

Adding a SOAR-FIN Contract ID# to a PCard/ECard Transaction:

Select the transaction to be worked and go the area where the budget string is to be entered:

USM_Procurement_Cards New Window | Help | Personalize Pa

Reconcile Statement Empl ID 188388 Name Cochran, Jacob McNair

Procurement Card Transactions

Run Budget Validation on Save

Bank Statement

	Card issuer	Card Number	Transaction Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status
1	<input checked="" type="checkbox"/> EQUIP	*****1028	24692164234104276396103	08/21/2024	AMAZON MKTFL	Processing	519.00	USD				Valid
2	<input type="checkbox"/> VISA	*****5235	24692164233103239456328	08/20/2024	AMAZON MKTFL	Staged	9.89	USD				Valid
3	<input type="checkbox"/> VISA	*****5235	24692164234104262512945	08/21/2024	AMAZON MKTFL	Staged	68.00	USD				Valid

Clear All Validate Budget

Search

Enter your budget string (Account, Fund, Dept, Program, and Project where applicable), then select the Contracts tab:

ent_Cards New Window | Help

ProCard Account Distribution

Line 2 PO Qty 1.0000 UOM EA

Billing Date 08/21/2024 Billing Amount 9.89 USD Unit Price 9.89000

SpeedChart Transaction Unit Price 9.89000 *Distribute By Amount

Distributions

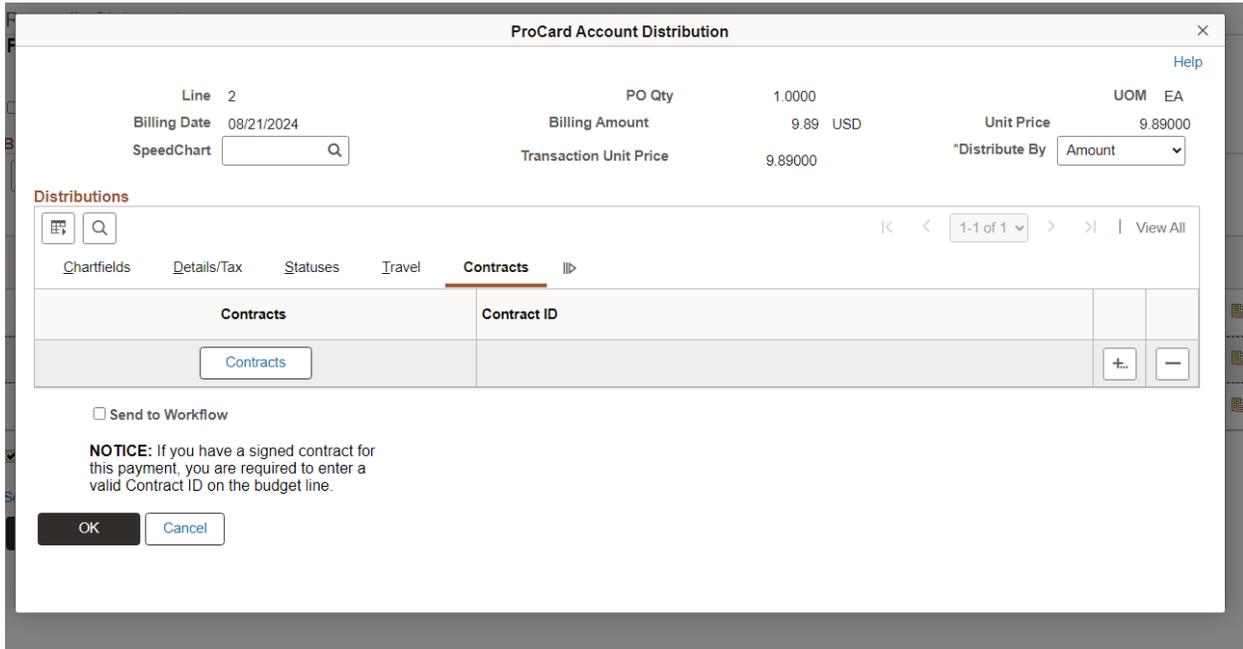
Chartfields Details/Tax Statuses Travel Contracts

