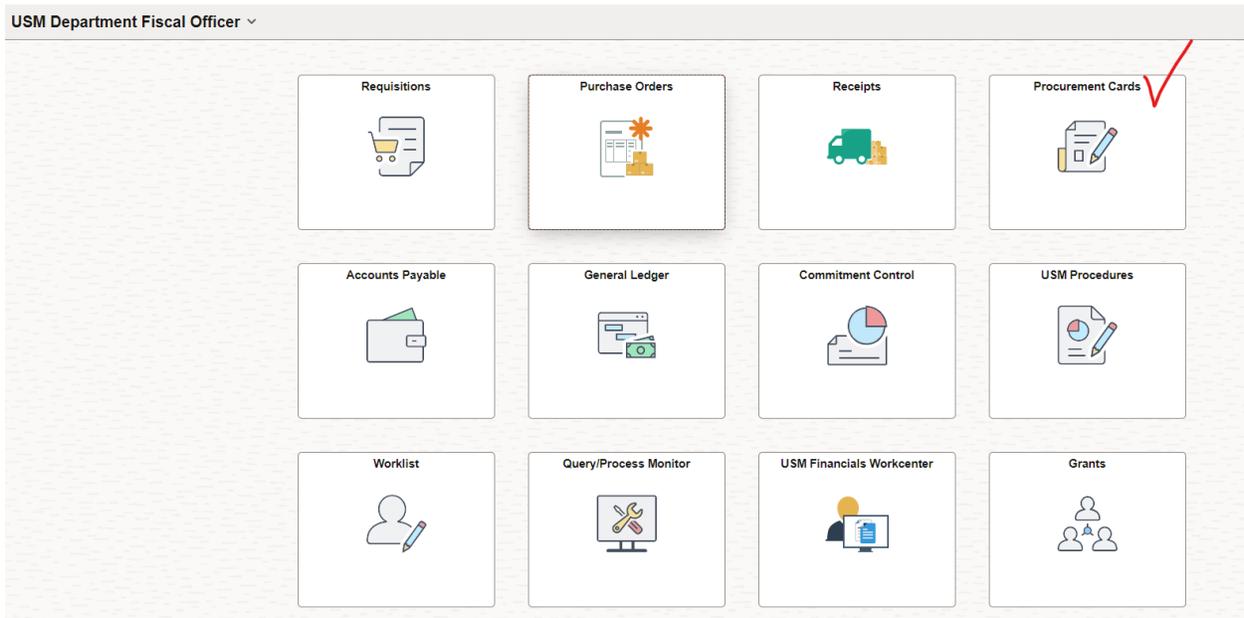


How to upload a contract number to PCARD/ECARD Transactions Step-by-Step Guide

- SOARFIN website: <https://soarfin.usm.edu>
- Log in with your w+emplid and Campus ID password.



- Main Menu> Purchasing> Procurement Cards> Reconcile > Reconcile Statement.
- Enter Employee ID.
- Search.

USM_Procurement_Cards

| | |
|-----------------------------------|---|
| <p>Reconcile </p> | <p>Reconcile Statement Search</p> |
| <p>Reconcile PCard Statement </p> | <p> <input type="text" value="Role Name"/> <input type="text" value="Employee ID"/> <input type="text" value="Name"/> <input type="text" value="Card Issuer"/> <input type="text" value="Card Number"/> <input type="text" value="Transaction Number"/> <input type="text" value="Merchant"/> <input checked="" type="checkbox"/> Exact Match <input type="text" value="Sequence Number"/> <input type="text" value="Line Number"/> <input type="text" value="Billing Date"/> To <input type="text" value=""/> <input type="text" value="Statement Status"/> <input type="text" value="Budget Status"/> <input type="text" value="Chartfield Status"/> <input type="text" value="Transaction Date"/> To <input type="text" value=""/> <input type="text" value="Charge Type"/> <input type="text" value="Posted Date"/> To <input type="text" value=""/> <input type="text" value="Rows Per Page"/> 50 <input type="checkbox"/> Auto Save When Scrolling Through Chunks </p> |
| <p>Review Disputes</p> | <p> <input type="button" value="Search"/> <input type="button" value="Clear"/></p> |
| <p>Process Statements </p> | |
| <p>Definitions </p> | |
| <p>Reports </p> | |
| <p>Review Bank Statement</p> | |
| <p>Security </p> | |

- Select transaction to be worked.
- Select distribution (circled in red below).

USM_Procurement_Cards

Reconcile Statement New Window | Help | Personalize Page

Reconcile PCard Statement

Review Disputes

Process Statements

Definitions

Reports

Review Bank Statement

Security

Procurement Card Transactions

Empl ID 182977 Name Venable, Ronnie Paul
 Card Number *****7840 Card Provider VISA

Run Budget Validation on Save

Bank Statement

| Transaction | Billing | Trans Date | Merchant | Status | Transaction Amount | Currency | Budget Status | Chartfield Status |
|-------------|-------------------------------------|------------|----------------------|--------|--------------------|----------|---------------|-------------------|
| 1 | <input checked="" type="checkbox"/> | 08/19/2024 | Amazon.com*RU3KA68X1 | Staged | 245.99 | USD | Valid | Valid |

Clear All Stage Validate Budget

Search Save Notify

- Select contracts tab circled below in red.

