

SOARFIN

Training Manual

Equipment Card



Table of Contents

Overview.....2

Reconciling Transactions2

Budget Failure Default.....2

Procurement/EQUIPMENT Card Violation Policy.....3

 Procedure for Policy Violations4

 Sample Cardholder Violation:.....3

 Email notification.....5

Soarfin Steps6

Personalize fields for entry9

How to Reconcile Transactions 10

Budget Errors..... 14

 No Budget Exists 15

 Budget date out of bounds..... 17

 Exceeds Budget Tolerance..... 18

How to See More Detail for a transaction? 18

Split Transaction 19

Recycle transactions 20

How to Search for Transactions 21

Transaction Statuses..... 22

Grace Period Email 22

Monthly Signature Report 24

Troubleshooting Pop-Up Errors Messages 27

OVERVIEW

Procurement cards (P-Card) work wherever you can use a credit card for purchasing approved goods and services. After purchases have been posted, transactions downloaded from the bank are uploaded daily into PeopleSoft. The cardholder or their reconciler needs to reconcile their transactions. After the transactions are reconciled, one of the signature authorities for the budget string will approve appropriate transactions.

Equipment cards (E-Card) work wherever you can use a credit card for purchasing approved inventorial items requiring tagging. **Two (2) quotes are required for purchases exceeding \$5,000.00.** After purchases have been posted, transactions downloaded from the bank are uploaded daily into PeopleSoft the same as PCard. The cardholder or their reconciler needs to reconcile their transactions. After the transactions are reconciled, one of the signature authorities for the budget string will approve appropriate transactions.

Note: You must have had SOARFIN Budget Reports Training before you receive a procurement card or equipment card.

BUDGETS FOR EQUIPMENT

Before using a budget string with the equipment card you should run your MDR to **make sure there is an equipment budget set up for the chartfield being used.** Many budgets are set up without the ability to purchase equipment. Contact the [Budget Office](#) to verify the chartfield you are using does have a budget line for equipment and is not overdrawn.

- For DE or AUX budget errors, please contact your respective Budget Contact Manager.
- For E&G budget errors, please email the Budget Office - budgets@usm.edu
- For GR budget errors, please contact ORA - sponsoredprograms@usm.edu or 601-266-4119.
- For IT budget errors, please contact iTech - itbilling@usm.edu or 601-266-4357.

RECONCILING TRANSACTIONS

Once card transactions are imported from the bank, you will receive an email notification that transactions are ready to work.

Ensure every transaction has the following when you are ready to reconcile

1. An itemized detailed receipt showing what item was purchased with a cost breakdown to match the charge.
2. Does not contain sales tax.
3. Does not include a processing fee.
4. Have a correct budget string assigned to it.
5. Assigned to an Equipment account code.
6. Additional quotes must be uploaded for all single purchases exceeding \$5,000.

BUDGET FAILURE DEFAULT (BFD)

If a transaction is not fully reconciled or a recycled transaction is not fully corrected before monthly close, the transaction expenses transfer to the respective dean/VP's budget failure default (BFD) budget of each violating cardholder. It will be up to the cardholder to clear this transaction from their dean's budget. The method to

correct the expense account at that point is with an Interdepartmental Invoice Journal. The receipt requirement and upload are still in effect. All transactions in Soarfin must have a receipt uploaded.

VIOLATION POLICY

The E-Card is a corporate charge card. The E-Card should be the first and primary method of payment for equipment purchases (under or over \$5K). It is the Cardholder and Department’s responsibility to ensure that the card use is within the stated guidelines of the E-Card Program, as well as Policies and Procedures relating to the expenditure of University funds. These Procurement Policies and Procedures include IRS Guidelines, State Bid Guidelines, and Spending Policies. The E-Card should not be used to purchase items that are not considered taggable equipment or for non-University purposes even when the Cardholder intends to reimburse the University.

The usual procurement competitive bid laws still have to be followed for any equipment purchase over \$5K, whether it’s getting the required minimum of two quotes (\$5,000.01 to \$50,000), issuing bids through Procurement (over \$50,000), completing the sole source process, or verifying that the equipment is on a current state contract (where quotes or bids are not generally required).

Procurement will be willing and available to assist with verifying those state contracts. Cardholders should then make sure they document what process they used and it is uploaded to the E-Card transaction in SOARFIN. *It could be as simple as a note stating the bid number and perhaps a simple bid tabulation of the pricing received (as Procurement should have the bids on file), or, in the case of quotes, uploading those quotes with the receipt.*

SAMPLE CARDHOLDER VIOLATION:

VIOLATION
Not properly cross-referencing original and credit transaction numbers when reconciling.
Itemized Receipt and/or justification for purchase (business purpose statement) comment is missing.
Charging items that are not considered equipment and will not be tagged
Sales tax was paid and credit was not obtained.
Purchase of Restricted Item(s).
Processing Fees charged on the transaction
Failure to acquire and upload required prior approvals.
Failure to upload two quotes for an equipment card purchase over \$5k
Failure to upload supplemental documentation requested by P-Card Administrator.
Incremental / Split Transaction used to circumvent the limitations of the E-card including the use of another Cardholder’s P-Card.
Failure to reconcile all transactions before close.

State Competitive Bid Law Violation (Purchases over \$100 must be purchased from State Contract and can only be purchased from another vendor after verifying that the item(s) cannot be found on the state contract or the identical item(s) are less than the state contract rates. A note must be added to the transaction advising if these item(s) have been reviewed against the state contract and whether they were not found or found for less.
Personal Purchase. (card suspension)
Failure to upload receipts before the close deadline.
Failure to upload receipts after-close deadline. (Immediate suspension of card)

✓ Procurement Card Services reserves the right to require retraining or to revoke cards for repeat violations.

PROCEDURE FOR POLICY VIOLATIONS

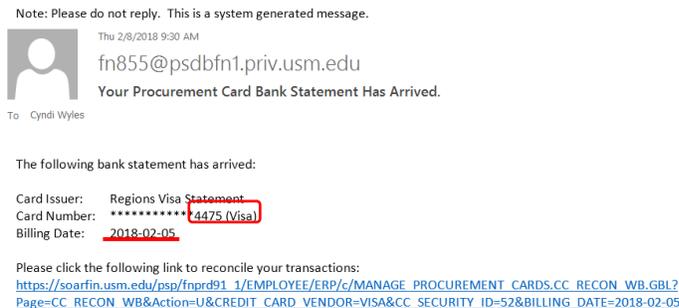
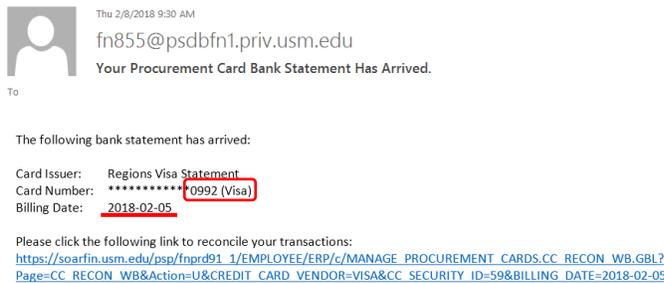
1. Any transactions that have not been reconciled and/or any recycled transactions that were not been fully corrected before monthly close will be sent to the respective dean/VP’s budget failure default (BFD) budget of each violating cardholder. It will then be up to the cardholder to clear this transaction from their dean’s budget.
2. Clearing of transactions from the dean’s budget does not absolve the cardholder from ensuring that all required documentation is uploaded, to the SOARFIN transaction and that their signature authority has signed off on their monthly signature report. **NOTE: For auditing purposes, both still must occur each month.**
3. Below is a sample listing of violations that would cause the transaction to be sent to the cardholder’s BFD or immediately suspended if the original transaction is not worked or the recycled transaction is not corrected before monthly close. A cardholder has a maximum of three (3) times to be sent to the BFD, per FY, before the card is suspended for 30 days. Upon reinstatement, should a fourth (4th) violation occur, a Violation Notice will be issued to the cardholder. Copies of an issued Violation Notice will also be forwarded to the Vice President of Finance and Administration, the Internal Auditing Department, the Purchasing Department, and the cardholder's supervisor. The Violation Notice serves as a final warning; if another violation occurs on a particular card, the card will be revoked. Mandatory retraining and a memo from the Director, Dean, or appropriate Vice President will be required to reinstate a Cardholder.

Note: Transactions that have not been approved by P-Card Admin, before the month-end closing are still subject to auditing after closing. Those transactions that are not corrected by next month’s closing will also be subject to this violation policy and cardholders will have a maximum of three (3) times to be notified of after close violations before the card is suspended for 30 days.

EMAIL NOTIFICATION

The first email the cardholder and proxy will receive about a transaction will notify them that a new transaction has been loaded into the system. The system sends one of these emails per billing date per cardholder. If a cardholder has multiple transactions on a single billing date, only one email will be received. If a proxy is listed under more than one cardholder and each cardholder has a transaction(s) on a single billing date, the proxy will receive multiple emails – one for each cardholder.

