

# SOARFIN Training Manual Procurement Card Cardholder, Reconciler

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## Overview

Procurement cards work wherever you can use a credit card for purchasing approved goods and services. After your purchases are made the transactions are downloaded from the bank and imported 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.

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

## Reconciling Transactions

After your procurement card transactions are received from the bank you will receive an email notification that your transactions are ready to work.

Every transaction needs to:

- Have a receipt uploaded for it.
- Match the transaction amount with receipt amount.
- Have no sales tax applied.
- Have a correct budget string assigned to it.

## Budget Failure Default

**Important:** If a transaction is not fully reconciled or a recycled transaction is not fully corrected before monthly close, the transaction 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. The method to correct the expense account at that point is with Interdepartmental Invoice.

## Procurement Card Violation Policy

The P-Card is a corporate charge card. It is the Cardholder's and Department's responsibility to ensure that the card is used within the stated guidelines of the P-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 P-Card must never be used to purchase items for personal use or for non-University purposes even when the Cardholder intends to reimburse the University.

### Procedure For Policy Violations

1. Any transactions that have not been reconciled and/or any recycled transactions that have 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 may 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.

**Sample Cardholder Violation:**

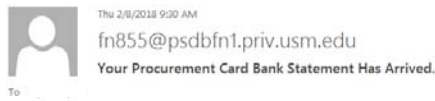
<b>VIOLATION</b>
Not properly cross-referencing original and credit transaction numbers when reconciling.
Itemized Receipt and/or justification for purchase (business purpose statement) is missing.
Failure to upload PTT that has been approved by Travel for Conference Registration.
Charging International Conference Registration fees to the P-Card.
Sales tax was paid and a full credit was not obtained.
Purchase of Restricted Item(s).
Failure to acquire and upload required prior approvals.
Failure to upload supplemental documentation requested by P-Card Administrator.
Incremental / Split Transaction used to circumvent the limitations of the P-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. <b>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.</b>
Personal Purchase. <b>(possible card suspension)</b>
Failure to upload receipts <b>before</b> close deadline.
Failure to upload receipts <b>by post close deadline. (Immediate suspension of card)</b>

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

## Email Subject: Your Procurement Card Bank Statement Has Arrived

The first email the cardholder and proxy will receive about a transaction will notify them that a new transaction has been loaded in to 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.

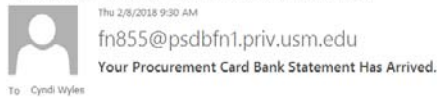


The following bank statement has arrived:

Card Issuer: Regions Visa Statement  
Card Number: \*\*\*\*\*0992 (Visa)  
Billing Date: 2018-02-05

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=59&BILLING\\_DATE=2018-02-05](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=59&BILLING_DATE=2018-02-05)

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



The following bank statement has arrived:

Card Issuer: Regions Visa Statement  
Card Number: \*\*\*\*\*4475 (Visa)  
Billing Date: 2018-02-05

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=52&BILLING\\_DATE=2018-02-05](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=52&BILLING_DATE=2018-02-05)

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

### Examples for emails above

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

- Cardholder A received the email on the left for transactions on 02/05/2018.
- Cardholder B received the email on the right for transactions on 02/05/2018.
- Proxy received both emails for transactions on 02/05/2018.
- 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.
- 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.
- 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.

## How to Reconcile Procurement Card Transactions

### SOARFIN Login

1. Go to <https://soarfin.usm.edu>
2. Login with your emplID 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.



### Work your Transactions

2. Go to *Purchasing > Procurement Cards > Reconcile > Reconcile Statement*. This is where your procurement card transactions that need to be worked are listed. Note: If you are a reconciler for

Reconcile Statement

**Procurement Card Transactions**

Empl ID:  Name:

Card Number: \*\*\*\*\*1479 Card Provider: VISA

Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-2 of 2 Last



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

Select All  Clear All Validate Budget

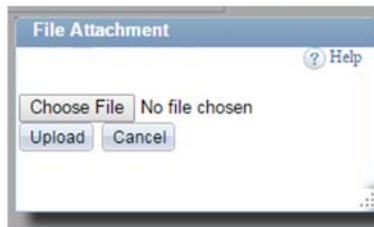
Search

multiple cardholders you will first see the search screen. Choose “Reconciler” as the Role Name. Click the Search button at the bottom and the transactions for all the cardholders you reconcile will be listed.

