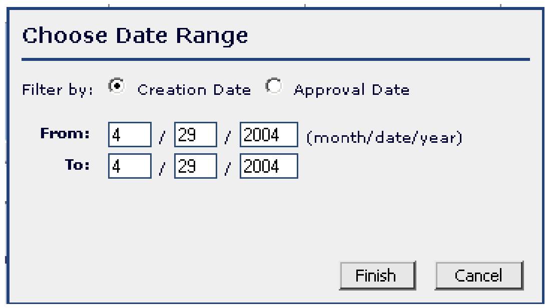


3 Click the arrow in the **Filters** field to access the List filters.

4 Click **Date**.

5 The Choose Date Range page displays (see Figure 3-3).

Figure 3-3: Choose Date Range



6 Do one of the following:

- Click the **Creation Date** radio button to view only requests that were created during the specified time frame.
- Click the **Approval Date** radio button to view only requests that were approved during the specified time frame.

7 Enter the appropriate values in the **FROM** and **TO** fields to specify the desired date range.

8 Click **Finish**.

View Options

Table 3- 2 lists each document type (and its status) that users in each role can access using the **View** field.

Table 3-2: Available filters options

Role	View field	Access
Cardholder (Requester, Proxy Requester, or Proxy Reconciler)	Transactions Requiring Sign Off	Your transaction that requires your sign off.
	Transactions Signed Off	Your transaction that you have signed off.
	Transactions Flagged	Your transaction that has been flagged.
	Requests In Draft	Your purchase request that was saved as a draft (that is, not submitted for approval).
	Requests Pending Approval	Your purchase request that was submitted for approval (but has not yet been approved by the final Approver).
	Requests Approved	Your purchase request that has been approved by the final Approver and is open.
	Requests Closed	Your purchase request that has been approved by the final Approver and is closed.
	Reimbursements Requiring Sign Off	Your reimbursement request that requires your sign off.
	Reimbursements Signed Off	Your reimbursement request that you have signed off.
	Reimbursements Flagged	Your reimbursement request that has been flagged.
	Expense Folders Requiring Sign Off	Your expense folder that requires your sign off.
	Expense Folders Signed Off	Your expense folder that you already signed off.
Purchaser	Requests Assigned	A purchase request that has been assigned to a specific Purchaser.
	Requests Unassigned	A purchase request that has not been assigned to any specific Purchaser.
Manager (Group Approver)	Transactions Requiring Sign Off	A transaction that requires your sign off.
	Transactions Signed Off	A transaction that you have signed off.
	Transactions Flagged	A transaction from a user in your scope that has been flagged.
	Requests Requiring Approval	A purchase request that requires your sign off.
	Requests Approved	A purchase request that you have signed off.
	Reimbursements Requiring Sign Off	A reimbursement request that requires your sign off.
	Reimbursements Signed Off	A reimbursement request that you have signed off.

Table 3-2: Available filters options

Role	View field	Access
Manager (Group Approver) (*Cont'd*)	Reimbursements Flagged	A reimbursement request from a user in your scope that has been flagged.
	Expense Folders Requiring Sign Off	Expense folders that users in your scope have signed off.
	Expense Folders Signed Off	Expense folders created users in your scope have closed.
Accountant	Transactions Outstanding	A transaction that has not yet received sign off by both the cardholder and manager.
	Transactions Requiring Review	A transaction in the Accountant workflow that requires review.
	Transactions Ready To Batch	A transaction that has been closed.
	Transactions Flagged	A transaction that has been flagged.
	Transactions Batched	A transaction that has been added to a batch.
	Requests Open	A purchase request that has been approved but not closed.
	Requests Closed	An approved purchase request that has been closed.
	Reimbursements Requiring Review	A reimbursement request in the Accountant workflow that requires correction.
	Reimbursements Ready To Batch	A reimbursement request that has been closed.
	Reimbursements Flagged	A reimbursement request that has been flagged.
	Reimbursements Batched	A reimbursement request that has been added to a batch.
	Expense Folders Open	Expense folders that have not been signed off by the cardholder and/or manager.
	Expense Folders Closed	Expense folders that have been signed off by the cardholder and manager.
	Export Batches Unlocked	Export batches that are unlocked.
	Export Batches Locked	Export batches that are locked.

Performing a Search

The Left Navigation bar contains a search feature in the **Tools** section that enables you to search for purchase requests, reimbursement requests, transactions, or expense folders (see "Left Navigation Bar" on page 23).