The link in this email will only bring up the billing date’s transaction(s) for the card referenced in the email. It does not bring up the cardholder’s or proxy’s entire list of transactions. Users should still log in to SOARFIN and navigate to the Reconcile Statement page to make sure all transactions are getting processed.



Examples for emails above

Cardholder A = card number 0992
 Cardholder B = card number 4475
 Proxy is proxy for both cardholders A and B

- a. Cardholder A received the email on the left for transactions on 02/05/2018.
- b. Cardholder B received the email on the right for transactions on 02/05/2018.
- c. Proxy received both emails for transactions on 02/05/2018.
- d. Cardholder A clicks on the link in the email and it brings up only those transactions on his/her card for 02/05/2018. Transactions from any other date will not be shown on the screen accessed by using the link in the email.
- e. Cardholder B clicks on the link in the email and it brings up only those transactions on his/her card for 02/05/2018. Transactions from any other date will not be shown on the screen accessed by using the link in the email.

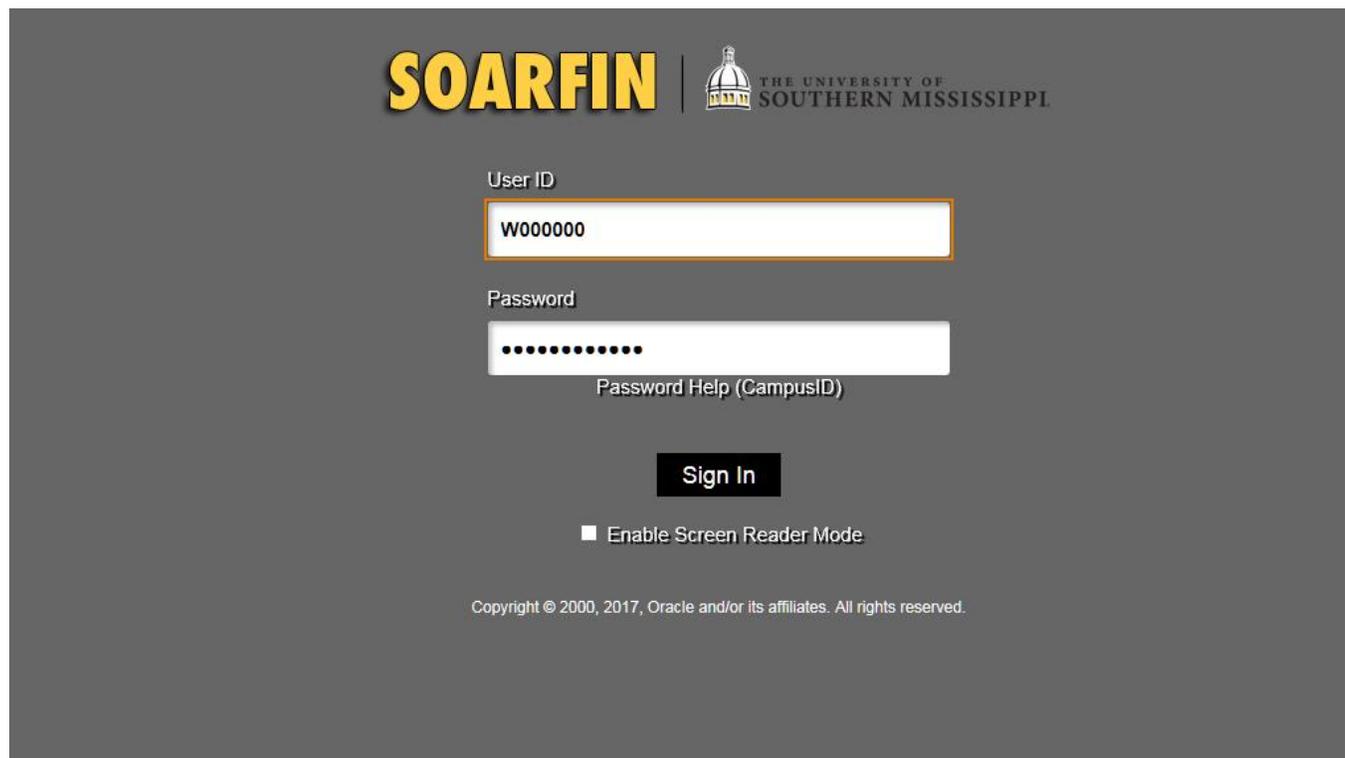
- f. Proxy clicks the link in the email for Cardholder A and it brings up only those transactions on Cardholder A's card for 02/05/2018. Transactions from any other date or any other cardholder will not be shown on the screen accessed by using the link in the email.

SOARFIN RECONCILING

As a friendly reminder, cache clearing and update/clearing the web browser history will be needed before an initial login attempt will be successful. *Shortcut: Ctrl+Shift+Delete*

SOARFIN Login

1. Go to <https://soarfin.usm.edu>
2. Log in with your Empl ID which is your 6-digit or 8-digit employee ID number with W in front. Example: W000000 or W10000000.
3. Enter your password.
4. Click the *Sign In* button.



SOARFIN | THE UNIVERSITY OF SOUTHERN MISSISSIPPI

User ID
W000000

Password
.....

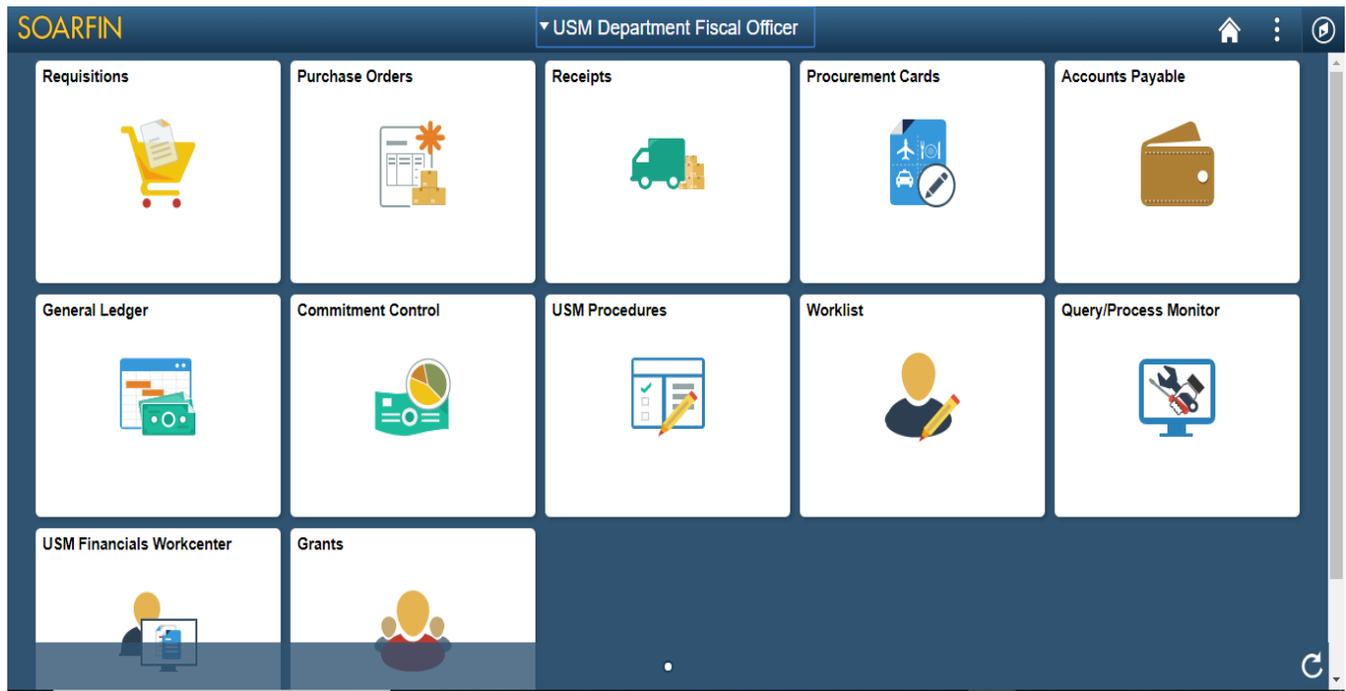
[Password Help \(CampusID\)](#)