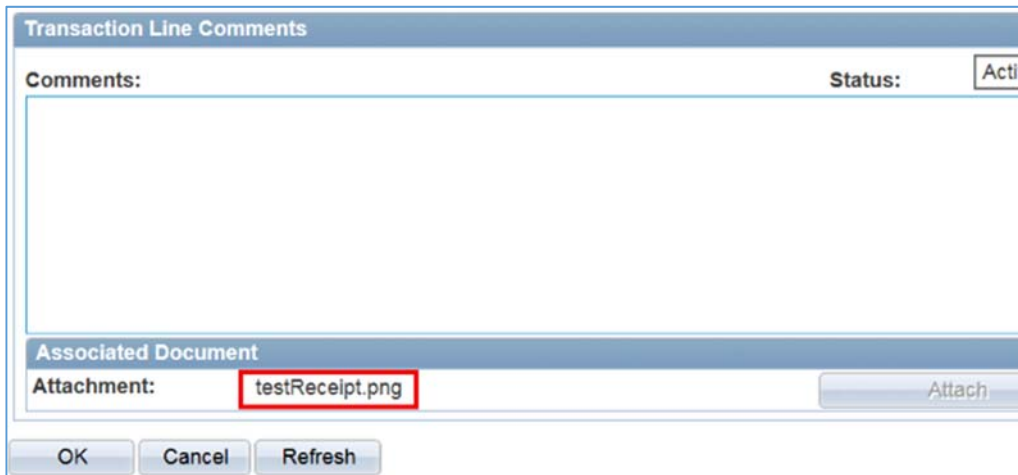
3. Upload your **required** receipt(s) and other documentation for the transaction.
  - a. Scan in your receipt into your computer or use a clearly legible photo or use an emailed receipt that was saved to computer. PDF, PNG, JPG, and DOCX are the preferred file formats for receipts.
  - b. Make sure 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.

1	<input type="checkbox"/>	06/12/2015	<a href="#">ENTERPRISE RENT-A-CAR</a>	Staged	33.50 USD			Valid	Valid	<a href="#">Yes</a>
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- 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 *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.

- I. 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	06/12/2015	<a href="#">DOLRTREE 345</a> <a href="#">00003459</a>	Staged	14.00 USD		Valid	Valid	No	No
---	------------	--	--------	-----------	--	-------	-------	----	----

- o. Click **Save**.
- 4. Change the budget string to the correct budget string for this transaction.
  - a. Click the Distribution button for the transaction you are working on.

1	06/12/2015	<a href="#">DOLRTREE 345</a> <a href="#">00003459</a>	Staged	14.00 USD		Valid	Valid	No	No
---	------------	--	--------	-----------	--	-------	-------	----	----

- b. 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 *Account, Fund, Dept, Program*.
  - i. 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						
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Fill	Activity
109.89	USD	USM01	606490	14H40	100006	02001	USMPC	DE00504		00000

- ii. 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						
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Fill	Activity
109.89	USD	USM01	606490	16HFD	340020	01001	USM01	GR05346		00000

- iii. 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						
Amount	Currency	*GL Unit	*Account	*Fund	*Dept	*Program	PC Bus Unit	Project	Empty	Activity
109.89	USD	USM01	606490	10H10	100006	02001				

- c. Click **OK**.

5. Make sure there is a checkmark in the box on the far left side next to the transaction you are working on.
6. Click *Validate Budget*.
7. There will be spinning indicator that indicates the budget is being validated. Wait until the spinning indicator goes away and the Budget Status says “Valid”. If you have a budget error, see the *Budget Errors* section below.
8. Click on the *Distribution* button again.

1	<input type="checkbox"/>	06/12/2015	<a href="#">DOLRTREE 345</a> <a href="#">00003459</a>	Staged	14.00 USD		Valid	Val
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9. Put a checkmark next to Send to Workflow.
10. Click OK. A message will then display notifying reconciler that workflow has been triggered.

