

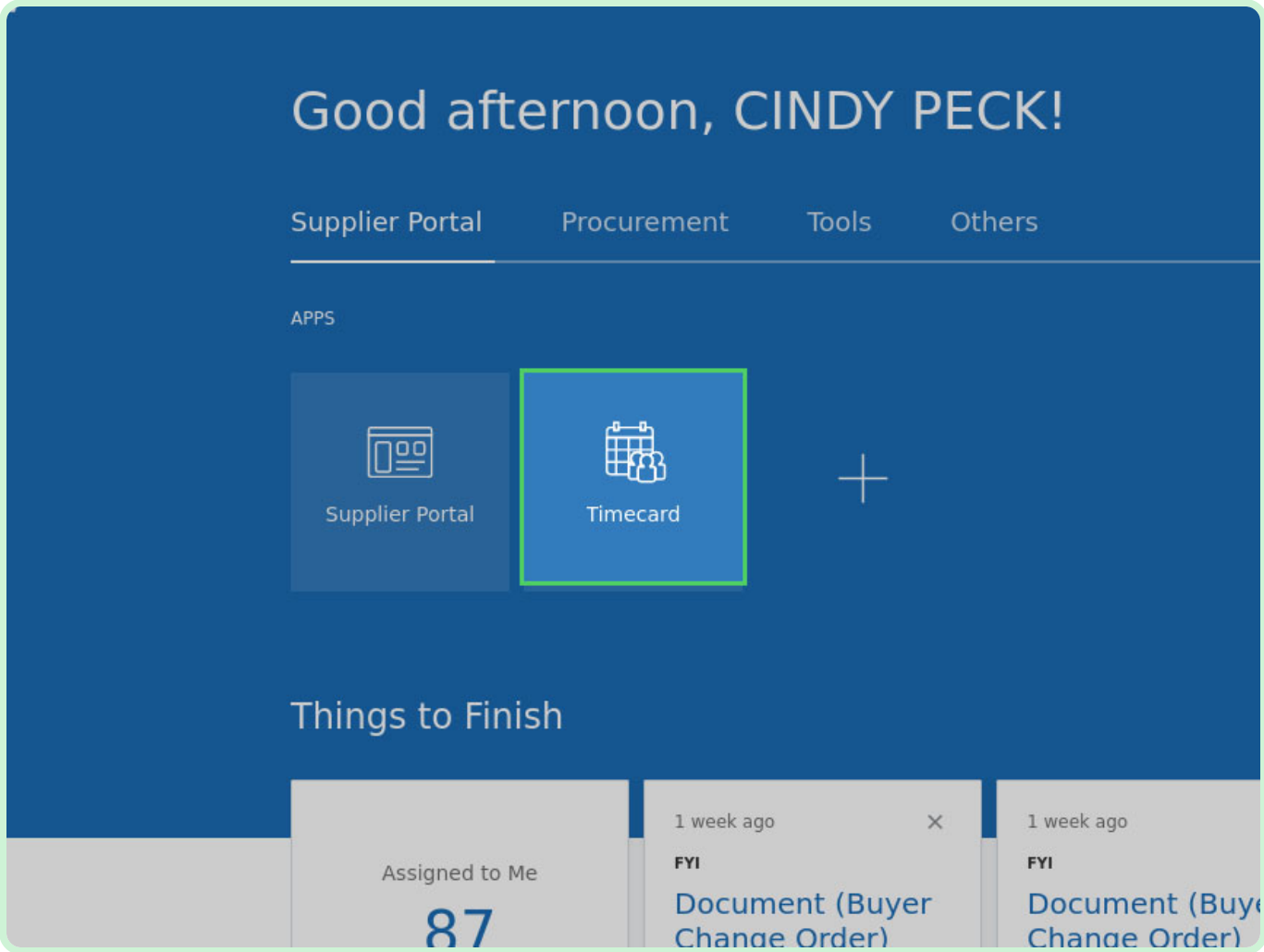
View or Search Supplier Timecards and Statuses

🕒 Time to Completion: **2 minutes**

You will learn how to view or search supplier timecards and statuses.

Step 1

Select **Timecard**.



Step 2

In the **Search** field, type **T103634**.

Note

You can search for the *Timecard Number* or *PO Number*.

The screenshot displays the Ameren Time Card Module interface. At the top left is the Ameren logo and 'Time Card Module' text. A 'Dashboard' button is visible on the right. Below the header is an 'Overview' section with a search input field containing 'T103634', and buttons for 'Search', 'Refresh', 'Advanced Search', and 'New Timecard'. There are two sections for timecards: 'Timecards Pending Approval' (showing 'No data to display') and 'Draft Timecards' (showing a table of 4 entries).

