SOARFIN Training Guide
Procurement Card

How to Approve and Recycle Transactions
Procurement Card Transaction Approval/Recycle for Signature Authorities

As a signature authority, you will be notified by email that a transaction requires your approval.

When a transaction is worked by a reconciler the system sends an email to the signature authority for the budget string(s) entered on the transaction. The system sends one email per transaction, per distribution line. If a budget string has multiple signature authorities, all signature authorities will receive the same email at the same time. The link provided in the email will send you to your SOARFIN worklist where all transactions that require your approval can be viewed and worked.

1. Click the link in email.
2. Login to SOARFIN using your W+emplid and password.

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.

You can Select Worklist from the Home Button as an alternative to the email notification. Using the Worklist tile will provide you with access to all transactions waiting for approval.

To access the tiles, click on the Home button.
Select the Worklist tile will provide you with access to all transactions waiting for approval.

3. Your worklist is displayed with all PCard transactions requiring your approval. Users only have one SOARFIN worklist. If you also approve requisitions, they will be listed here as well.

Note: Only one signature authority approval is required per budget charged. If another signature authority approves the transaction first, the transaction will no longer be listed in your worklist. For this reason, it is possible to have a blank worklist when you click on the link from the email.

4. Click the link for the transaction.
5. The approval page with details for the selected transaction will be displayed.

6. Review the merchant, percent value, amount, account code, and budget string for the transaction to verify they are correct for this transaction.

   Note: If percent value is less than 100, the transaction has been split by account code and/or budget string. For split transactions, the amount on the approval page is the total charged to the budget string listed, not the total of the entire transaction. If you are also a signature authority on the budget string used on the additional distribution line(s), you will see the transaction in your worklist multiple times – one listing for each distribution line/budget string where you are the listed signature authority.

7. Click the Click to view comments icon.

8. The transaction’s comments page will be displayed. The reconciler is required to enter a comment in the comment field and the comment should describe the items purchased.
9. Click **View** to view the receipt. Verify the merchant and amount match the transaction.

10. Close browser tab once receipt has been viewed to return to the Line Comments.

11. On the Line Comments screen, click **OK** to return to the approval page.

12. If you would like to review other details for the entire transaction (i.e. additional merchant details, additional distribution lines), please click **Link to Transaction**. A new browser tab will open for the transaction. When finished reviewing, close the new tab to return to the approval page.
13. After reviewing all of the transaction details, as the signature authority you must approve or recycle the transaction. This is done by choosing the appropriate action from the Approval by Approver drop down box.

   ![Image of Approval by Approver drop down box]

   a. If you approve the transaction as worked by the reconciler, select **Approve** from the drop down box.

   ![Image of Approval by Approver drop down box]

   b. If you do not approve the transaction, select **Recycle** from the drop down box. If Recycle is selected, a comment is required.

   c. Please enter your initials and the date (SG – 01/15/2020)

   d. Enter a comment explaining the necessary changes to the reconciler (i.e. SG 02/20/20 – Please change the budget string to 99X99 999999 99999). These comments will be sent to the reconciler and included in the comments section on the transaction.

14. Click **Save** and a pop up message will appear. This message lets you know the transaction was saved successfully and has been sent to the next step in the PCard approval workflow.

   a. If you **approved** the transaction, it will be sent to the PCard administrators for final approval.

   b. If you **recycled** the transaction, it will be sent back to the reconciler for changes to be made.

15. You are now finished with this item. If you have additional items in your worklist, you can navigate to them using the buttons at the bottom of the approval page.
Approving Corrected Recycled Transactions

When a reconciler corrects a recycled transaction, the transaction will reappear in your worklist if you are still the signature authority on the budget used. The process works exactly like the original approval, but any comments made by an approver or PCard admin will now be displayed on the approval page. Also the name of the approver that recycled the transaction is displayed, but the Approval by Approver drop down box has reverted to the default No action. Please re-review the details of the transaction to confirm the requested changes have been made before approving the transaction. The transaction can be recycled again if necessary.

Find Status of a Transaction

Approving and recycling from this area should only be used in emergency situations.

To find approval status of a transaction:

1. Go to USM Procurement > Procurement Card Trans Lookup. (Contact your department Business Analyst if you do not have this option assigned)
2. Select an option from the Search by dropdown, enter a value in the field and click search. Most popular options are by Empl ID (no ‘w’) or Transaction Number.
3. Click the blue hyperlink in the first column.
**Note:** Transactions in the listing will reflect one of four *Statement Status*: Staged, In Process, Approved or Closed (example below).

4. Upon opening the approval screen you will see either one, two or no names above the comment box. The top name is the Signature Authority (SA) and the bottom name is the P-Card Admin.

1. **Approvers should always approve and recycle from their worklist.** Approving and recycling from this area should only be used in emergency situations.
   a. If a Cardholder or Reconciler needs to make a budget changes before the transactions is closed, this is where you will recycle the transaction back to that Cardholder/Reconciler. *(See* [Procurement Card Transaction Approval/Recycle for Signature Authorities – Step 14]*).
   b. Approving should only take place, directly from this screen, only when all of the following conditions exists.
      i. Transaction is missing from your worklist.
      ii. CC Status is *In Process*. *(DO NOT APPROVE IF THIS STATUS IS ANYTHING OTHER THAN IN PROCESS)*
      iii. Approval by Approver status is *No Action* or *Recycle*.
      iv. You are listed as Signature Authority in Eaglevision for the budget provided.

   **Note:** approving from this screen will not remove the transaction from your worklist. You must select *Mark Worked* from your worklist to remove it or wait for them to clear during monthly closeout.
Approval Reminders

You will receive a **reminder** email from the system when a transaction requiring your approval has been in your worklist for several days and not been approved. This email works similar to the original approval needed email. The system sends one email per transaction, per distribution line. The one email will go to multiple signature authorities if the budget has multiple signature authorities. If you have multiple unapproved transactions in your worklist, multiple emails will be received. As in the original approval needed email, the link will send you to your worklist where all transactions that require your approval can be viewed and worked.

You have a transaction that is over the allowable grace period, please click on the following link to approve.

https://finst91.etr.usm.edu/psp/finst91/EMPLOYEES/ERP/wy/WORKLIST?iCAction=ViewWorklist&Menu=Worklist&Market=GBLS&PanelGroupName=WORKLIST&folderPath=PORTAL_ROOT_OBJECT_PT_WORKLIST_PT_WORKLIST_GBL&isFolder=false&ignoreParamTemplate=FolderPath%2cIsFolder