**Reconcile Statement**

**Account Distribution**

Line: 1 PO C

Billing Date: 08/19/2015 Billin

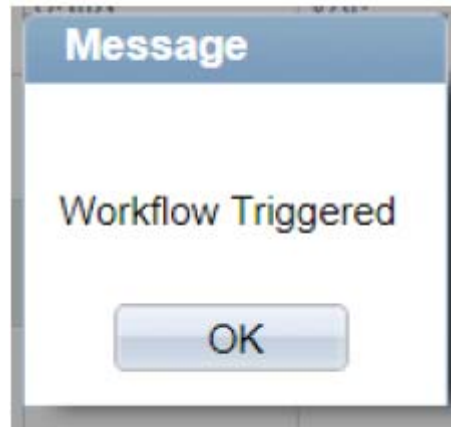
SpeedChart:  Tran

**Distributions**

Chartfields Details/Tax Statuses

Dist	Percent	Amount	Currency
1	100.0000	14.00	USD

Send to Workflow



11. Click Save.
12. You are now finished working 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 browser that it prevented a pop up 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	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	<a href="#">Error</a>	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.

1. NO BUDGET EXISTS

The screenshot shows the 'Procurement Exceptions' interface. At the top, there are fields for Employee ID (139639), Card (\*\*\*\*\*0835), Issuer (VISA), Date/Time (01/11/2018 8:43:15AM), Transaction Nbr (24692168009100532969018), Date (01/09/2018), and Line Number. Below this, there are options for 'Exception Type' (Error), 'Maximum Rows' (100), and checkboxes for 'Override Transaction' and 'More Budgets Exist'. A search bar is also present. The main section is titled 'Budgets with Exceptions' and contains a table with columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. Two rows are visible, both with the exception 'No Budget Exists'. A red arrow points to the 'Budget Chartfields' tab above the table.

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 ...

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

The screenshot shows the 'Budgets with Exceptions' interface with the 'Budget Chartfields' tab selected. The table has columns: Details, Business Unit, Ledger Group, Account, Fund, Dept, Program, and Budget Period. Two rows are visible. A red box highlights the 'Fund', 'Dept', and 'Program' columns for both rows.

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

- 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

Budget Override Budget Chartfields

	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

2. 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  Override Transaction  More Budgets Exist  
 Maximum Rows 100  
 Search Advanced Budget Criteria

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

	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 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 Personalize Find View All First 1-2 of 2 Last

	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  Override Transaction  More Lines Exist  
 Maximum Rows 100  
 Line From Line Thru  
 Search

Transaction Lines with Budget Exceptions Personalize Find View All First 1 of 1 Last

	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**

<b>Emplid:</b> 933164	Blackmon, Bret
<b>Emplid:</b> 303873	Coker, Melissa
<b>Emplid:</b> 305921	Rehner, Timothy
<b>Emplid:</b>	

**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.


3. EXCEEDS BUDGET TOLERANCE



- a. 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 troubleshoot 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](mailto:budgets@usm.edu)
- For GR budget errors, please contact ORA - [sponsoredprograms@usm.edu](mailto:sponsoredprograms@usm.edu) or 601-266-4119.
- For IT budget errors, please contact iTech - [itbilling@usm.edu](mailto:itbilling@usm.edu) or 601-266-4357.

### How to See More Detail for a Transaction

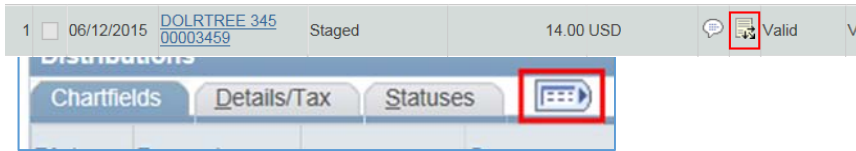
To see more details on your transaction, click on the Line Details button.  Not every transaction will have additional details available.