Sign In

Enable Screen Reader Mode

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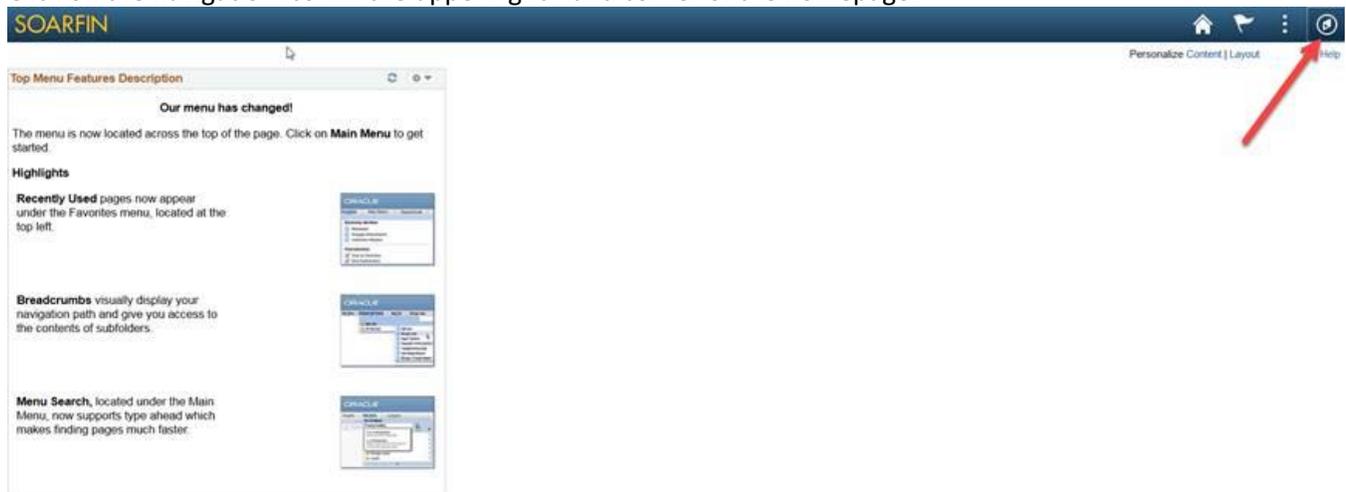
For most users, you will see a home page similar to the screenshot below. This is the USM Department Fiscal Officer home page and the tiles here can be used to quickly access common menu items.

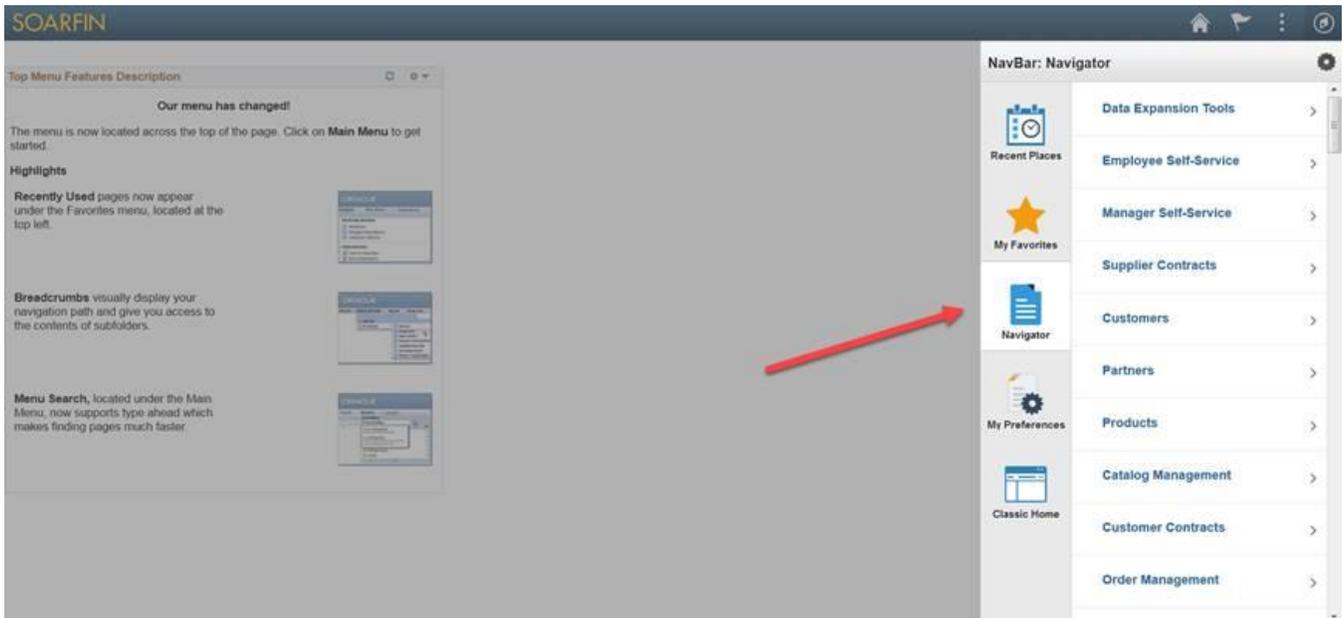


There are two main options for navigating in SOARFN 9.2. They include the following:

- 1) Option 1 – Navigator. This is the PeopleSoft delivered option and is available to all users. It provides access to all menu options, provided the user has the necessary security access.

Click on the navigation icon in the upper right-hand corner of the homepage.





- 2.) Option 2 – Navigation Tiles. This option was designed for campus users and provides access to frequently used menu options. However, this will not provide access to every link available to every user. It is only the links most commonly used by the majority of users. If the link that you are searching for is not listed, you will need to use Option 1 to access it.

To access the tiles, click on the Home button



PERSONALIZE FIELDS FOR ENTRY

It is strongly recommended you use the **Personalize** link on the **Accounts Distribution** page to move Chartfields you regularly use to the left side of the page to avoid tabbing over fields each time.

Use the **Personalize** link to rearrange data entry fields on a page in Soarfin to make entering and viewing information easier. You may move fields where they will be easy to find and use. Place them in a convenient order to avoid tabbing over fields that you do not use.

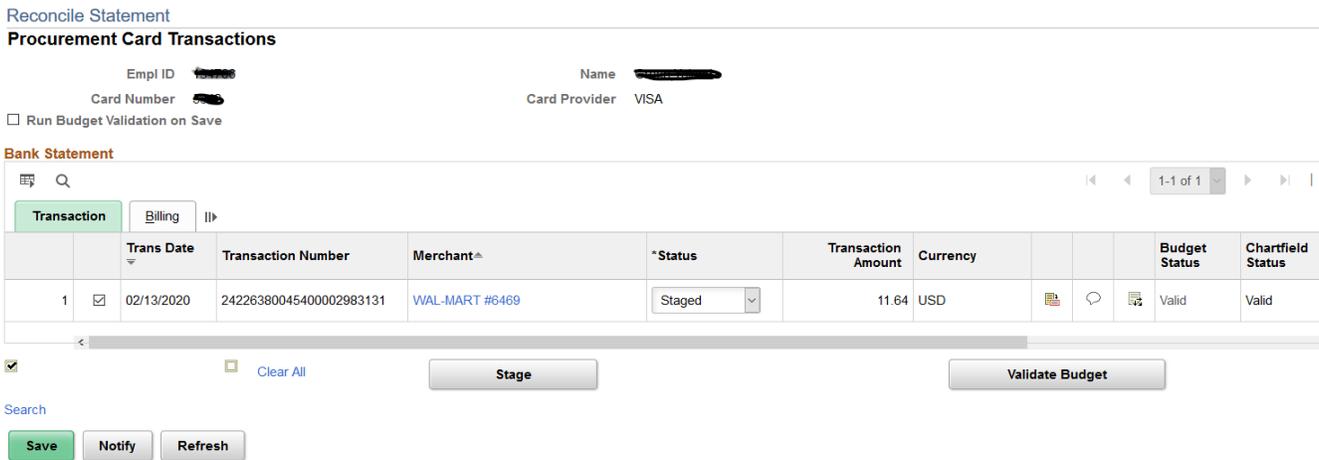
You can move a field to the front page permanently using the steps below. This needs to be done only once.