Timecard Number	PO Number	Week Ending Date	PO Type	Interface Source Code	Timecard Entry Type	Timecard Revision
T103634	P3001092	03/19/2023	Time And Material	EMPRV	Bulk Weekly	0
T103633	P3001064	03/19/2023	Time And Material	EMPRV	Individual Daily	0
T103632	P3001017	03/19/2023	Fixed Price Services	EMPRV	N/A	0
T103620	P6001063	03/19/2023	Time And Material	Oracle SSP	Individual Daily	0

Step 3

In the **Search** drop-down list, select **T103634**.

The **Search** field is an auto derivation list of values and it will start listing the values based on the **Timecard Number** or **PO Number**.

The screenshot displays the Ameren Time Card Module interface. At the top left is the Ameren logo and the text "Time Card Module". A "Dashboard" button with a home icon is visible on the right. The main content area is titled "Overview" and contains two sections: "Timecards Pending Approval" and "Draft Timecards". Both sections have a "Past 30 Days" filter. The "Timecards Pending Approval" section shows a search dropdown menu with "T103634" selected. Below the dropdown is a table with columns: Timecard Number, PO Number, PO Type, Timecard Entry Type, and Supplier. The "Draft Timecards" section also shows a table with the same columns. The table data is as follows:

Timecard Number	PO Number	PO Type	Timecard Entry Type	Supplier
T103634	P3001092	Time And Material	Bulk Weekly	J F ELI
T103633	P3001064	Time And Material	Individual Daily	J F ELI
T103632	P3001017	Fixed Price Services	N/A	J F ELI
T103620	P6001063	Time And Material	Individual Daily	J F ELI
T103544	P3001064	Time And Material	Individual Daily	J F ELI
T103449	P3001025	Time And Material	Individual Daily	J F ELI
T103420	P6001063	Time And Material	Individual Daily	J F ELI
T103400	P3001017	Fixed Price Services	N/A	J F ELI

Step 4

In the **Draft Timecards** table, select **T103634**.

Note

The *Timecard Number* will be displayed in the Timecards Pending Approval, Draft Timecards, Rejected Timecards, or Timecard History table.

The screenshot shows a software interface with a search bar at the top containing 'T103634' and buttons for 'Search' and 'Refresh'. Below are three table sections, each with a 'Past 30 Days' filter and a refresh icon.

- Timecards Pending Approval:** The table header includes 'Timecard Number', 'PO Number', 'Week Ending Date', 'PO Type', 'Interface Source Code', and 'Timecard Entry Ty'. The content area displays 'No data to display.'
- Draft Timecards:** The table header includes 'Timecard Number', 'PO Number', 'Week Ending Date', 'PO Type', 'Interface Source Code', and 'Timecard En'. A single row is displayed with the following data: 'T103634' (highlighted), 'P3001092', '03/19/2023', 'Time And Material', 'EMPRV', and 'Bulk Weekly'.
- Rejected Timecards:** The table header includes 'Timecard Number', 'PO Number', 'Week Ending Date', 'PO Type', 'Interface Source Code', and 'Timecard Entry Ty'. The content area displays 'No data to display.'

Step 5

View **Timecard**.

Review the Timecard page details.