	Transaction Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chi Sta
1	24073147187900019259081	07/05/2017	NASAD	Staged	1,995.00	USD		Not Chk'd	Val
2	24382247188000010712650	07/01/2017	GAYLORD BROS INC	Staged	1,364.72	USD		Not Chk'd	Val

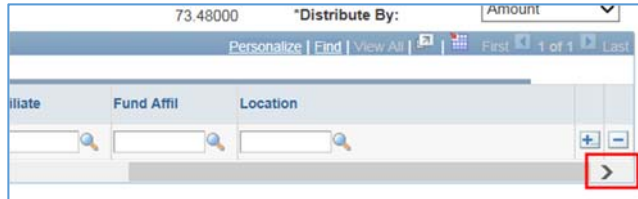
### Split Transaction

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

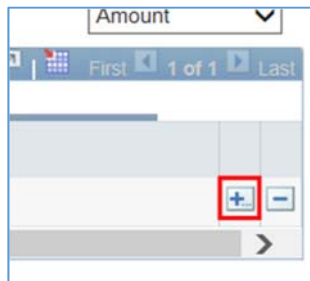
1. Click the Distributions button.



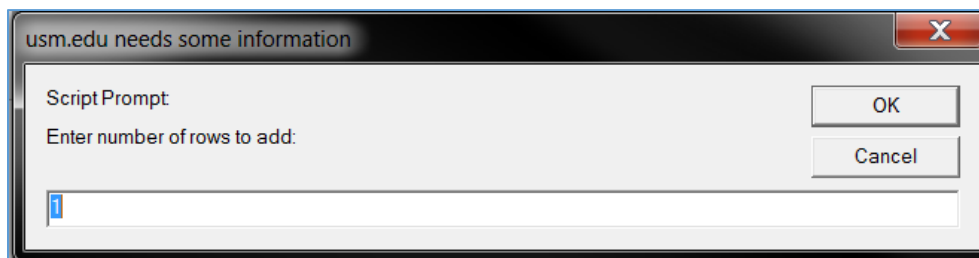
2. Click the Show all columns button.
3. Scroll all the way to the right by clicking the right arrow multiple times.



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*).

A screenshot of the final distribution table. The table has columns for Dist, Percent, Amount, Currency, \*GL Unit, \*Account, Alt Acct, Oper Unit, Fund, \*Dept, and Program. Two rows are visible, with red boxes highlighting the 'Percent' and 'Amount' columns for both rows, and the 'Fund', 'Dept', and 'Program' columns for the second row.

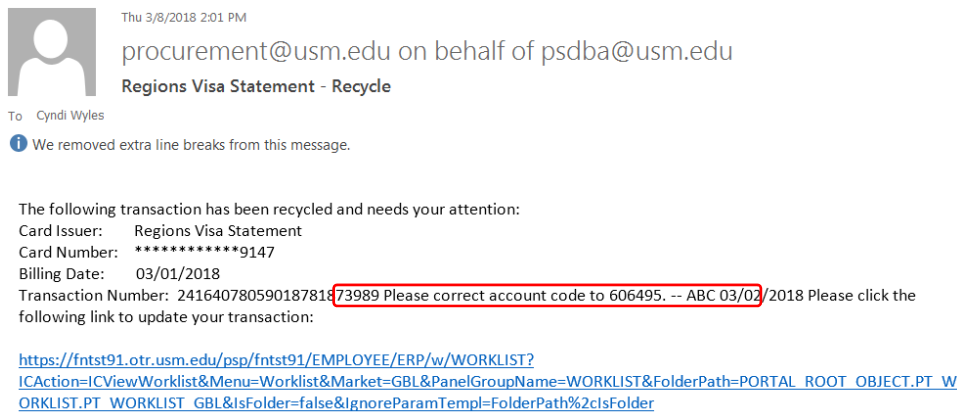
Dist	Percent	Amount	Currency	*GL Unit	*Account	Alt Acct	Oper Unit	Fund	*Dept	Program
1	50	73.48	USD	USM0	604170			14H40	120005	06000
2	50		USD	USM0	604170			14H10	130001	06000

## Email Subject: Regions Visa Statement – Recycle

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 own transaction, they will receive the recycle email. If a proxy worked the transaction for the cardholder, the proxy will receive the recycle 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. In order 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 budget check the transaction again.
4. After you have made your changes, then click the Distribution button.