When performing any search, you can view the widest-range of results by leaving all fields blank (or, selecting the "all" value for a field). You can enter the first few letters to perform a "wildcard" search on alphabetic characters. For example, you could enter "Mc" in a **Name** field to search for all names that begin with "Mc" (such as "McDonald" and "McMillan"). You can also enter the last few numbers to perform a wildcard search on numeric characters. For example, you could enter “12” in a **Document Number** field to search for all documents that end with “12” (such as “REQ00001112” and “TXN00000312”).

IMPORTANT: If you locate a document by performing a search, you can perform an action only on one selected document at a time. This is because your search results might include documents in different queues (or, states), and the actions you can perform on a document are determined by its queue. For example, if you search for a transaction, your search results might include transactions in the Outstanding queue as well as transactions in the Ready To Batch queue. The actions you can perform on a transaction that has not yet been signed off by the cardholder and/or manager are different from the actions you can perform on a transaction that is ready to batch.

However, if you locate a document using either the task list or the **View** field, you can perform global actions on one or more documents at a time using the Table Layout view (see “Work Area Layout radio buttons” on page 23) because the documents are all in the same queue.

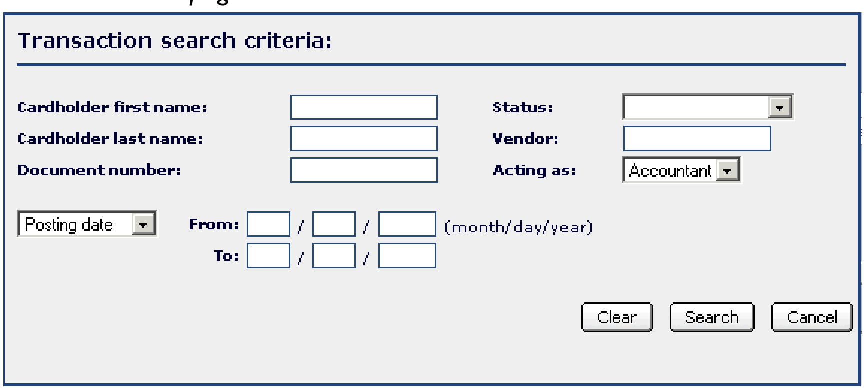
Transaction Search

❑ **To perform a transaction search:**

1 Click **Tools** → **Search** → **Transactions** in the Left Navigation bar.

The Transaction Search Criteria page displays (see Figure 3-4).

Figure 3-4: Transaction Search Criteria page



2 (*Optional*) Enter information in one or more filter fields. For example, to search for a specific transaction by the document number, enter the document number (or the last few numbers of the document number) in the **Document Number** field.

The filter fields include the following:

- **Cardholder First Name** — The first name of the primary cardholder of the card used to complete the transaction.
- **Cardholder Last Name** — The last name of the primary cardholder of the card used to complete the transaction.
- **Document Number** — The document number that the application assigned to the transaction.
- **Status** — The current status of the transaction (for example, Requiring Review or Batched). The status of the transaction depends on its queue. Note that if the transaction is not in the Accountant’s workflow, the status is determined by the cardholder and manager queues (for example, Requiring Sign Off or Signed Off).