ProCard Account Distribution Help

Line 1 PO Qty 1.0000 UOM EA
 Billing Date 08/20/2024 Billing Amount 245.99 USD Unit Price 245.99000
 SpeedChart Transaction Unit Price 245.99000 *Distribute By Amount

Distributions

Chartfields Details/Tax Statuses Travel **Contracts**

| Dist | Percent | Amount | Currency | *GL Unit | *Account | Oper Unit | Fund | *Sch/Disc/DeptID | Program |
|------|----------|--------|----------|----------|----------|-----------|-------|------------------|---------|
| 1 | 100.0000 | 245.99 | USD | USM01 | 606130 | | 10H10 | 110011 | 06000 |

Send to Workflow

NOTICE: If you have a signed contract for this payment, you are required to enter a valid Contract ID on the budget line.

OK Cancel

- Select the contracts tab below where the red check mark is.

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
Billing Date 08/20/2024 Billing Amount 245.99 USD Unit Price 245.99000
SpeedChart [] Transaction Unit Price 245.99000 *Distribute By Amount

Distributions

Contracts

| Contracts | Contract ID |
|---|-------------|
| <input checked="" type="checkbox"/> Contracts | PC000099 |

Send to Workflow

NOTICE: If you have a signed contract for this payment, you are required to enter a valid Contract ID on the budget line.

OK Cancel

- Upload contract payment form and/or enter contract#.
- Select OK.

Reconcile Statement

ProCard Account Distribution

Line 1 PO Qty 1.0000 UOM EA
Billing Date 08/20/2024 Billing Amount 245.99 USD Unit Price 245.99000
SpeedChart [] Transaction Unit Price 245.99000 *Distribute By Amount

Distributions

Contracts

| Contracts | Contract ID |
|---|-------------|
| <input checked="" type="checkbox"/> Contracts | PC000099 |

Send to Workflow

NOTICE: If you have a signed contract for this payment, you are required to enter a valid Contract ID on the budget line.

OK Cancel

USM Contract subpage

Tran Nbr: 24692164232102282115634 Sequence: 114 Trans Date: 08/19/2024
Line: 0 Type: Expense Distribution Li: 1

Contract:

Supplier: 000034197 AMAZON COM LLC
Expire Dt: 01/30/2025
Account: 606130 Fund Code: 10H10

OK Cancel

➤ Select OK where the red check mark is.

ProCard Account Distribution X

[Help](#)

| | | | | | |
|--------------|----------------------|------------------------|------------|----------------|-----------------------------|
| Line | 1 | PO Qty | 1.0000 | UOM | EA |
| Billing Date | 08/20/2024 | Billing Amount | 245.99 USD | Unit Price | 245.99000 |
| SpeedChart | <input type="text"/> | Transaction Unit Price | 245.99000 | *Distribute By | Amount <input type="text"/> |

Distributions

1-1 of 1

Chartfields Details/Tax Statuses Travel **Contracts**

| Contracts | Contract ID | | |
|--|-------------|----------------------------------|----------------------------------|
| <input type="button" value="Contracts"/> | PC000099 | <input type="button" value="+"/> | <input type="button" value="-"/> |

Send to Workflow

NOTICE: If you have a signed contract for this payment, you are required to enter a valid Contract ID on the budget line.

➤ Validate the budget where the red check mark is.

Reconcile Statement New Window | Help | Personalize Page

Procurement Card Transactions

Empl ID 182977 Name Venable Ronnie Paul
Card Number *****7840 Card Provider VISA

Run Budget Validation on Save

Bank Statement

1-1 of 1

| Transaction | Billing | Transaction Number | Trans Date | Merchant | *Status | Transaction Amount | Currency | Budget Status | Chartfield Status |
|-------------|-------------------------------------|-------------------------|------------|----------------------|---------|--------------------|----------|---------------|-------------------|
| 1 | <input checked="" type="checkbox"/> | 24692164232102282115634 | 08/19/2024 | Amazon.com*RU3KA68X1 | Staged | 245.99 | USD | Valid | Valid |

Search

- Send to workflow.
- Save.

ProCard Account Distribution X
Help

| | | | | | |
|--------------|-------------------------------|------------------------|-----------|--|------------|
| Line | 1 | PO Qty | 1.0000 | UOM | EA |
| Billing Date | 08/20/2024 | Billing Amount | 245.99 | USD | Unit Price |
| SpeedChart | <input type="text" value=""/> | Transaction Unit Price | 245.99000 | *Distribute By <input type="text" value="Amount"/> | |

Distributions

1-1 of 1 | View All

Chartfields
Details/Tax
Statuses
Travel
Contracts
ID

| Dist | Percent | Amount | Currency | *GL Unit | *Account | Oper Unit | Fund | *Sch/Disc/DeptID | Program |
|------|----------|--------|----------|----------|----------|-----------|-------|------------------|---------|
| 1 | 100.0000 | 245.99 | USD | USM01 | 606130 | | 10H10 | 110011 | 06000 |

Send to Workflow

NOTICE: If you have a signed contract for this payment, you are required to enter a valid Contract ID on the budget line.

OK
Cancel