Personalizing the Reconcile Statement page to capture required Travel information

OVERVIEW

If you are using a travel related account code, you will not be able to save your transaction or send to workflow without providing the location of travel and selecting a purpose of travel for the required dropdowns.

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.

*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.*

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

STEPS

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 Look up 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 forth position form 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**

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The Travel column should now be on the front page for easy viewing and entering of travel information.
If you are using a travel related account code, you will not be able to save your transaction or send to workflow without providing the location of travel and selecting a purpose of travel from the required dropdowns.

The procurement card can only be used for two travel related expenses.

1. Approved Registration Fees (Permission to Travel is required and must be uploaded)
2. Rental Vehicles through the state contract provider. (Itemized receipt showing daily rate required)

Your comments box should already contain detailed information about your purchase to answer any posed question as to what and why the purchase was made. Failure to use the correct account codes to avoid providing additional required information or documentation (Permission to Travel) can result in suspension of your procurement card.

Travel account codes begin with 604. They are 604030, 604070, 604130, 604170, 604230, 604270, 604330, 604370, 604530, 604570, 604630, 604670, 604770. A complete list of account codes can be found on the Controller’s Office Website. [https://www.usm.edu/controller/internalportal/financial-reporting-secured.php](https://www.usm.edu/controller/internalportal/financial-reporting-secured.php) Select Chart of Accounts.

Please note: Membership Fees or Dues that are not included in employee travel should not be coded with travel account codes. Use 605820.