Number T103634

Validate **Action** **Submit** **Save** **Save**

Number T103634 - 0 **PO Number** P3001092 - 4

Posting Date 03/19/2023

Account BU AMS BU **Vendor Reference**

Location BU UEC BU **Vendor Number** 9001

Sold To Union Electric Company d/b/a Ameren M **Description**

Status Draft **Attachment**

Approver Maston, Clifton **Total No. Of Attachments** 1

Comments

PO Type Time And Material **Remaining PO Line Amount** -\$122,236.00

Expense Code EMPRV **Total Labor Hours** 45

Attribute **Total Equipment Hours** 40

Priority Type Bulk Weekly **Total Labor Amount** \$45.00

Supplier J F ELECTRIC INCORPORATED **Total Equipment Amount** \$40.00

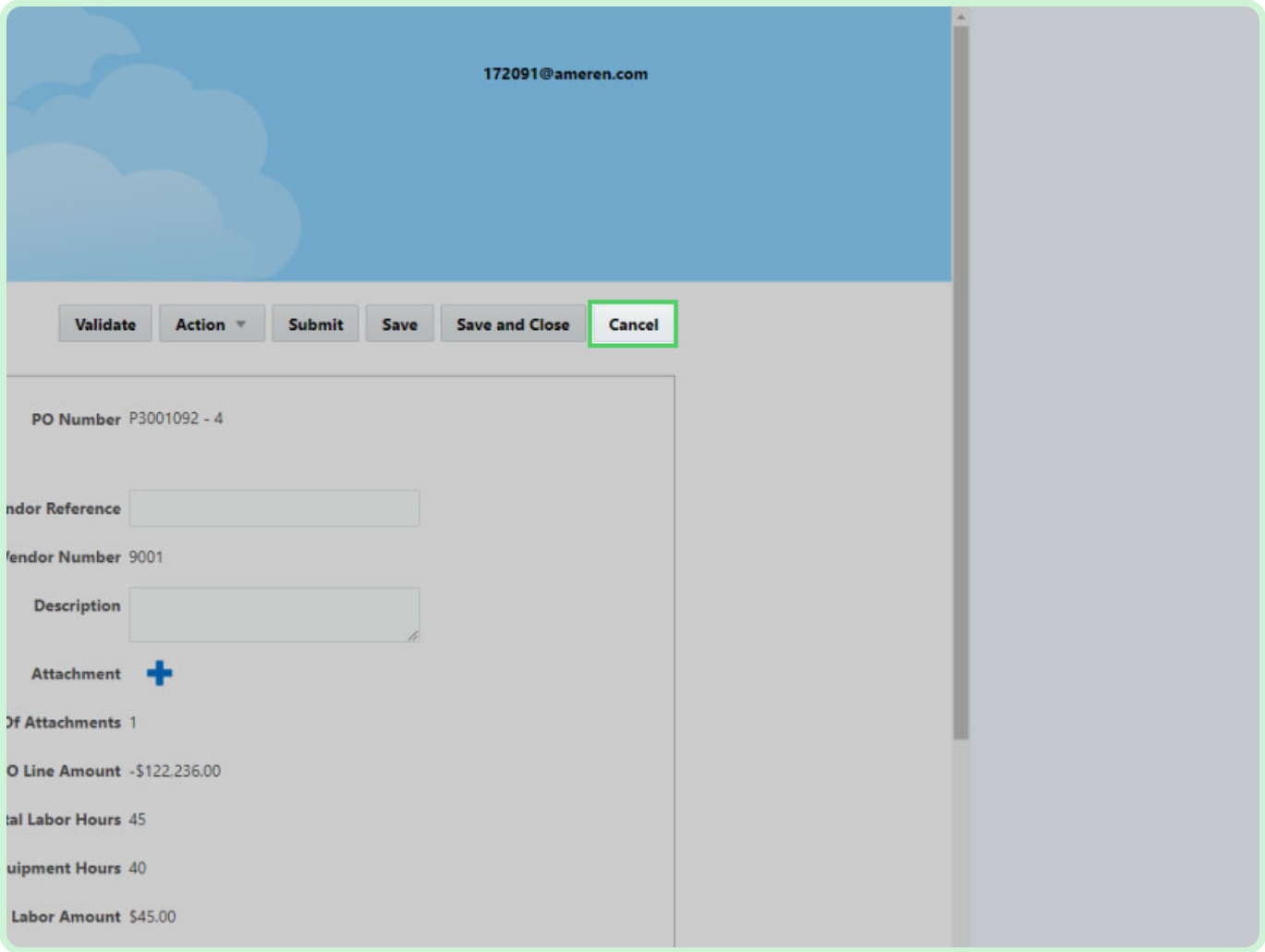
Supplier Site 00EDWARDSVI-ERS **Total Material Amount** \$4,000.00