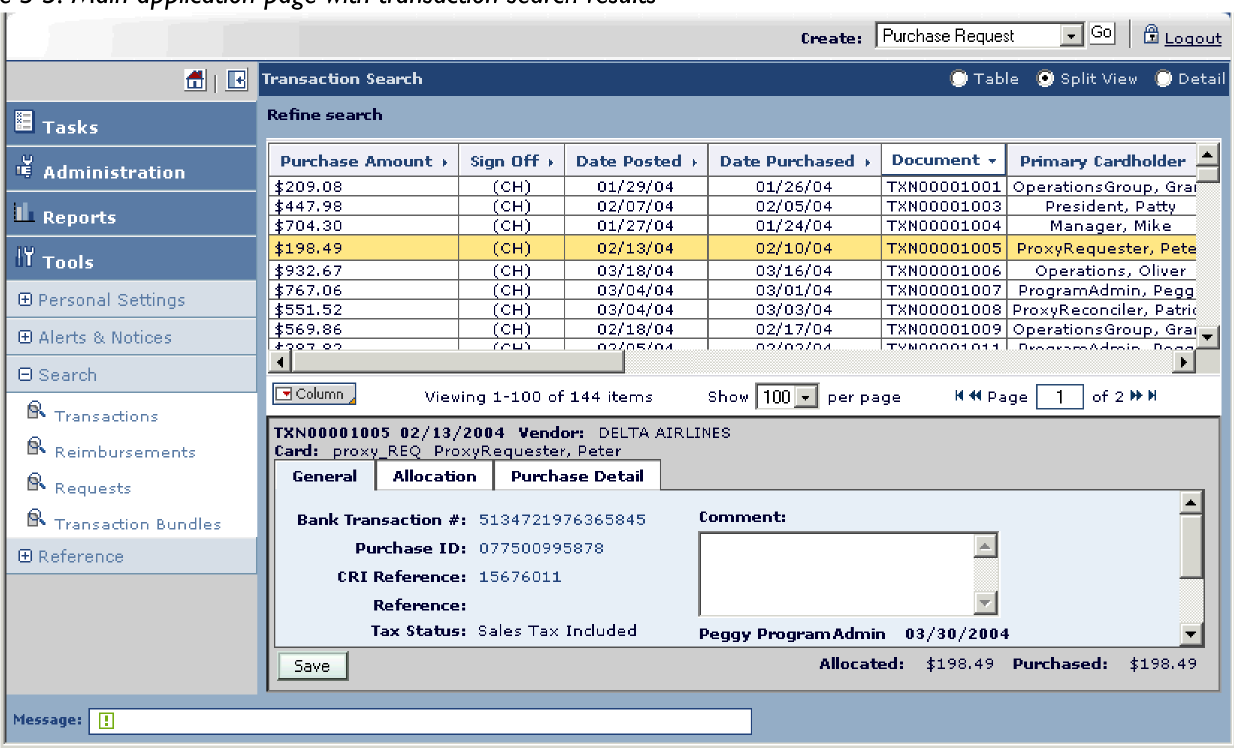
- **Vendor** — The vendor of the purchased goods and/or services (or merchant where the transaction was created).
- **Acting As** — The role in which you wish to access the transaction (if you have more than one role). The role you select determines the actions you can take on the selected transaction after you complete the search.
- **Date** — The date range during which the transaction was purchased or posted to the application. Click the arrow in the **Date Type** field and select either **Posting Date** (to view all transactions that were *posted to the application* during the specified date range) or **Purchase Date** (to view all transactions that were *made* during the specified date range). Then, enter the start of the desired date range in the **From** field and the end of the desired date range in the **To** field.

  NOTE: Typically, a transaction is posted to the application two to three days after the transaction was made. The posted date is when the funds were transferred to the merchant.

3 Click **Search**.

The Transaction Search Criteria page closes, and the main application page displays the search results in the List section (see Figure 3-5).

Figure 3-5: Main application page with transaction search results



NOTE: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see “Pagination options” on page 29.

4 (*Optional*) If you need to refine your search, complete the following:

a Click the **Refine Search** link located at the top of the page (see Figure 3-5 on page 50).

The Transaction Search Criteria page displays (see Figure 3-4 on page 49).

b Enter the new filter information in the appropriate filter fields.

c Click **Search**.

4 (*Optional*) To access detailed information for a transaction listed in the search results, click (to highlight) the desired transaction's row in the List section (see "Highlighted row" on page 29). The selected transaction's details display in the Detail section.

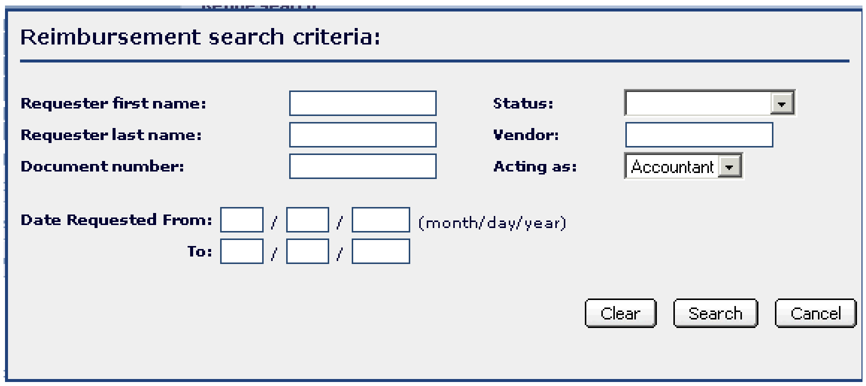
Reimbursement Request Search

❑ **To perform a reimbursement request search:**

1 Click **Tools** → **Search** → **Reimbursements** in the Left Navigation bar.

The Reimbursement Search Criteria page displays (see Figure 3-6).

