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														
Reconcile	^ R	econ	cile Statement								New	Window	Help	Personalize Pa
Reconcile PCard Statement	P	rocu	rement Card	Transactions										
Review Disputes	0	Run B	Empl ID udget Validation	188388 on Save		Name	Cochran, Jaco	b McNair						
Process Statements		Bank Statement												
Definitions	- [B	Q											
Reports	~	-	Card Issuer	Card Number	Transaction Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget
TReview Bank Statement		1 5	EQUIP	***********************1028	24692164234104276396103	08/21/2024	AMAZON	Processing	519.00	USD	B	ø	152	Valid
J Security	~	2	VISA	*****5235	24692164233103239456328	08/20/2024	AMAZON	Staged -	9.89	USD	B	Q		Valid
		3 [VISA	*****5235	24692164234104262512945	08/21/2024	AMAZON MKTPL	Staged •	68.00	USD	-	0	152	Valid
				Clear All					Val	idate Budget				
	Se	arch Save	Notify											

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

nt_C	ards											
											New Window	Help
	ProCard Account Distribution ×											
taten	Heip											
		Li	ne 2			PO Qty	1.0000			U	IOM EA	
		Billing Da	ate 08/21/2024			Billing Amount	9.89	USD	Unit Price		9.89000	
s		SpeedCha	art	Q		Transaction Unit Price	9.89000		*Distribute By	Amount	~	
	Distribution	15										
									K (1-1 of 1 v		View All	
	Chartfie	lds <u>D</u> etails/	Tax <u>S</u> tatuses	<u>T</u> ravel <u>C</u> e	ontracts ⊪⊳		1		1			
ment	Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	*Sch/Disc/DeptID	F	Program	
	1	100.0000	9.89	USD	USM01 Q	606490 Q	٩	12H10 Q	911000	٩	09100	
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		Send to Workflow	w									543
	NC	TICE: If you have	ve a signed contra	ct for								
	thi	s payment, you a	are required to enti-	era								
	va	lid Contract ID or	n the budget line.									
	OK Cancel											

			ProCard Account Dis	stribution					
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	_ine 2		POQ	ty 1.0000				U	DM EA
Billing	Date 08/21/2024		Billing Amount	9.89	USD		Unit Price		9.89000
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EF, Q					<	< <	1-1 of 1 🗸 >		View All
<u>C</u> hartfields <u>D</u>	etails/Tax <u>S</u> tat	tuses <u>T</u> ravel	Contracts IID						
	Contracts		Contract ID						
	Contracts]						+	
Send to Wo	rkflow								
NOTICE: If yo this payment, valid Contract	u have a signed co you are required to ID on the budget I	ontract for o enter a line.							

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

You will be taken to this subpage:

line 2	PO Oty 1 0000	
ling Date 08/21	USM Contract subpage ×	Unit Price
edChart	Help	stribute By Amour
	Tran Nbr: 24692164233103239456328 Sequence: 10 Trans Date: 08/20/2024	
	Line: 0 Type: Expense Distribution Li: 1	1 of 1 🗸 🖒 刘
<u>D</u> etails/Tax	Contract 🗸	
Contra	Supplier	
Contra	Expire Dt	
	Account: 606490 Fund Code: 12H10	L
o Workflow If you have a sig ent, you are req tract ID on the b	OK Cancel	

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 coninue:

2			PO	Qty	1.0000		
08/21			USM Contract s	ubpage		×	Ur
						Help	strik
	Tran Nbr: 246921	6423310323945	56328 Sequence:	10	Trans Date:	08/20/2024	
	Line: 0) Type: Expe	ense I	Distribution Li:	1		1 of
Тах	-						
_	Contract	PC000099	~				
Contra	Supplier	0000034197	AMAZON COM LLC				
Contra	Expire Dt	01/30/2025					
	Account:	606498	Fund Code:	14H40			
w ve a sig ire req i the b	ОК	Cancel					

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

	ProCard Account Distribut	tion	
Line 2	PO Qty	1.0000	U
Billing Date 08/21/2024	Billing Amount	9.89 USD	Unit Price
SpeedChart	Transaction Unit Price	9.89000	Distribute By Amount
Distributions			
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<u>C</u> hartfields <u>D</u> etails/Tax <u>S</u> tatuses	<u>T</u> ravel Contracts ⊪⊳		
Contracts	Contract ID		
Contracts	PC000099		
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. OK Cancel			