Waiver Yes **Total Expense Amount** \$4,000.00

Total Timecard Hours 85

Step 6

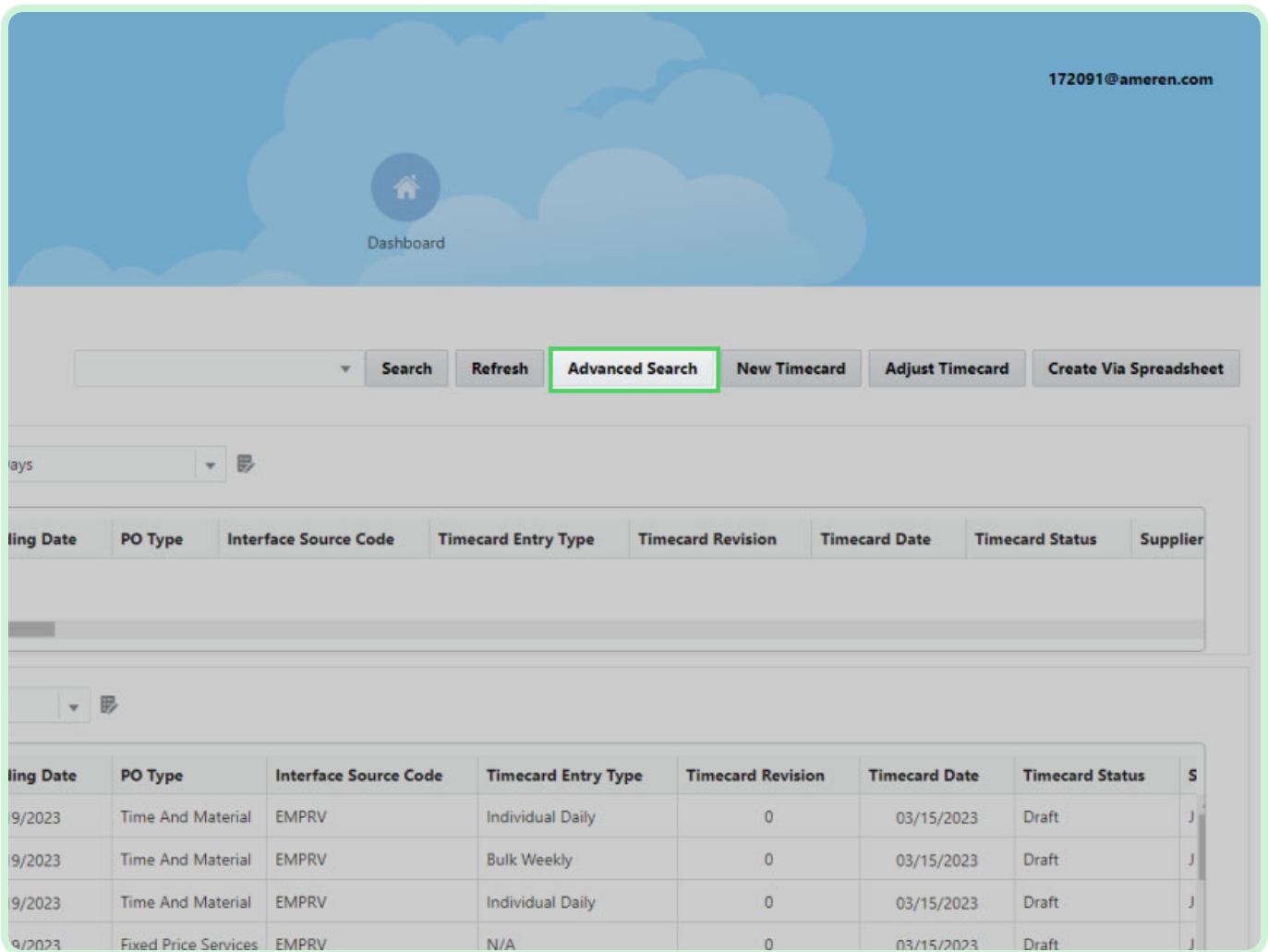
Select **Cancel**.



Step 7

View **Advanced Search**.

You can also use the **Advanced Search** button to view and search for timecards based on various attributes.



The screenshot shows a user interface for timecard management. At the top right, the email address 172091@ameren.com is displayed. A 'Dashboard' button with a home icon is visible. Below this is a navigation bar with buttons for 'Search', 'Refresh', 'Advanced Search' (highlighted with a green border), 'New Timecard', 'Adjust Timecard', and 'Create Via Spreadsheet'. Below the navigation bar is a table with columns: 'Billing Date', 'PO Type', 'Interface Source Code', 'Timecard Entry Type', 'Timecard Revision', 'Timecard Date', 'Timecard Status', and 'Supplier'. The table contains four rows of data, all with a 'Draft' status and a date of '03/15/2023'. The 'Advanced Search' button is highlighted with a green border.

Billing Date	PO Type	Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard Date	Timecard Status	Supplier
9/2023	Time And Material	EMPRV	Individual Daily	0	03/15/2023	Draft	J
9/2023	Time And Material	EMPRV	Bulk Weekly	0	03/15/2023	Draft	J
9/2023	Time And Material	EMPRV	Individual Daily	0	03/15/2023	Draft	J
9/2023	Fixed Price Services	EMPRV	N/A	0	03/15/2023	Draft	J

Step 8

Close the tab.