Figure 3-6: Reimbursement Search Criteria page



2 (*Optional*) Enter information in one or more filter fields. For example, to search for a specific reimbursement request by the Requester's last name, enter the last name (or the first few letters of the Requester's last name) in the **Requester Last Name** field.

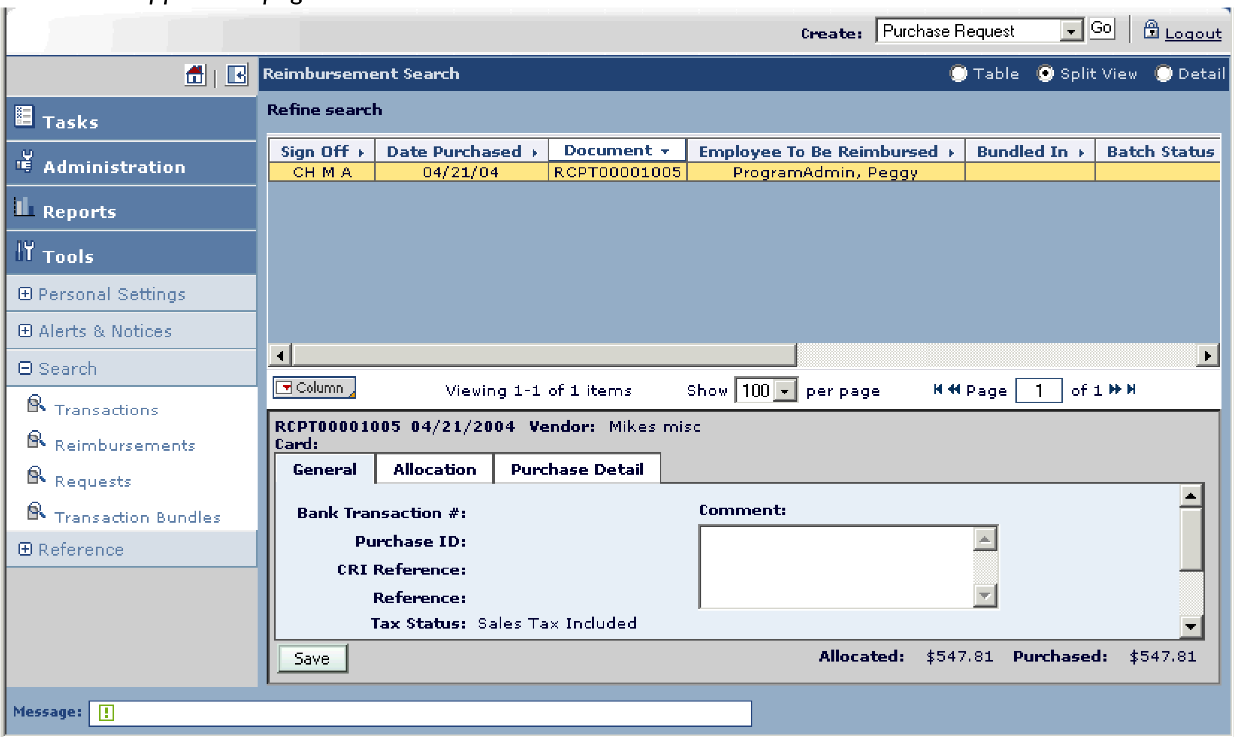
The filter fields include the following:

- **Requester First Name** — The first name of the user who requested the reimbursement.
- **Requester Last Name** — The last name of the user who requested the reimbursement.
- **Document Number** — The document number that the application assigned to the reimbursement.
- **Status** — The current status of the reimbursement request (for example, Awaiting Correction or Batched). The status of the reimbursement request depends on its queue. Note that if the reimbursement request is not in the Accountant's workflow, the status is determined by the cardholder and manager queues (for example, Requiring Sign Off or Signed Off).
- **Vendor** — The vendor (or merchant) of the purchased goods and/or services.
- **Acting As** — The role in which you wish to access the reimbursement request (if you have more than one role). The role you select determines the actions you can take on the selected reimbursement request after you complete the search.
- **Date Requested** — The date range during which the reimbursement request was created. Enter the start of the desired date range in the **From** field and the end of the desired date range in the **To** field.