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Sch/Disc/DeptID	Program
1	100.0000	9.89	USD	USM01	606490		12H10	911000	09100

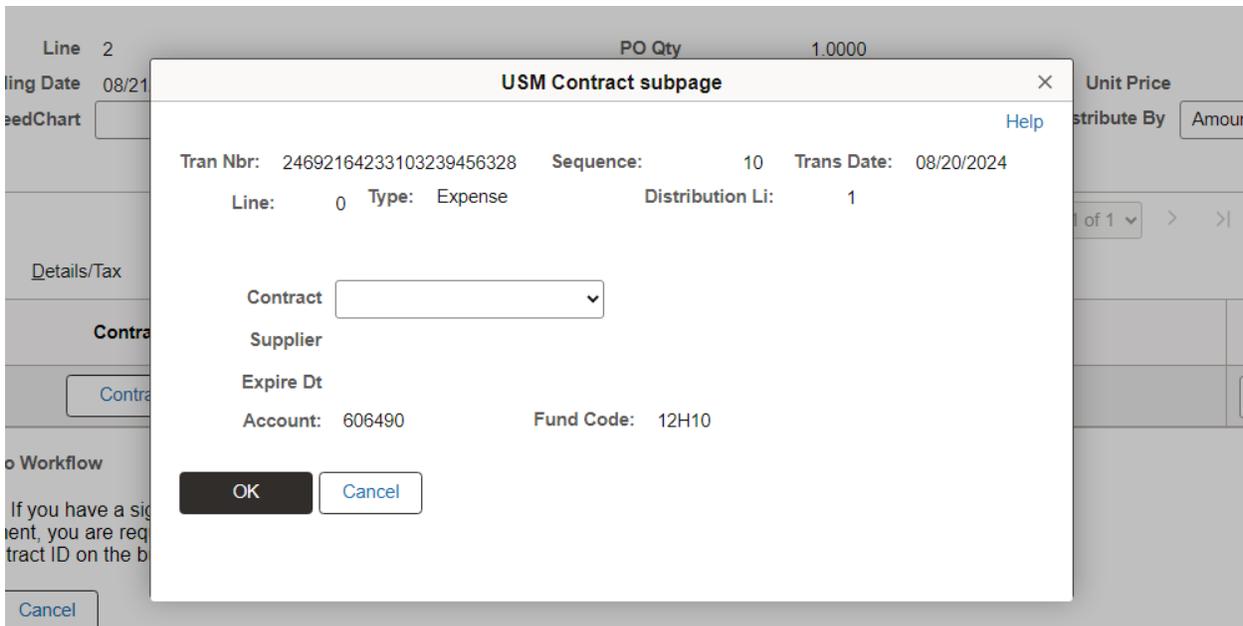
Send to Workflow

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

From the Contracts tab, press the Contracts button to access the contract subpage:



You will be taken to this subpage:



In the dropdown, select the contract ID# this transaction relates to. Make sure the supplier name and other details are the expected result and press OK to continue:

2 PO Qty 1.0000

08/21

USM Contract subpage

[Help](#)

Tran Nbr: 24692164233103239456328 Sequence: 10 Trans Date: 08/20/2024

Line: 0 Type: Expense Distribution Li: 1

Contract:

Supplier: 0000034197 AMAZON COM LLC

Expire Dt: 01/30/2025

Account: 606498 Fund Code: 14H40

You will return back to the distribution section where you can once again press OK to continue and save the transaction.

ProCard Account Distribution

Line 2	PO Qty	1.0000	
Billing Date 08/21/2024	Billing Amount	9.89 USD	Unit Price
SpeedChart	Transaction Unit Price	9.89000	Distribute By Amount

Distributions

1-1 of 1

Contracts

Contracts	Contract ID
Contracts	PC000099

Send to Workflow

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