How to upload a contract number to PCARD/ECARD Transactions Step-by-Step Guide

- SOARFIN website: https://soarfin.usm.edu
- Log in with your w+emplid and Campus ID password.

USM Department Fiscal Officer ∨				
	Requisitions	Purchase Orders	Receipts	Procurement Cards
	Accounts Payable	General Ledger	Commitment Control	USM Procedures
	Worklist	Query/Process Monitor	USM Financials Workcenter	Grants A A A A

- Main Menu> Purchasing> Procurement Cards> Reconcile > Reconcile Statement.
- Enter Employee ID.
- > Search.

USM_Procurement_Cards				
Reconcile	Reconcile Statement Sea	arch		
Reconcile PCard Statement	Role Name		~	
Review Disputes	Employee ID	Q		
	Name			Q
Process Statements ~	Card Issuer		~	
Definitions ~	Card Number			
Reports ~	Transaction Number			
	Merchant			Exact Match
Review Bank Statement	Sequence Number			
Security ~	Line Number			
	Billing Date	Q	ToQ	
	Statement Status	~		
	Budget Status	~		
	Chartfield Status	~		
	Transaction Date		То	
	Charge Type	~		
	Posted Date		То	
	Rows Per Page	50		
		Auto Save When Sc	rolling Through Chunks	
	Search	Clear]	

- > Select transaction to be worked.
- > Select distribution (circled in red below).

USM_Procurement_Cards														
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Definitions	~	E, C	٦									1-1 of 1	· > >	View All
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> Select contracts tab circled below in red.

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OF	Cancel									

\succ Select the contracts tab below where the red check mark is.

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C	ontracts	PC000099		+ —
Send to Workflo	W			
NOTICE: If you ha this payment, you valid Contract ID o	ve a signed contract for are required to enter a n the budget line.			
OK Cancel				

Upload contract payment form and/or enter contract#.
Select OK.

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Pro					
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Contracts	Contract ID			
Contracts	PC000099		+	.]
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> Validate the budget where the red check mark is.

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		Empl ID 182977		Name	Venable,Ronnie Paul							
	Car	d Number *********7840		Card Provider	VISA							
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> Send to workflow.

> Save.

ProCard Account Distribution											
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