Navigate to the Reconcile Statements page in Soarfin:

1. Click **Main Menu**
2. Click **Procurement Cards**
3. Click **Reconcile**
4. Click **Reconcile Statement**

Search for and retrieve statements for the PCard holder needed:

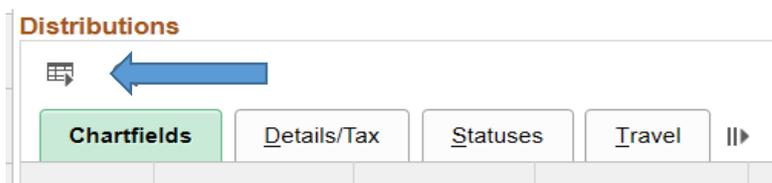
5. Enter the **Lookup Employee ID** or Click the **magnifying glass** to view the cardholders list and click on the name needed to select.
6. Click on **Statement Status** to select a status
7. Click the **Search** button



1. Click on the **distribution tab** to select it.



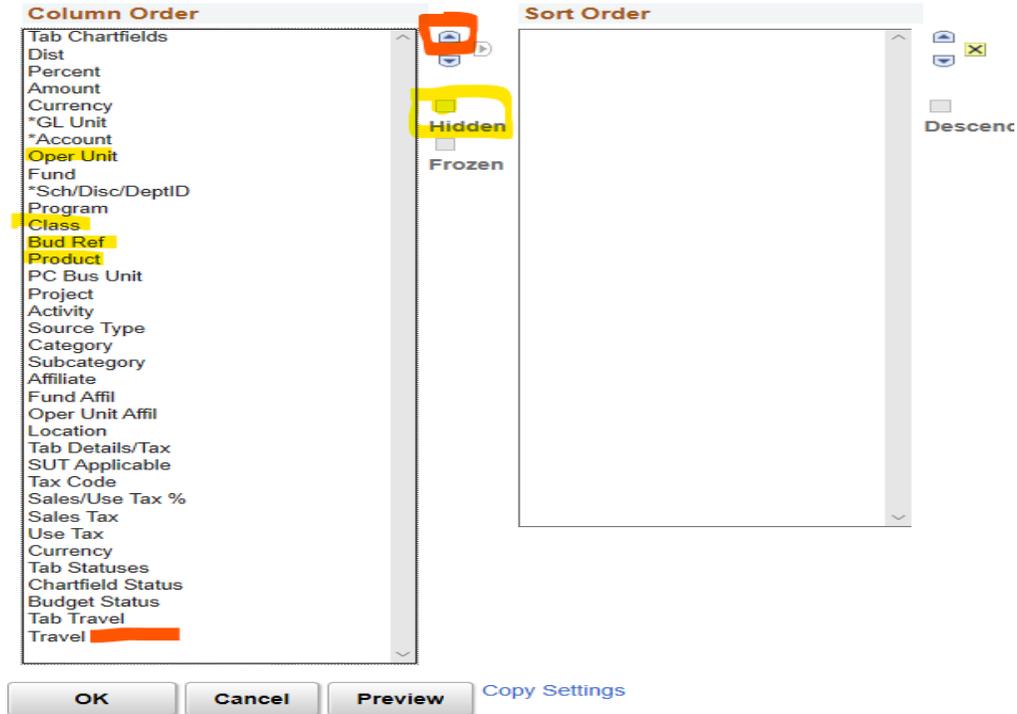
2. Click on the Grid Action Menu



3. Select the **Personalize link** to change the positions of the columns and to move the “Travel” field to the front page under the **Transactions** tab.
4. Click the **Move Up button** repeatedly until the Travel item is next to Account. The fourth position from the top of the list. (*Travel – Move next to Account*).
5. You may also hide fields that are not used to ease the tab process when entering (*Oper Unit, Class, Bud Ref, Product*)
6. Click the **OK** button

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.



HOW TO RECONCILE TRANSACTIONS

1. Chose the tile: **Procurement Cards** or using the navigator Go to *Purchasing > Procurement Cards > Reconcile > Reconcile Statement*. This is where your procurement card transactions that wait for reconciling are listed. *Note: If you are a reconciler for multiple cardholders, you will first see the search screen. Choose “Reconciler” as the Role Name.*
2. Under Card Issuer, select the type of card you will be reconciling.
 - a. VISA- Procurement Card

b. EQUIP – Equipment Card

3. Click the Search button at the bottom and the transactions for all the cardholders you reconcile will be listed.

Reconcile Statement
Procurement Card Transactions

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement

Transaction	Employee Name	Card Issuer	Card Number	Transaction Number	Trans Date	Merchant	Status	Transaction Amount	Currency
1	Test,Deuce T	EQUIP	*****1820	24692160124100567227545	05/03/2020	AMZN Mktp US	Staged	23.99	USD
2	Test,Deuce T	EQUIP	*****1820	24692160123100505892520	05/02/2020	AMZN Mktp US	Staged	54.00	USD
3	Test,Deuce T	EQUIP	*****1820	24692160123100515238355	05/02/2020	AMZN Mktp US	Staged	54.00	USD
4	Test,Deuce T	EQUIP	*****1820	24692160123100620282967	05/02/2020	AMZN Mktp US	Staged	42.99	USD
5	Test,Deuce T	EQUIP	*****1820	24692160122100207331824	05/01/2020	AMZN Mktp US	Staged	44.99	USD
6	Test,Deuce T	EQUIP	*****1820	24692160122100893490389	05/01/2020	AMZN Mktp US	Staged	31.75	USD
7	Tala,William	VISA	*****1820	24692160121100114028654	04/30/2020	AMZN Mktp US	Staged	32.08	USD
8	Tala,William	VISA	*****1820	24692160121100114847038	04/30/2020	AMZN Mktp US	Staged	31.75	USD
9	Tala,William	VISA	*****1820	24692160121100115509538	04/30/2020	AMZN Mktp US	Staged	32.08	USD

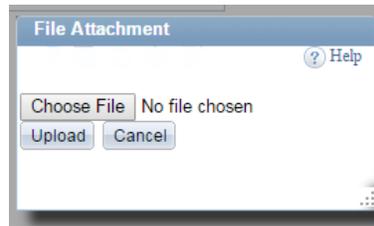
Stage Validate Budget

4. Upload your **required** receipt(s) and other documentation for the transaction.
 - a. Scan your receipt into your computer or use a legible photo or use an emailed receipt that was saved to the computer. PDF, PNG, JPG, and DOCX are the preferred file formats for receipts.
 - b. Make sure the amount on the receipt is the same as the transaction amount in PeopleSoft.
 - c. Make sure there is no sales tax on the receipt. If taxes are charged, it is the cardholder/reconciler’s responsibility to ensure the tax is refunded.
 - d. Click the comments bubble for the transaction that you want to work on.

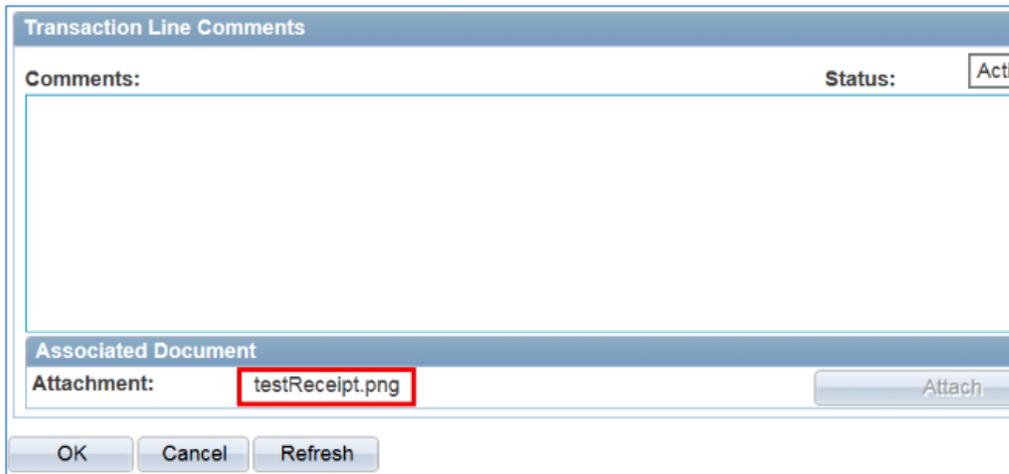
1	06/12/2015	ENTERPRISE RENT-A-CAR	Staged	33.50 USD		Valid	Valid	Yes
---	------------	---------------------------------------	--------	-----------	--	-------	-------	---------------------

- e. Click the *Attach* button.
- f. Click *Choose File...*

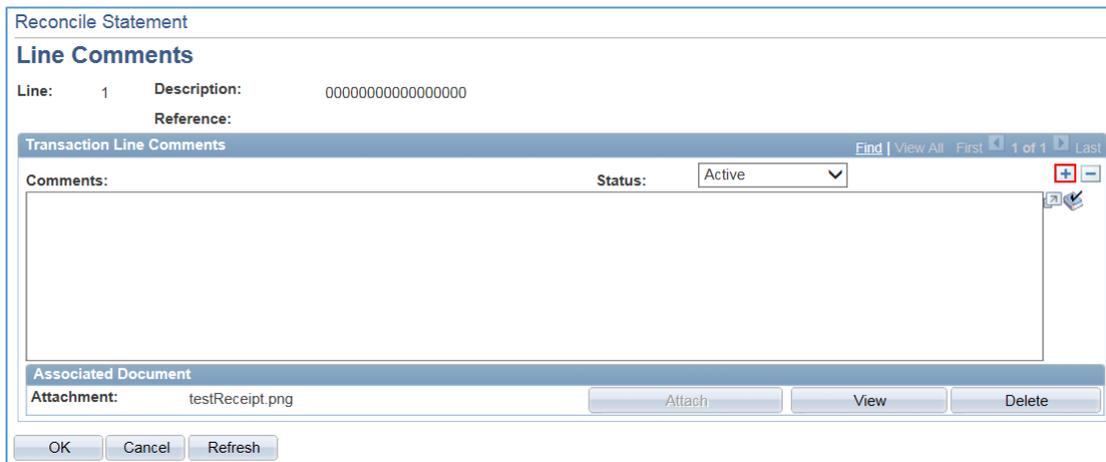
- g. Find your receipt on your computer and select it by clicking on it with the mouse.
- h. Click *Open*.



