**FINDINI 4.0.10 Training Tips for PCARD:**

Users will see some noticeable visual differences within the HRVD^PCard^Local Admin responsibility and menus.  The following items will be updated in the HRVD^PCard^Local Admin responsibility:



Please note that the rest of the Web Reimbursement functions (such as Create Reimbursement) and the PCard Reviewer responsibility will be completed in the May 2017 FINDINI 4.0.11 release.

**PCard Local Administrator**

Below are a few screenshots illustrating the new look and feel, and some notes of changes you will see delivered in this October FINDINI release.

**Create a New Security Group**

**New Look**



**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form

**Maintain Security Groups**

**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form

**Report on Allowable Tub – Org Combinations**

**New Look**



**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Ability to Sort
* Addition of ‘per page’ results (rather than long page)

**Request a New Card**

**New Look**



**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* ‘Spending Limit’ spacing condensed

**Maintain Cards**

**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Ability to Sort
* Addition of ‘per page’ results (rather than long page)

**Report on Purchasing Cards**

**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form

**Report on Card Usage**

**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Ability to Sort
* Addition of ‘per page’ results (rather than long page)

**Detailed Transaction Report**

**New Look**



**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Calendar Date fields
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Ability to Sort
* Addition of ‘per page’ results (rather than long page)
* Ability to Export via ‘Actions’

**Add/Maintain Card Reviewers / Add Maintain Group Reviewers**

**New Look**



**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Addition of ‘per page’ results (rather than long page)

**Report on Group Reviewers**

**Changes:**

* ‘School to Administer’ is built within the form and is now a drop down
* Slight change to the header information
* No repeat of menu functions at bottom of form
* Ability to Sort
* Addition of ‘per page’ results (rather than long page)