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

5. Put a checkmark next to Send to Workflow.
6. Click OK.

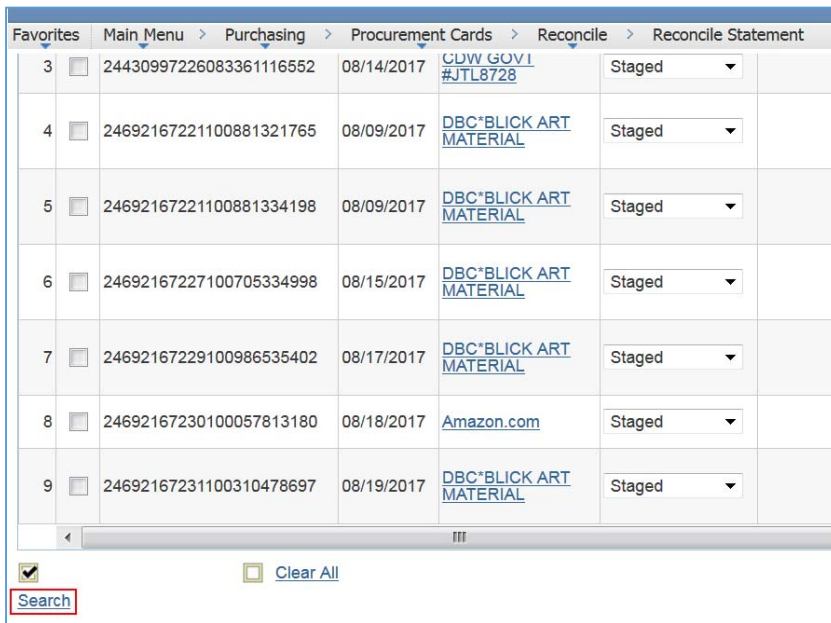
The screenshot shows a 'Reconcile Statement' dialog box. The 'Account Distribution' section includes: Line: 1, Billing Date: 08/19/2015, and SpeedChart. The 'Distributions' section has tabs for 'Chartfields', 'Details/Tax', and 'Statuses'. A table below shows one distribution: Line 1 with 100.0000 percent and 14.00 USD amount. At the bottom, there is a checked checkbox for 'Send to Workflow' and buttons for 'OK', 'Cancel', and 'Refresh'.



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

### How to Search for Certain 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.



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	beginning state
Approved	approved by p-card administrator
Closed	voucher created
In Process	sent to workflow (approver/p-card admin)

### How Do I Know If My Transaction Is Approved or Who Approved It?

Instructions coming soon!

### 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 worked. This email works similar 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 closing of the month, cardholders and reconcilers may receive multiple emails a day until the month has been closed.**



 Tue 2/20/2018 5:01 PM  
 fn855@psdbfn1.priv.usm.edu  
 Your Procurement Card Bank Statement Has Exceeded The Reconciliation Grace Period.

To:

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/Inprd91\\_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](https://soarfin.usm.edu/psp/Inprd91_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.

 Tue 2/20/2018 5:01 PM  
 fn855@psdbfn1.priv.usm.edu  
 Your Procurement Card Bank Statement Has Exceeded The Reconciliation Grace Period.

To: Cyndi Wyles

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/Inprd91\\_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](https://soarfin.usm.edu/psp/Inprd91_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 ran.

**Monthly Signature Report**

At the end of each month, you will need to print, sign as 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 ever running *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, the 'Run Control ID' field contains the text 'monthly\_signature\_report' and is also highlighted with a red box. Below the field is an 'Add' button, which is 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 ever 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'. It includes a search criteria section with a 'Search by' dropdown set to 'Run Control ID begins with' and an empty input field. There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there is a 'Search' button highlighted with a red box and a link for 'Advanced Search'.

- c. Select “monthly\_signature\_report” run control previous created.
- d. Enter *From Date*, *To Date* and *Empl ID* (no ‘w’) of the cardholder and click *Run*.

The screenshot shows the 'Monthly Signature Report' form with search criteria filled in. The 'Run Control ID' field contains 'monthly\_signature\_report'. Below it, there are three fields: '\*From Date' with '07/01/2017', '\*To Date' with '07/31/2017', and '\*Empl ID' with '769460'. All three date and ID fields are highlighted with red boxes. At the bottom right, there is a 'Run' button highlighted with a red box. The form also includes links for 'Report Manager' and 'Process Monitor'.

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

**Process Scheduler Request**

User ID: W769460      Run Control ID: MonthlySignatureReport

Server Name: **PSUNX**      Run Date: 10/19/2017

Recurrence:      Run Time: 7:05:50AM      [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PCHR1177	PCHR1177	SQR Report	Web	PDF	Distribution

f. Click *OK*.

g. Click *Process Monitor*.