- i. Click *Upload*.
- j. You should see your receipt filename listed next to the *Attachment*.



- k. **You must add a comment.** Add comments that are relevant to your receipt by clicking in the box below *Comments:* and typing in your comments. A detailed description of what was purchased and its business purpose must be added in the comment section. **Note: be sure to add your initials and date before each comment.** Example: SG 7/1/17 – XYZ conference registration fee to John Doe.
- l. If you have any additional receipts/attachments click the + button to add another row and upload your additional receipt there.



- m. When you finished uploading receipts and writing comments, then click *OK*.

- n. The comments bubble will change to have little lines in it to indicate that a comment (receipt) has been added.

1	<input type="checkbox"/>	06/12/2015	DOLRTREE 345 00003459	Staged	14.00 USD			Valid	Valid	No	No
---	--------------------------	------------	--	--------	-----------	---	--	-------	-------	----	----

- o. Click **Save**.

- Change the budget string to the correct budget string for this transaction.
 - Click the Distribution button for the transaction you are working on.

1	<input type="checkbox"/>	06/12/2015	DOLRTREE 345 00003459	Staged	14.00 USD			Valid	Valid	No	No
---	--------------------------	------------	--	--------	-----------	---	---	-------	-------	----	----

- There will be a default budget string in the transaction. You must change the entire budget string to the budget string you want the transaction to be charged to. Make sure you change the **Equipment Account, Fund, Dept, Program**.

- If it is a WP or designated fund (DE) or IT, then fill in *Project* with the appropriate project/grant and *PC Bus Unit* with USMPC and *Activity* of 00000.

Chartfields		Asset Information		DE, IT, WP Budget				Fill		
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Activity	
109.89	USD	USM01	606490	14H40	100006	02001	USMP	DE00504	00000	

- If it is a grant (GR), then fill in *Project* with the appropriate project, fill in *PC Bus Unit* with USM01 and fill in *Activity* with 00000.

Chartfields		Asset Information		GR Budget			Fill		
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Activity
109.89	USD	USM01	606490	16HFD	340020	01001	USM01	GR05346	00000

- If you do not have Project, then you must delete (blank out) the default *PC Bus Unit, Project, and Activity*. You have to scroll to the right to see these fields.

Chartfields		Asset Information		No Project			Empty		
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Activity
109.89	USD	USM01	606490	10H10	100006	02001			

- c. Click **OK**.

- Make sure there is a checkmark in the box on the far left side next to the transaction you are working on.

7. Click Validate Budget.

- Wait until the Budget Status says “Valid”. You may have to refresh your screen. If you have a budget error, see the *Budget Errors* section below.

- Click on the **Distribution** button again.

1	<input checked="" type="checkbox"/>	06/12/2015	DOLRTREE 345 00003459	Staged	14.00 USD			Valid	Valid	No	No
---	-------------------------------------	------------	--	--------	-----------	---	---	-------	-------	----	----

- Put a checkmark next to Send to Workflow.

11. **Click OK.** A message will then display notifying the reconciler that workflow has been triggered.

Reconcile Statement

Account Distribution

Line: 1 PO C

Billing Date: 08/19/2015 Billin

SpeedChart: [] Tran

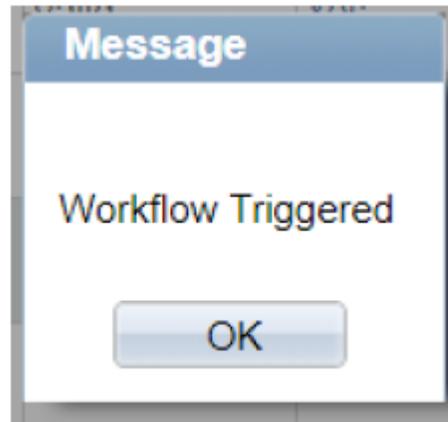
Distributions

Chartfields Details/Tax Statuses

Dist	Percent	Amount	Currency
1	100.0000	14.00	USD

Send to Workflow

OK Cancel Refresh



12. **Click Save.**

13. You are now finished working on this transaction. The status of the transaction should have changed from *Staged* to *In Process*. Email notifications will go to the appropriate signature authorities to approve each transaction.

BUDGET ERRORS

After clicking *Validate Budget* you may have a transaction with a *Budget Status* of “Error”. This means that your transaction has a budget error and cannot be processed any further until the budget error is corrected. Click the *error* link for more detail on your budget error. If you get a message from the browser that it prevented a popup window, click the option and allow popups from this website.

Reconcile Statement

Procurement Card Transactions

Empl ID: Name: Ventura, Caterina

Card Number: Card Provider: VISA

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-9 of 11 Last

Transaction	Billing	Transaction Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Cha Stat
1	<input checked="" type="checkbox"/>	24073147187900019259081	07/05/2017	NASAD	Staged	1,995.00	USD	Error	Vali
				GAYLORD BROS					

The error received will either reflect *No Budget Exists* or *Budget Date out of Bounds*.

- First, check to see if you have entered the budget string correctly as intended.
- If you have no project (no GR, no DE, no IT, no WP) for your budget string, make sure the PC Bus Unit, Project and Activity are blank.
- If you are using a grant, does the grant include the budget category for the account code used? If not, make sure you are using the appropriate account code.

NO BUDGET EXISTS

Procurement Exceptions | Line Exceptions

Employee ID: 139639 | Card: *****0835 | Issuer: VISA
 Date/Time: 01/11/2018 8:43:15AM | Transaction Nbr: 24692168009100532969018 | Date: 01/09/2018
 Line Number: | Sequence: 73

Exception Type Error | Override Transaction | More Budgets Exist
 Maximum Rows 100 | Advanced Budget Criteria

Search

Budgets with Exceptions | Personalize | Find | View All | First | 1-2 of 2 | Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		USM01	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		USM01	APPR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

- a. The error could be caused by an incorrect budget string or the user is using an account code for a category that does not exist on the budget.
- b. Click on the *Budget Chartfields* tab to view the budget string causing the error.

Budgets with Exceptions | Personalize | Find | View All | First | 1-2 of 2 | Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Account	Fund	Dept	Program	Budget Period
1		USM01	ORG	COMMOD	10H10	100006	02001	2018
2		USM01	APPR	OTHER	10H10	100006	02001	2018

- c. Check the budget string against Eaglevision to make sure the entire budget string is correct. In this example, the budget string does not exist. The program code has been entered incorrectly. As shown in the Eaglevision search results below, the only budget string using 10H10-100006 has a program code of 06000 – not 02001. The user will have to correct the budget string and run the validate budget process again.

Find an Existing Value

Search Criteria

Department: begins with 100006
 Fund Code: begins with 10H10
 Program Code: begins with
 Project: begins with
 Budget Period: begins with
 Description: begins with
 Emplid: begins with
 Signature Authority Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Department	Fund Code	Program Code	Project	Budget Period	Description	Fiscal Year	Emplid
100006	10H10	06000	(blank)	2015	Vice President For Research	2015	300527
100006	10H10	06000	(blank)	2016	Vice President For Research	2016	300527
100006	10H10	06000	(blank)	2017	Vice President For Research	2017	300527
100006	10H10	06000	(blank)	2018	Vice President For Research	2018	300527

- d. If the budget string is entered correctly, the problem is with the account code used. In the example below, the user entered an account code that falls under the COMMOD category. You can verify the categories available on a budget using the Budgets Overview page. Budgets Overview shows this budget only has an equipment category, meaning only equipment purchases are allowed on the budget. The user has either used the wrong account code for their purchase or the purchase is not allowed on the budget.

Budgets with Exceptions											
Details		Business Unit	Ledger Group	Account	Fund	Dept	Program	Project	PC Bus Unit	Activity	Budget Period
1		USM01	PROJ_GRT	COMMOD	16HFD	350021	02001	GR05870	USM01	00000	ALL

From the main page in Budgets Overview for this budget:

Budget Overview Results												
		Ledger Group	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	Budget Period	Budget	Expense
1		PROJ_GRT	EQUIP	16HFD	350021	02001	USM01	GR05870	00000	ALL	553,700.00	0.00
2		PROJ_GRT	EQUIP	14H40	350021	02001	USM01	GR05870	00000	ALL	237,300.00	0.00

BUDGET DATE OUT OF BOUNDS

Procurement Exceptions | Line Exceptions

Employee ID: 139639 | Card: *****0835 | Issuer: VISA
 Date/Time: 01/17/2018 10:00:11AM | Transaction Nbr: 24492158012894716065761 | Date: 01/12/2018
 Line Number: | Sequence: 134

Exception Type Error | Maximum Rows 100 | Override Transaction | More Budgets Exist

Budgets with Exceptions

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	USM01	PRMST_EXP	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
2	USM01	PROJ_GRT	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...