3 Click **Search**.

The Reimbursement Search Criteria page closes, and the main application page displays the search results in the List section (see Figure 3-7).

Figure 3-7: Main application page with reimbursement search results



NOTE: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 30.

4 (*Optional*) If you need to refine your search, complete the following:

a Click the **Refine Search** link located at the top of the page (see Figure 3-7).

The Reimbursement Search Criteria page displays (see Figure 3-6 on page 51).

b Enter the new filter information in the appropriate filter fields.

c Click **Search**.

4 (*Optional*) To access detailed information for a reimbursement request listed in the search results, click (to highlight) the desired reimbursement's row in the List section (see "Highlighted row" on page 29). The selected reimbursement's details display in the Detail section.

Purchase Request Search

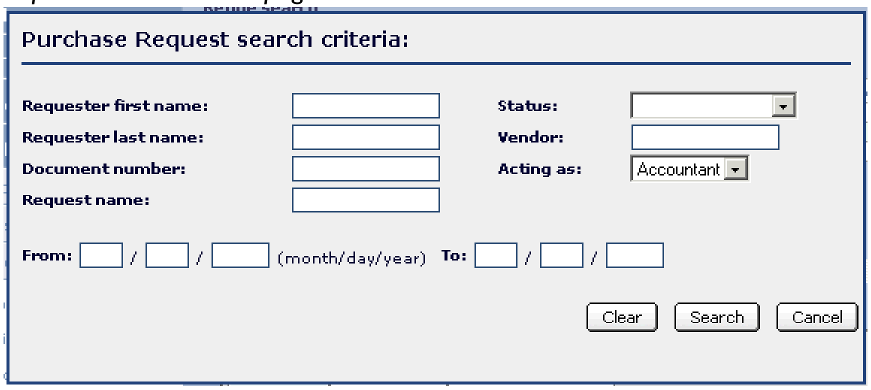
This procedure describes how to search for a purchase request, regardless of who was assigned to buy the requested goods and/or services (for example, the cardholder or a Purchaser).

❑ To perform a purchase request search:

1 Click **Tools** → **Search** → **Requests** in the Left Navigation bar.

The Purchase Request Search Criteria page displays (see Figure 3-8).

Figure 3-8: Purchase Request Search Criteria page



2 (*Optional*) Enter information in one or more filter fields. For example, to search for a specific purchase request by the Requester's first name, enter the Requester's first name (or the first few letters of the Requester's first name) in the **Requester First Name** field.

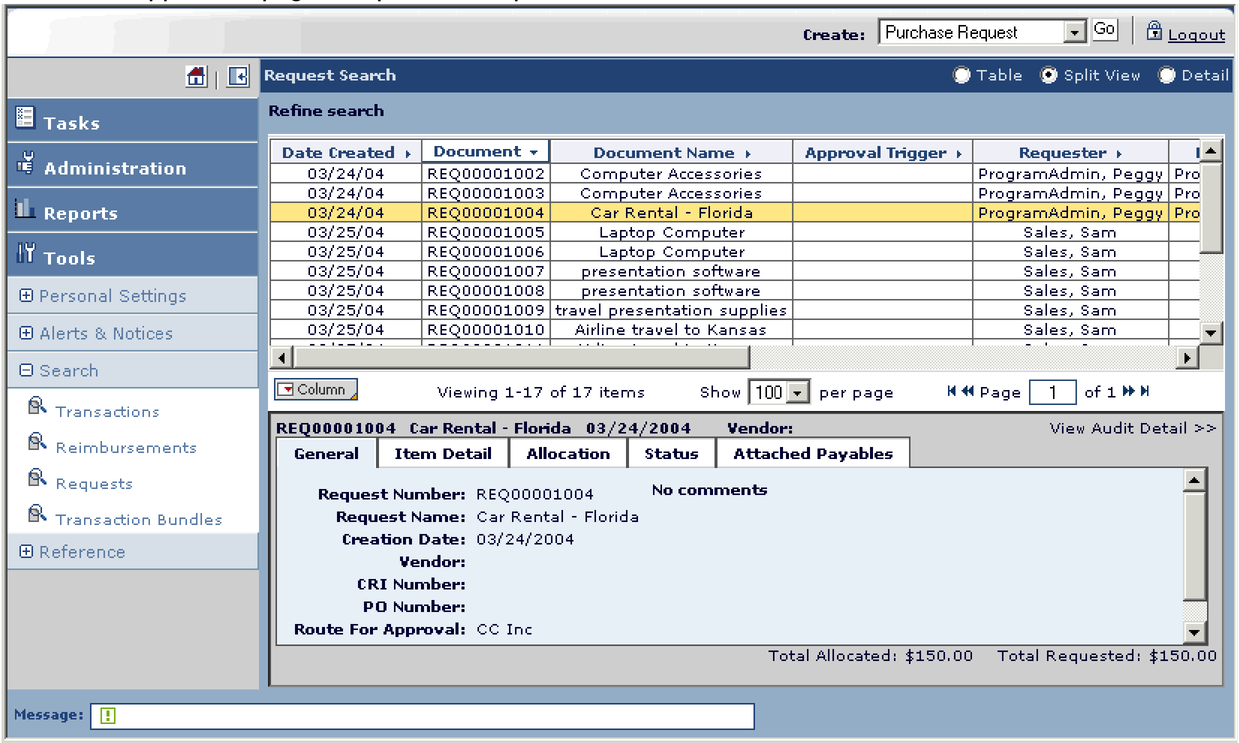
The filter fields include the following:

- **Requester First Name** — The first name of the Requester who created the purchase request.
- **Requester Last Name** — The last name of the Requester who created the purchase request.
- **Document Number** — The document number that the application assigned to the purchase request.
- **Request Name** — The name that the Requester assigned to the purchase request.
- **Status** — The current status of the purchase request (for example, Draft or Approved, Open).
- **Vendor** — The vendor of the requested goods and/or services (or merchant where the transaction will be made).
- **Acting As** — The role in which you wish to access the purchase request (if you have more than one role). The role you select determines the actions you can take on the selected purchase request after you complete the search.
- **From** — The start of the date range during which the purchase request was created.
- **To** — The end of the date range during which the purchase request was created.

3 Click **Search**.

The Purchase Request Search Criteria page closes, and the main application page displays the search results in the List section (see Figure 3-9).

Figure 3-9: Main application page with purchase request search results



NOTE: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 30.

4 (*Optional*) If you need to refine your search, complete the following:

a Click the **Refine Search** link located at the top of the page (see Figure 3-9).

The Purchase Request Search Criteria page displays (see Figure 3-8 on page 53).

b Enter the new filter information in the appropriate filter fields.

c Click **Search**.

4 (*Optional*) To access detailed information for a purchase request listed in the search results, click (to highlight) the desired request's row in the List section (see "Highlighted row" on page 29). The selected request's details display in the Detail section.

Expense Folder Search

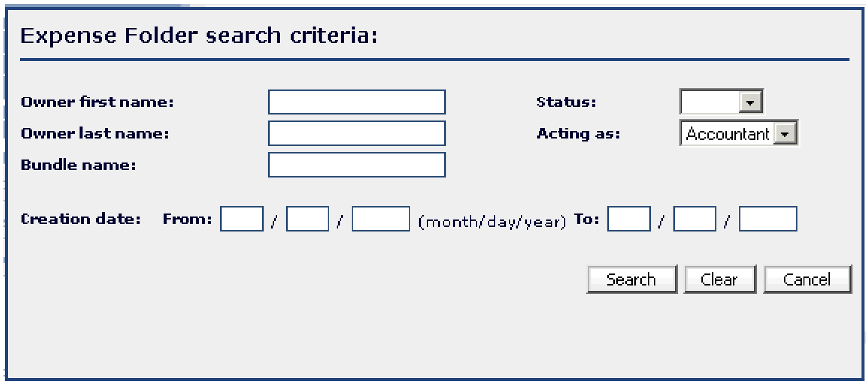
IMPORTANT: Managers can access a expense folder only *after* the cardholder has signed off the folder.

❑ **To perform a expense folder search:**

1 Click **Tools** → **Search** → **Expense Folders** in the Left Navigation bar.

The Expense Folder Search Criteria page displays (see Figure 3-10).

Figure 3-10: Expense Folder Search Criteria page



2 (*Optional*) Enter information in one or more filter fields. For example, to search for a specific expense folder by the folder name, enter the name (or the first few letters of the name) in the **Bundle Name** field.

