

SOARFIN Training Guide – Procurement Card – How to Approve and Recycle Transactions

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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.



Mon 2/5/2018 8:41 AM

procurement@usm.edu on behalf of PeopleSoft@peoplesoft.com

Procurement Card Transaction Approval Needed

To

The following transaction requires your approval.

Card Issuer: Regions Visa Statement

Card Number: *****2403

Billing Date: 01/29/2018

Please click the following link to approve the transaction:

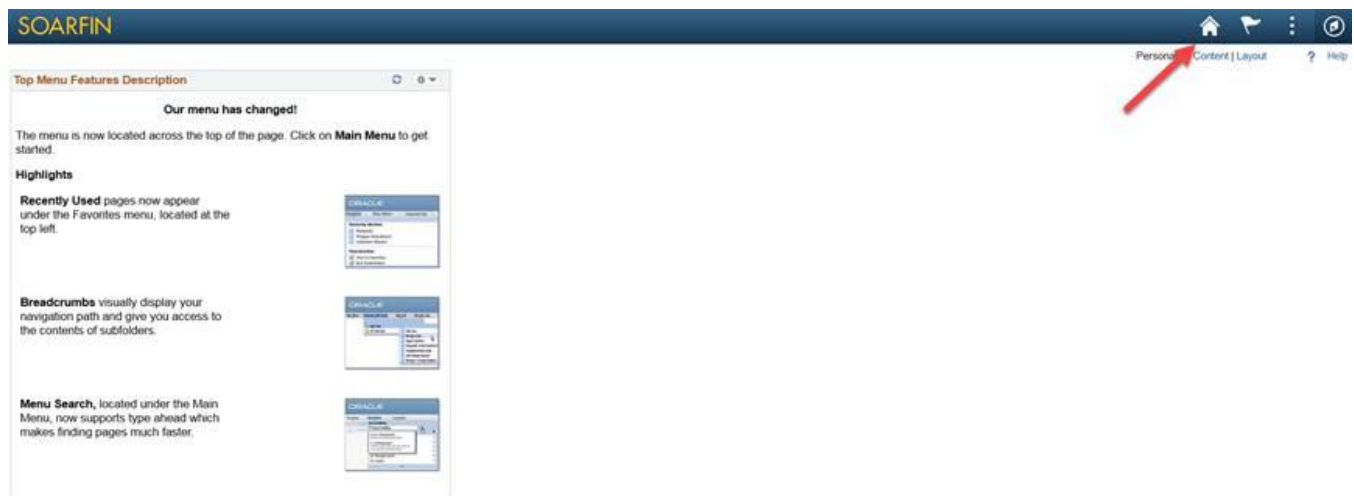
https://soarfin.usm.edu/psp/fnprd91/EMPLOYEE/ERP/c/USM_PROCUREMENT_USM_CC_TR_LINE_CP_GBL?Page=USM_RECON_WB&Action=U&EMPLID=307384&TRANS_NBR=24445748027100237494269

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



- 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.

USM Department Fiscal Officer | USM_Worklist



Worklist for W561456: Grant,Rayonne

Worklist Filters: [Dropdown] | Feed

Worklist Items

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Taylor,Vicki Lane	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	122054_VISA_2410469028101801844406_82_2019-10-07_0_2019-10-14-14-21-31-830381_DST_1_	Mark Worked	Reassign
Taylor,Vicki Lane	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	122054_VISA_24692189274355473160941_146_2019-10-01_0_2019-10-14-14-13-35-12-845242_DST_1_	Mark Worked	Reassign
Taylor,Vicki Lane	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	122054_VISA_24692189274355473160941_146_2019-10-01_0_2019-10-14-14-01-50-771798_DST_1_	Mark Worked	Reassign
Taylor,Vicki Lane	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	122054_VISA_24692189274355473160941_146_2019-10-02_0_2019-10-14-14-13-46-15-388878_DST_1_	Mark Worked	Reassign
Taylor,Vicki Lane	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	122054_VISA_24692189274355473160941_146_2019-10-05_0_2019-10-14-14-07-54-318834_DST_1_	Mark Worked	Reassign
Rand,Catherine A	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	903400_VISA_24692189274355473160941_146_2019-10-04_0_2019-10-14-14-01-50-771798_DST_1_	Mark Worked	Reassign
Monica Tiseck	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	314127_VISA_24692189274355473160941_146_2019-10-08_0_2019-10-14-14-21-31-850381_DST_1_	Mark Worked	Reassign
Smith,Bonnie Katherine	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	317546_VISA_24276389242031008357254_53_2019-10-10_0_2019-10-14-15-45-48-259161_DST_1_	Mark Worked	Reassign
Smith,Bonnie Katherine	10/17/2019	USM Procurement Card Worklist	USM PCard Approvals	[Dropdown]	317546_VISA_24276389242031008357254_53_2019-10-10_0_2019-10-14-15-45-48-259161_DST_2_	Mark Worked	Reassign

- Click the link for the transaction.

Worklist Items					Personalize Find View All  	First	1-2 of 2	Last
From	Date From	Work Item	Worked By Activity	Priority	Link			
Huang, Faqing	03/05/2018	USM Procurement Card Worklist	USM PCard Approvals		300416_VISA 24435683092756385819353_4 2018-01-31_0_2018-02-05- 10.09.31.485279_DST_1...	Mark Worked	Reassign	

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

Recon

Empl ID: Young

Card Issuer: VISA Merchant: BAREFIELD WORKPLACE SOLUT 1

Trans Nbr: 24639238040900014600959 Sequence Number: 17 Billing Date: 02/12/2018 CC Status: In Process

Line Number: Date/Time Stamp: 02/13/2018 8:59:43AM [Link to Transaction](#)

Type: Expense Distribution: 1

Line: 3

Percent: 100.0000 2 Amount: 134.230 3 Account: 606130 4 Fund: 16HFD School/Disc: 170005 5 Program: 03000 5

PC Bus Unit: USM01 Project: GR05822 5 Activity: 00000 Chartfield Status: V Budget Status: N

Approval by: Approver:

[Click to view comments](#) 6

Comments below will appear in the recycle email

6. Review the merchant 1, percent value 2, amount 3, account code 4, and budget string 5 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 3 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 6.