**Monthly Signature Report**

Run Control ID: monthly\_signature\_report      [Report Manager](#)      **Process Monitor**     

\*From Date: 07/01/2017

\*To Date: 07/31/2017

\*Empl ID: 769460

h. Click and continue clicking *Refresh* until:

i. *Run Status = Success*

ii. *Distribution Status = Posted*

**View Process Request For**

User ID: W769460      Type:      Last:      360 Days      **Refresh**

Server:      Name:      Instance:      to:      Run Status:      Distribution Status:       Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1836672		SQR Report	PCHR1177	W769460	10/19/2017 7:05:50AM CDT	<b>Success</b>	<b>Posted</b>	<a href="#">Details</a>

i. Click *Details*

**View Process Request For**

User ID: W769460      Type:      Last:      360 Days     

Server:      Name:      Instance:      to:      Run Status:      Distribution Status:       Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1836672		SQR Report	PCHR1177	W769460	10/19/2017 7:05:50AM CDT	Success	Posted	<b>Details</b>

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

Recurrence Restart Request

Date/Time	Actions
Request Created On 10/19/2017 7:08:57AM CDT	<a href="#">Parameters</a> <span style="float: right;">Transfer</span>
Run Anytime After 10/19/2017 7:05:50AM CDT	<a href="#">Message Log</a>
Began Process At 10/19/2017 7:09:07AM CDT	Batch Timings
Ended Process At 10/19/2017 7:09:22AM CDT	<a href="#">View Log/Trace</a>

k. Click the .PDF file to render 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
<a href="#">SQR_PCHR1177_1836672.log</a>	2,006	10/19/2017 7:09:22.152960AM CDT
<a href="#">pchr1177_1836672.PDF</a>	3,439	10/19/2017 7:09:22.152960AM CDT
<a href="#">pchr1177_1836672.out</a>	499	10/19/2017 7:09:22.152960AM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	W769460

l. Print, sign as 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: [REDACTED]      Card No: [REDACTED]      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
<b>Total:</b>					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

\_\_\_\_\_

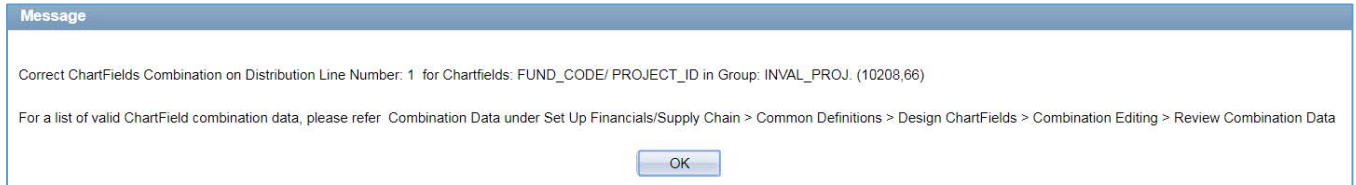
Budget Authority Signature      Print Name      Date

\_\_\_\_\_

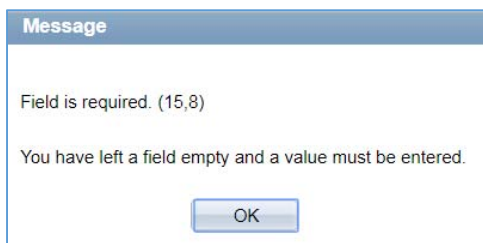
## Troubleshooting Pop-Up Errors Messages

### **Possible Errors BEFORE validating budget**

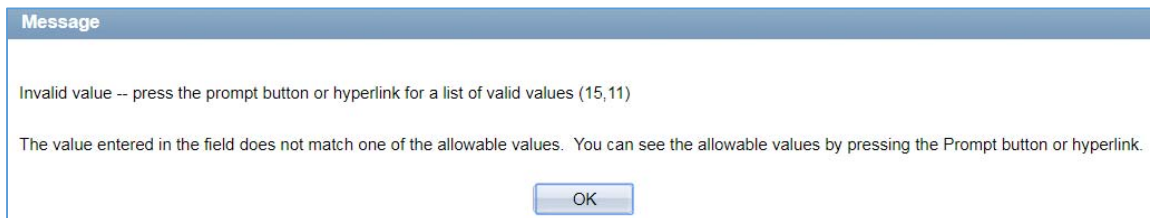
2. All default budget strings have a project chartfield. If user changes the budget string using a fund code that does not have a project number, without deleting the defaulted data from PC Bus Unit, Project and Activity fields:



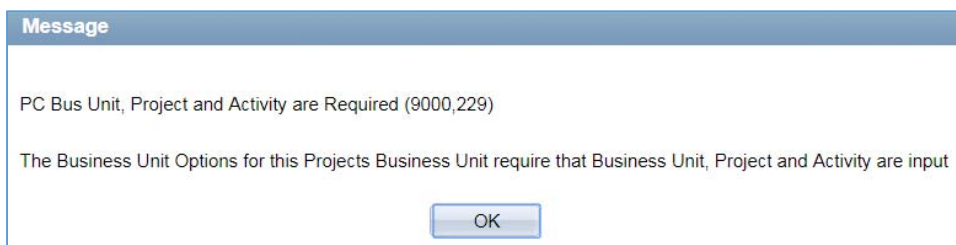
3. If user does not enter all required fields for a budget string:



4. If 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:

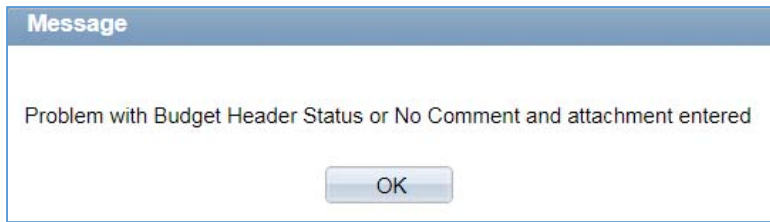


5. If user changes the project number without re-entering the zeros in the Activity field:

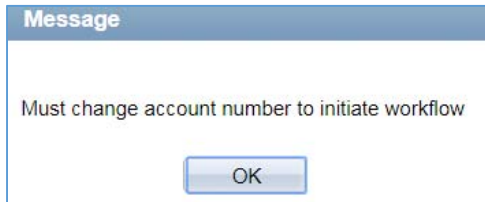


### **Possible errors AFTER validating budget**

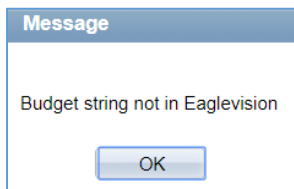
6. If user tries to trigger workflow without entering a comment and/or receipt or if budget status is in error:



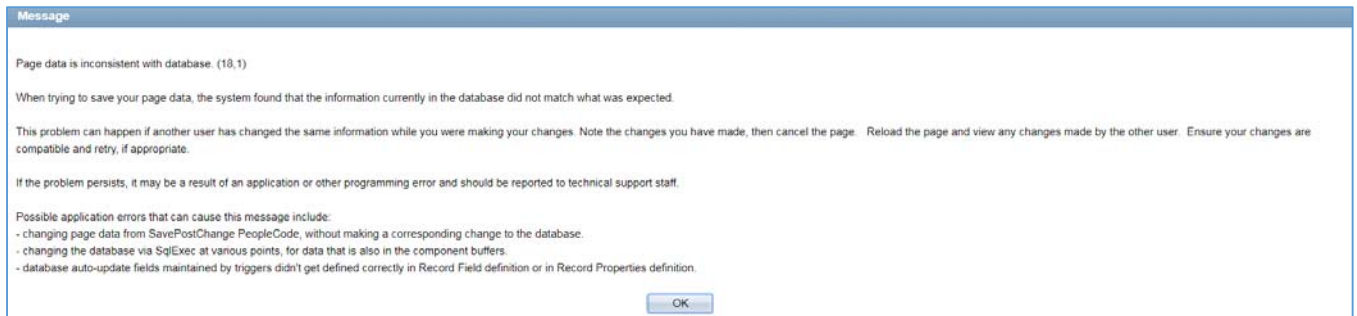
7. If user tries to trigger workflow without changing the default account code (606498):



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



9. If user tries to save a transaction after starting the validate budget process, but before the page has refreshed the budget status:



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