- a. Error is caused by a difference in the transaction date and the allowable dates for the budget.
- b. Click on the *Budget Chartfields* tab to view the budget string causing the error.

Budgets with Exceptions

Details	Business Unit	Ledger Group	Account	Fund	Dept	Program	Project	PC Bus Unit	Activity	Budget Per
1	USM01	PRMST_EXP					GR05697	USM01		ALL
2	USM01	PROJ_GRT	COMMOD	16HFD	360013	03000	GR05697	USM01	00000	ALL

- c. Click the *Line Exceptions* tab to view the budget date on the transaction.

Procurement Exceptions | Line Exceptions

Employee ID: 139639 | Card: *****0835 | Issuer: VISA
 Date/Time: 01/17/2018 10:00:11AM | Transaction Nbr: 24492158012894716065761 | Date: 01/12/2018
 Line Number: | Sequence: 134

Line Status Error | Maximum Rows 100 | Override Transaction | More Lines Exist

Transaction Lines with Budget Exceptions

Distribution Line	Type	Budget Date	GL Business Unit
1	DST	01/16/2018	USM01

- d. Pull up the budget in Eaglevision to compare the effective dates on the budget and the budget date on the transaction.

Gencl236 Pg

Fund Code: 16HFD

Department: 360013

Program Code: 03000

Project: GR05697

Budget Period: ALL

Begin Date: 10/01/2016

End Date: 10/15/2017

Ledger: PROJ_GR_BD

Effective Date: 10/01/2016 **Send to HR:** Y

Budget Description: Bridge to Independence **Status:** Active

Signature Authorities

Emplid: 933164	Blackmon, Bret
Emplid: 303873	Coker, Melissa
Emplid: 305921	Rehner, Timothy
Emplid:	

Box Number: 05114 **Program Code:**

- e. In this example, the budget date on the transaction is past the end date listed for the budget. The user would need to choose another budget string to complete this transaction.
- f. There may be exceptions where budget end dates can be extended to allow a transaction through, but the changes would have to be approved by OFPA or ORA, depending on the type of budget.

EXCEEDS BUDGET TOLERANCE

P-card reconcilers will not receive this type of budget error on their side of the transaction. The validate budget process does not check the available balance for a budget. These budget errors will only occur once the transaction has been rolled to a voucher and a true budget check is run against the voucher.

If support is still required after completing the above troubleshooting steps, please contact the appropriate entity below for assistance with how to rectify your budget error(s).

- For DE or AUX budget errors, please contact your respective Budget Contact Manager.
- For E&G budget errors, please email the Budget Office with a screenshot of the error message - budgets@usm.edu
- For GR budget errors, please contact ORA - sponsoredprograms@usm.edu or 601-266-4119.
- For IT budget errors, please contact iTech - itbilling@usm.edu or 601-266-4357.

HOW TO SEE MORE DETAIL FOR A TRANSACTION?

To see more details on your transaction, click on the Line Details button.



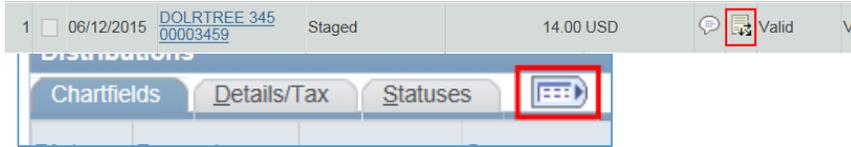
Not every transaction will have additional details available.

Transaction	Billing	Transaction Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chi Sta
1	<input checked="" type="checkbox"/>	24073147187900019259081	07/05/2017	NASAD	Staged	1,995.00	USD	Not Chk'd	Val
2	<input type="checkbox"/>	24382247188000010712650	07/01/2017	GAYLORD BROS INC	Staged	1,364.72	USD	Not Chk'd	Val

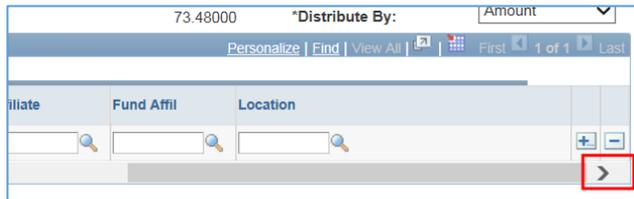
SPLIT TRANSACTION

If you need to expense a transaction to multiple budget strings, you can split the transaction into multiple distributions.

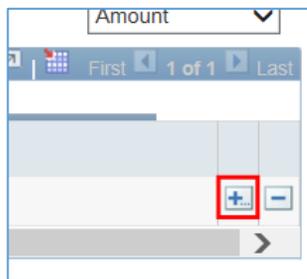
1. Click the Distributions button.



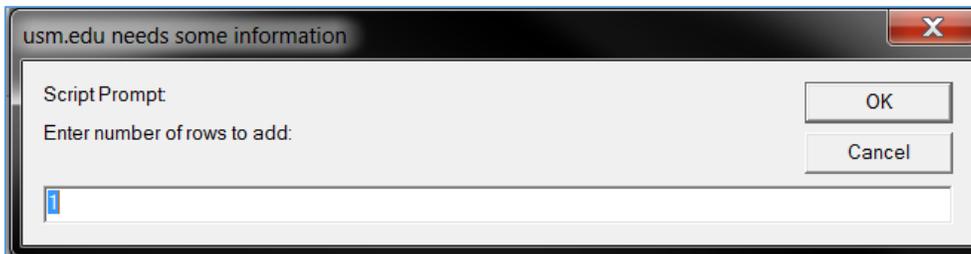
2. Click the Show all columns button.
3. Scroll to the right by clicking the right arrow multiple times.



4. Click the + button.



5. Enter the number of new distribution lines you want to add.
6. Click OK.



7. Enter the percent you want a line to have. The Amount will be automatically calculated from the percent. All of the lines need to add up to 100%.
8. If you are splitting by amount, then you must manually adjust the amount on each line. The system will not automatically subtract the split amount(s) from the original line item amount.
9. Change the Fund, Dept, and Program to the appropriate values. If a grant, DE, or an IT, then change the PC Bus Unit, Project, and Activity to the appropriate values (See *How to Reconcile Procurement Card Transactions – Section 3b*).

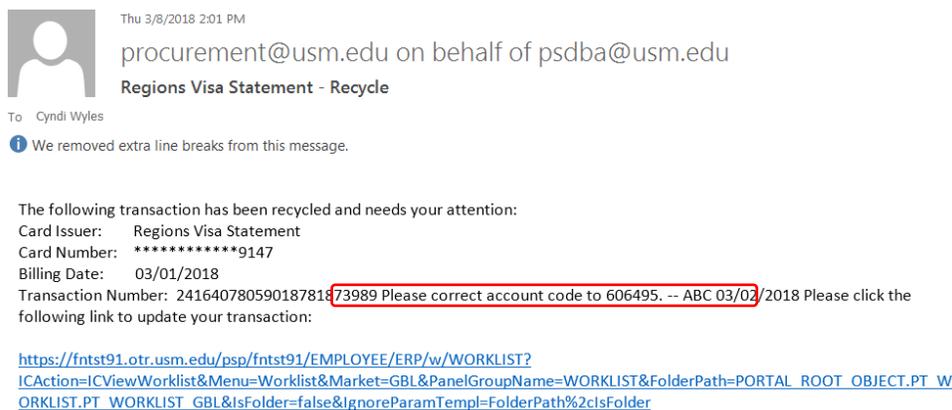
Dist	Percent	Amount	Currency	*GL Unit	*Account	Alt Acct	Oper Unit	Fund	*Dept	Program
1	50	73.48	USD	USM0	604170			14H40	120005	06000
2	50		USD	USM0	604170			14H10	130001	06000

RECYCLE TRANSACTIONS

When a transaction is recycled by the approver or a p-card admin, the system sends an email to the cardholder or proxy that originally worked the transaction. If the cardholder worked their transaction, they will receive the recycled email. If a proxy worked the transaction for the cardholder, the proxy will receive the recycled email.

A comment is required from the approver or p-card admin when a transaction is recycled. This comment should explain why the transaction is being recycled and will display in the body of the recycle email.

The link in the email will bring the user to their worklist. To correct the transaction, the user will need to access the transaction through the Reconcile Statement pages.



1. Click the link in the email to go to the transaction.
2. Change or add information to the transaction as requested by the signature authority or procurement card manager.
3. If you have changed the budget string, then the budget checks the transaction again.
4. After you have made your changes, then click the Distribution button.