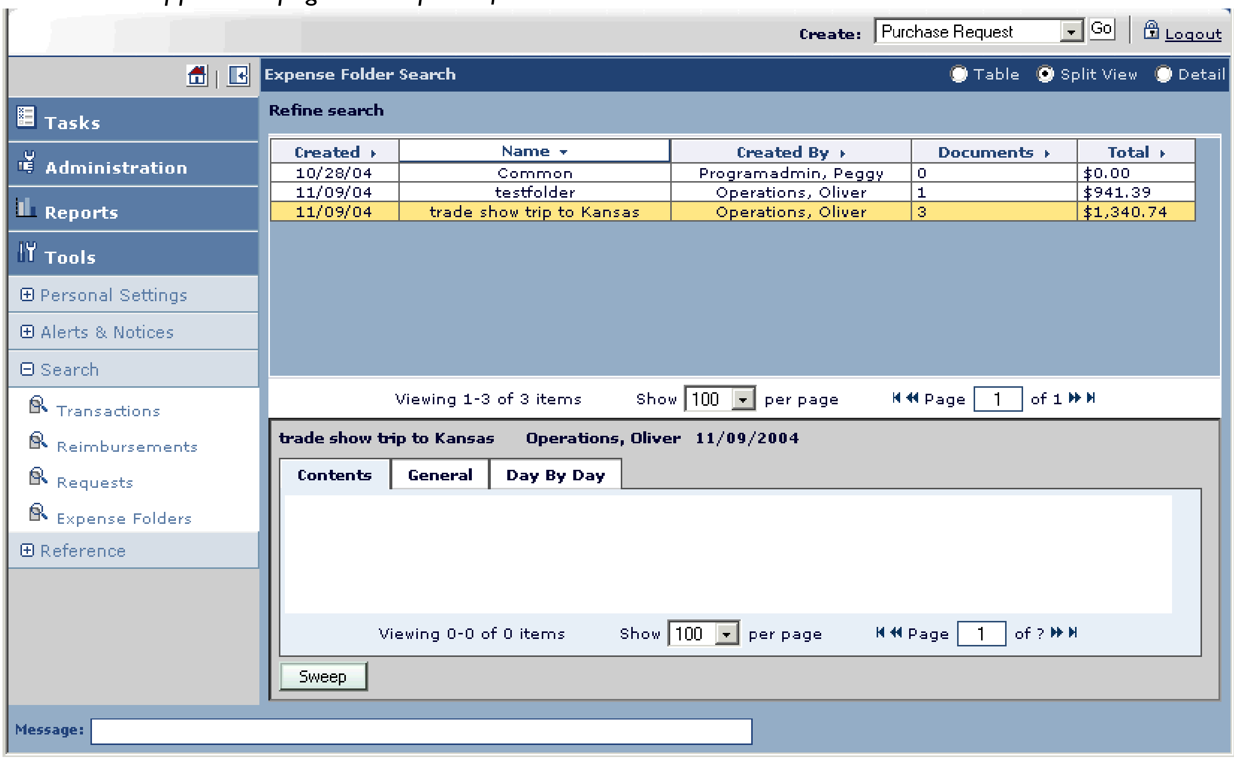
The filter fields include the following:

- **Owner First Name** — The first name of the user who created the expense folder.
- **Owner Last Name** — The last name of the user who created the expense folder.
- **Bundle Name** — The name of the expense folder.
- **Status** — The current status of the expense folder (for example, Requiring Sign Off or Signed Off).
- **Acting As** — The role in which you wish to access the expense folder (if you have more than one role). The role you select determines the actions you can take on the selected expense folder after you complete the search.
- **Creation Date** — The date range during which the expense folder was created. Enter the start of the desired date range in the **From** field and the end of the desired date range in the **To** field.

3 Click **Search**.

The Expense Folder Search Criteria page closes, and the main application page displays the search results in the List section (see Figure 3-11).

Figure 3-11: Main application page with expense folder search results



NOTE: You can determine the number of results to display per page using the **Show** field. Therefore, if you do not see all expected results, make sure you have viewed all pages. For more information, see "Pagination options" on page 30.

4 (*Optional*) If you need to refine your search, complete the following:

a Click the **Refine Search** link located at the top of the page (see Figure 3-11).

The Expense Folder Search Criteria page displays (see Figure 3-10 on page 55).

b Enter the new filter information in the appropriate filter fields.

c Click **Search**.

4 (*Optional*) To access detailed information for a expense folder listed in the search results, click (to highlight) the desired folder's row in the List section (see "Highlighted row" on page 29). The selected folder's details display in the Detail section.