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.

Line Comments

Line: 1 Description:
Reference:

Find | View All First 1 of 1 Last

Comments: **Status:** Active

3/9/18 - LD - Expo Markers, pens, and confidential stamp.

Associated Document

Attachment: OD_74.96.pdf Attach View **1** Delete

Comments from Approver

OK **2** Cancel

9. Click **View****1** 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****2** to return to the approval page.

Recon

Empl ID: Young
 Card Issuer: VISA Merchant: BAREFIELD WORKPLACE SOLUT
 Trans Nbr: 24639238040900014600959 Sequence Number: 17 Billing Date: 02/12/2018 CC Status: In Process

Line Number: Date/Time Stamp: 02/13/2018 8:59:43AM **Link to Transaction** **1**

Type: Expense Distribution: 1
 Line:
 Percent: 100.0000 Amount: 134.230 Account: 606130 Fund: 16HFD School/Disc: 170005 Program: 03000

PC Bus Unit: USM01 Project: GR05822 Activity: 00000 Chartfield Status: V Budget Status: N

Approval by Approver:

Click to view comments

Comments below will appear in the recycle email

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****1**. 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.

Approval by
 Approver:

Comments below will appear in the recycle email

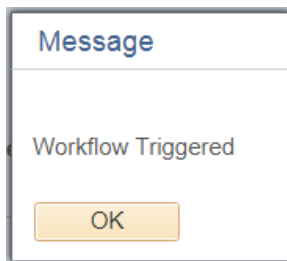
Comment

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

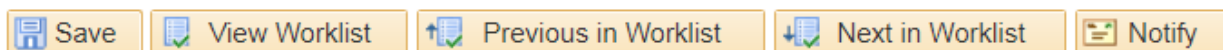
Approval by
 Approver:

b. If you do not approve the transaction, select **Recycle** from the drop down box. If Recycle is selected, a comment is required. Please enter your initials and the date then include a comment explaining the necessary changes to the reconciler (i.e. SG 03/20/18 - 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. If you approved the transaction, it will be sent to the pcard administrators for final approval. 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.

Approval by Wyles, Cynthia
 Approver:

[Click to view comments](#) 

Comments below will appear in the recycle email

Comment

Find Status of a Transaction

To find approval status of a transaction:

1. Go to USM Procurement > Procurement Card Trans Lookup.
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.

Usm Cc Tr Line Cp

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

Search by: begins with

[Advanced Search](#)

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).

Usm Cc Tr Line Cp

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

Find an Existing Value

▼ Search Criteria

Search by: Empl ID begins with 883351

Search Advanced Search

Search Results

View All First 1-82 of 82 Last

Empl ID	Transaction Number	Billing Date	Line Number	Statement Status
883351	24226388065091006563926	03/06/2018	0	In Process
883351	24610438061010182493196	03/05/2018	0	In Process
883351	24610438061010182493196	03/05/2018	0	In Process
883351	74610438061010182493340	03/05/2018	0	In Process
883351	74610438061010182493340	03/05/2018	0	In Process

- 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.

Approval by Approver: Approve Heusser

Approval by Admin: Approve Garmand, Sandra V

Click to view comments

Comments below will appear in the recycle email

- Approvers should always approve and recycle from their worklist. Approving and recycling from this areas should only be used in emergency situations.
 - 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](#))
 - Approving should only take place, directly from this screen, **only when all of the following conditions exists.**
 - Transaction is missing from your worklist.
 - CC Status ❶ is In Process. (DO NOT APPROVE IF THIS STATUS IS ANYTHING OTHER THAN IN PROCESS)
 - Approval by Approver ❷ status is No Action or Recycle.
 - You are listed as Signature Authority in Eaglevision for the budget provided ❸.

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.

Empl ID: Sims

Card Issuer: VISA Merchant: ACCURATE CONTROL EQUIPMEN **1**

Trans Nbr: 24639238073900013000029 Sequence Number: 67 Billing Date: 03/15/2018 CC Status: **In Process**

Line Number: Date/Time Stamp: 03/16/2018 8:35:26AM Link to Transaction

Type: Expense Distribution: 1 **3**

Percent: 100.0000 Amount: 760.000 Account: 605660 Fund: **12H30** Dept: **931000** Program: **09300** **3**

PC Bus Unit: Project: **3** Activity: Chartfield Status: V Budget Status: N

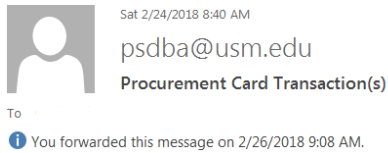
Approval by Approver: **2** **3**

Approval by Admin: Click to view comments

Comments below will appear in the recycle email

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 out 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. The transaction number is 24692168031100082313692.
https://fntst91.otr.usm.edu/psp/fntst91/EMPLOYEE/ERP/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST&FolderPath=PORTAL_ROOT_OBJECT.PT_WORCLIST.PT_WORKLIST_GBL&isFolder=false&ignoreParamTempl=FolderPath%2cisFolder