1	<input type="checkbox"/>	06/12/2015	DOLRTREE 345 00003459	Staged	14.00 USD		Valid
---	--------------------------	------------	---------------------------------------	--------	-----------	--	-------

5. Put a checkmark next to Send to Workflow.

6. Click OK.

Reconcile Statement
Account Distribution

Line: 1 PO C
 Billing Date: 08/19/2015 Billin
 SpeedChart: [] Tran

Distributions

Chartfields Details/Tax Statuses []

Dist	Percent	Amount	Currency
1	100.0000	14.00	USD

Send to Workflow

OK Cancel Refresh

7. You are now finished. Your transaction will go to your signature authority again for approval.

HOW TO SEARCH FOR TRANSACTIONS

If you want to look for certain transactions to reconcile, you can use the search functionality. If you are looking at the list of transactions on the *Reconcile Statement* screen, click the button named *Search* at the bottom. If your list of transactions is long you may have to scroll down to see the *Search* button. Click *Yes* if you see a message box about proceeding.

Line	Cardholder ID	Transaction Date	Description	Status
3	24430997226083361116552	08/14/2017	CDW GOV I #JTL8728	Staged
4	24692167221100881321765	08/09/2017	DBC*BLICK ART MATERIAL	Staged
5	24692167221100881334198	08/09/2017	DBC*BLICK ART MATERIAL	Staged
6	24692167227100705334998	08/15/2017	DBC*BLICK ART MATERIAL	Staged
7	24692167229100986535402	08/17/2017	DBC*BLICK ART MATERIAL	Staged
8	24692167230100057813180	08/18/2017	Amazon.com	Staged
9	24692167231100310478697	08/19/2017	DBC*BLICK ART MATERIAL	Staged

Search Clear All

The **Reconcile Statement Search** screen may then be used to search, or narrow a search, by providing cardholder and/or transaction information in any listed field. The two most common searches are as follows:

- To search by a single cardholder, please enter the emplID of the cardholder in the *Employee ID* field and click *OK*.

- To search by status, select one of the following from the *Statement Status* field and click *OK*: **Staged, Approved, Closed, and In Process**. While other statuses may be listed in the dropdown, they are not used at this time.
- **NOTE: Once the month is closed, they may only be searched by selecting the “Closed” Statement Status.**

TRANSACTION STATUSES

Status	Description
Staged	Unworked transaction
Processing	Waiting for Signature Authority approval
Approved	Approved by a Signature Authority
Closed	Voucher created by procurement

GRACE PERIOD EMAIL

Email Subject: Your Procurement Card Bank Statement Has Exceeded the Reconciliation Grace Period

Cardholders and proxies will receive a reminder email from the system when a transaction is over ten days old and has not been working. This email works similarly to the original “bank statement” email. The system sends out one email per billing date per cardholder. If a cardholder has multiple unworked transactions on a single billing date, only one email will be received. If a proxy is listed under more than one cardholder and each cardholder has an unworked transaction(s) on a single billing date, the proxy will receive multiple emails – one for each cardholder.

The link in this email will only bring up the billing date's transaction for the card referenced in the email. It does not bring up the cardholder's or proxy's entire list of transactions. Users should still log in to SOARFIN and navigate to the Reconcile Statement page to make sure all transactions are getting processed.

Note: Towards the closing of the month, cardholders and reconcilers may receive multiple emails a day until the month has been closed.



The following bank statement has exceeded the reconciliation grace period:

Card Issuer: Regions Visa Statement
Card Number: *****2380 (Visa)
Billing Date: 2018-02-08

Please click the following link to reconcile your transactions:
https://soarfin.usm.edu/psp/fnprd91_1/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB_GBL?Page=CC_RECON_WB&Action=U&CREDIT_CARD_VENDOR=VISA&CC_SECURITY_ID=51&BILLING_DATE=2018-02-08

Note: Please do not reply. This is a system generated message.



The following bank statement has exceeded the reconciliation grace period:

Card Issuer: Regions Visa Statement
Card Number: *****2380 (Visa)
Billing Date: 2018-02-09

Please click the following link to reconcile your transactions:
https://soarfin.usm.edu/psp/fnprd91_1/EMPLOYEE/ERP/c/MANAGE_PROCUREMENT_CARDS.CC_RECON_WB_GBL?Page=CC_RECON_WB&Action=U&CREDIT_CARD_VENDOR=VISA&CC_SECURITY_ID=51&BILLING_DATE=2018-02-09

Note: Please do not reply. This is a system generated message.

Examples for emails above

Cardholder A = card number 2380
Proxy is proxy for cardholder A

1. On 02/20/2018, Cardholder A has transactions from 02/08/2018 and 02/09/2018 that remain unworked.
2. Cardholder A received both emails above. One email for the unworked transactions dated 02/08/2018 and one for the unworked transactions dated 02/09/2018.
3. Cardholder A clicks the link for the 02/08/2018 transactions and is brought to a list of only the 02/08/2018 transactions.
4. Cardholder A clicks the link for the 02/09/2018 transactions and is brought to a list of only the 02/09/2018 transactions.
5. Proxy received both emails above. One email for cardholder A's unworked transactions dated 02/08/2018 and one for cardholder A's unworked transactions dated 02/09/2018.
6. Proxy clicks the link in the email for the 02/08/2018 transactions and it brings up only those transactions for cardholder A's transactions dated 02/08/2018. Transactions from any other date or cardholder will not be shown on the screen accessed by using the link in the email.
7. If Proxy is also listed under other cardholders that have unworked transactions on the same date, more emails will be received.
8. If the transactions remain unworked, the same emails will be sent the next time the grace period email process is run.

MONTHLY SIGNATURE REPORT

At the end of each month, you will need to print, sign as the cardholder, and have your budget authority sign the Monthly Signature Report. If the cardholder is also a budget authority, they will sign in both places. Once the report is fully signed, staple your receipts to the report and **FILE** it in a safe place. Please **DO NOT** send it to Procurement Services.

The monthly signature report lists all p-card transactions for a month. It only shows transactions that are in the *Closed* status. To be in the *Closed* status, a transaction has to be fully worked and approved by a signature authority and approved by the p-card administrator and made into a voucher. All p-card transactions for a month will be in *Closed* status when a month closes in the first or second week of the next month.

To print the Monthly Signature Report:

Go to **Main Menu > USM Procedures > Monthly Signature Report**

- a. For the first time running the *Monthly Signature Report*, do the following:
 - i. Click the *Add a New Value* tab.
 - ii. Enter “monthly_signature_report” for RunControl ID.
 - iii. Click the *Add* button.

The screenshot shows the 'Monthly Signature Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a text input field labeled 'Run Control ID:' containing the text 'monthly_signature_report', which is also highlighted with a red box. Below the input field is an 'Add' button, highlighted with a red box. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- b. If this is NOT your first time running the *Monthly Signature Report*, then do the following:
 - i. Click the Search button.

The screenshot shows the search interface for the 'Monthly Signature Report'. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search by:', there is a text input field containing 'Run Control ID begins with' and an empty input field. Below this, there is a checkbox labeled 'Case Sensitive'. At the bottom left, there is a 'Search' button, highlighted with a red box, and a link for 'Advanced Search'.

- c. Select “monthly_signature_report” run control previously created.

- d. Enter *From Date To Date* and *Empl ID* (no 'w') of the cardholder and click *Run*.

The screenshot shows the 'View Process Request For' window. At the top, there are search fields for User ID (W769460), Type, Last, 360 Days, Server, Name, Instance, and Distribution Status. A 'Refresh' button is on the right. Below is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows Instance 1836672, Process Type SQR Report, Process Name PCHR1177, User W769460, Run Date/Time 10/19/2017 7:05:50AM CDT, Run Status Success, and Distribution Status Posted. The 'Details' link in the last column is highlighted with a red box.

Monthly Signature Report

Enter any information you have and click Search. Leave fields blank for a list of all \

- e. Enter *PSUNX* for *Server Name*.

The screenshot shows the 'Process Scheduler Request' dialog box. Fields include User ID (W769460), Run Control ID (MonthlySignatureReport), Server Name (PSUNX), Run Date (10/19/2017), Recurrence, Run Time (7:05:50AM), and Time Zone. Below is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The first row is checked and shows Description PCHR1177, Process Name PCHR1177, Process Type SQR Report, *Type Web, and *Format PDF. At the bottom, the 'OK' button is highlighted with a red box.

- f. Click *OK*.
- g. Click *Process Monitor*.

The screenshot shows the 'Monthly Signature Report' window. It displays Run Control ID: monthly_signature_report, Report Manager, and a 'Process Monitor' button highlighted with a red box. Below are fields for *From Date (07/01/2017), *To Date (07/31/2017), and *Empl ID (769460). A 'Run' button is on the right.

- h. Click and continue clicking *Refresh* until:
 - i. *Run Status = Success*
 - ii. *Distribution Status = Posted*

The screenshot shows the 'View Process Request For' window. The 'Refresh' button is highlighted with a red box. The 'Process List' table now shows Run Status as Success and Distribution Status as Posted, both highlighted with red boxes.

- i. Click *Details*

j. Under the *Actions* section, click *View Log/Trace*

Recurrence		Restart Request	
Date/Time		Actions	
Request Created On	10/19/2017 7:08:57AM CDT	Parameters	Transfer
Run Anytime After	10/19/2017 7:05:50AM CDT	Message Log	
Began Process At	10/19/2017 7:09:07AM CDT	Batch Timings	
Ended Process At	10/19/2017 7:09:22AM CDT	View Log/Trace	

k. Click. PDF file to render a report.

View Log/Trace

Report

Report ID: 1359510 Process Instance: 1836672 [Message Log](#)

Name: PCHR1177 Process Type: SQR Report

Run Status: Success

PCHR1177

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 11/18/2017

File List

Name	File Size (bytes)	Datetime Created
SQR_PCHR1177_1836672.log	2,006	10/19/2017 7:09:22.152960AM CDT
pchr1177_1836672.PDF	3,439	10/19/2017 7:09:22.152960AM CDT
pchr1177_1836672.out	499	10/19/2017 7:09:22.152960AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	W769460

l. Print, sign as the cardholder, and have your budget authority sign the Monthly Signature Report. If the cardholder is also a budget authority, they will sign in both places. Once the report is fully signed, staple your receipts to the report and **FILE** it in a safe place.

Sample Monthly Signature Report

Report ID: PCHR1177	University of Southern Mississippi MONTHLY SIGNATURE REPORT FOR PCARD	Run Date 10/19/2017 Run Time 14:52:36										
Card Holder: ██████████ Card No: ██████████ Date: 2017-06-01-2017-09-30												
Trans No	Merch Nm	Unit Cost	Trans Dt	Line #	Merch Amt	Account	Fund	Dept	Pgm	Proj	Voucher	Descr
24435657181286399801313	AIRGAS SOUTH	110.61	2017-06-30	1	110.61	604170	10H10	110002	06000		00000001	189636 - AIRGAS SOUT
24435657182286399802096	AIRGAS SOUTH	91.80	2017-07-31	1	91.80	604230	10H10	110011	06000		00000076	189636 - AIRGAS SOUT
24435657182286399803185	AIRGAS SOUTH	20.40	2017-07-31	1	20.40	604070	10H10	110011	06000		00000076	189636 - AIRGAS SOUT
24435657182286399801056	AIRGAS SOUTH	162.60	2017-07-31	1	162.60	605247	10H10	110002	06000		00000003	189636 - AIRGAS SOUT
Total:					385.41							
My signature certifies that the information on this report is correct and that all purchases were made by me in accordance with University Policies, and the Purchasing Card Rules and Procedures Manual.												
Card Holder Signature	Print Name	Date										
_____	_____	_____										
Budget Authority Signature	Print Name	Date										
_____	_____	_____										

TROUBLESHOOTING POP-UP ERRORS MESSAGES

Equipment Card Budget Error

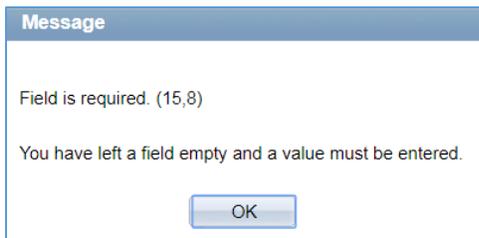
Before using a budget string with the equipment card you should run your MDR to make sure there is an equipment budget set up for the chartfield being used. Many budgets are set up without the ability to purchase equipment. Contact the [Budget Office](#) to verify the chartfield you are using does have a budget line for equipment and is not overdrawn.

Possible Errors BEFORE validating budget

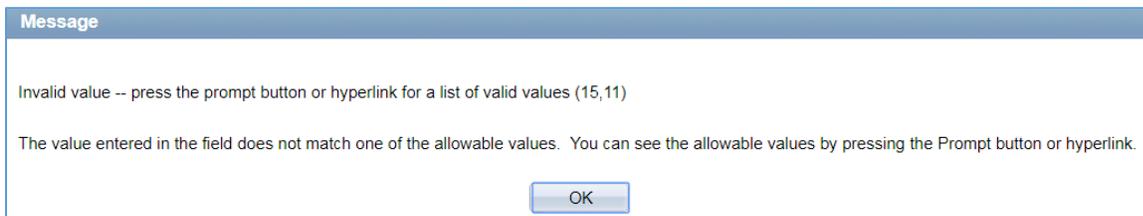
1. All default budget strings have a project chartfield. If a user changes the budget string using a fund code that does not have a project number, without deleting the defaulted data from PC Bus Unit, Project, and Activity fields:



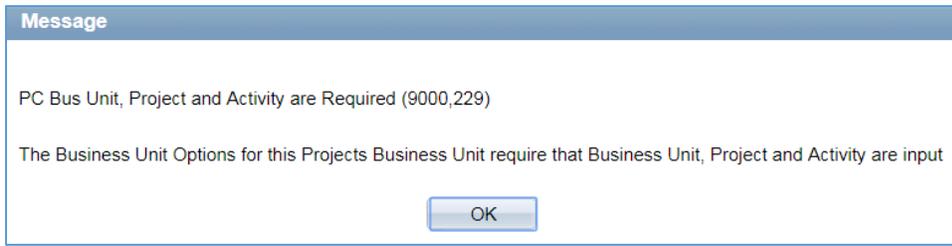
2. If a user does not enter all required fields for a budget string:



3. If a user tries to enter a value that does not match the allowable list for a field. This is usually a typo problem. There are several examples of things that could be entered incorrectly – (a) user entered an account code that does exist, (b) user-entered too many digits in the department field, (c) user tries to enter a grant project when PC Bus Unit = USMPC or tries to enter a non-grant project when PC Bus Unit = USM01:

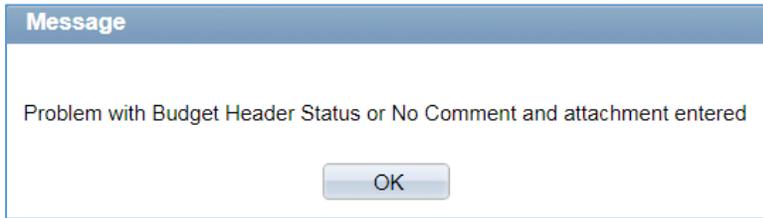


4. If a user changes the project number without re-entering the zeros in the Activity field:

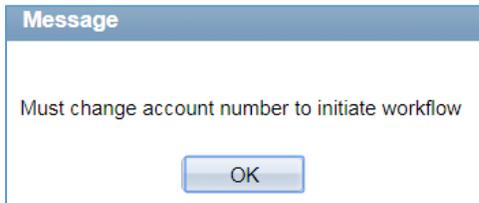


Possible errors AFTER validating budget

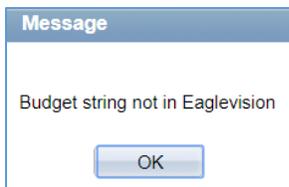
5. If a user tries to trigger workflow without entering a comment and/or receipt or if the budget status is in error:



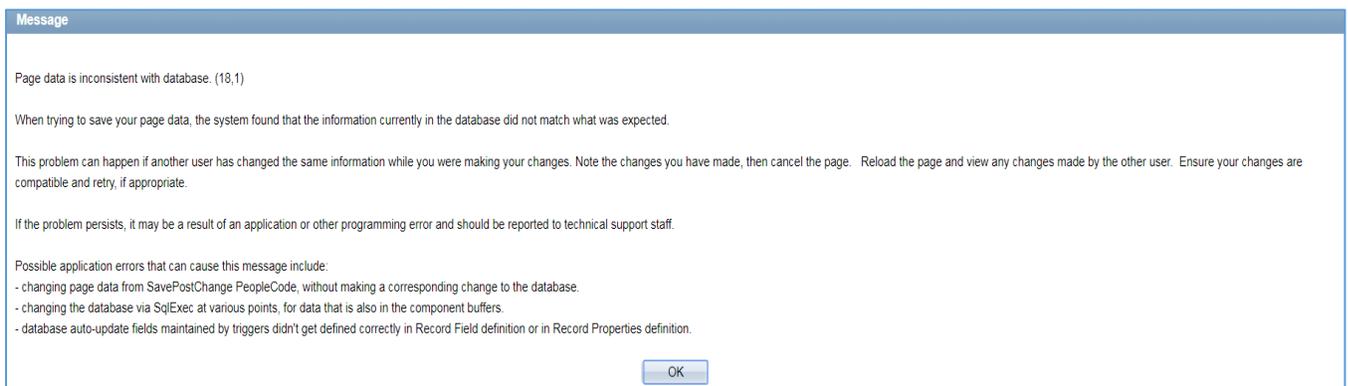
6. If a user tries to trigger workflow without changing the default account code (606498):



7. If a user enters the incorrect program code on a designated fund budget string:



8. If a user tries to save a transaction after starting the validate budget process, but before the page has refreshed the budget status: You will need to clear your cache & history, close the browser and start again.



9. If a user moves on quickly to the next transaction after validating the budget and the page has not refreshed budget status:

