# Table of Contents

**Resources** ................................................................................................................................................. 4

**Objectives** .................................................................................................................................................. 6

**Procurement Card Document (PCDO)** ........................................................................................................ 7

  - Process ....................................................................................................................................................... 7

  - KFS Rules And Defaults ................................................................................................................................. 8

**APPENDIX A: Other eDocs Impacted** ......................................................................................................... 33

  - Requisition: ................................................................................................................................................ 33

  - Purchase Order: .......................................................................................................................................... 34

**APPENDIX B: Capital Edit Tab** .................................................................................................................... 35

**APPENDIX C: Exhibits** ................................................................................................................................... 38

  - EXHIBIT A  PROCUREMENT CARDHOLDER INQUIRY ............................................................................. 38

  - EXHIBIT B  PCARD CARDHOLDER PROFILE INQUIRY ........................................................................... 38

  - EXHIBIT C  PROCUREMENT CARD TRANSACTION DETAIL INQUIRY ......................................................... 39

  - EXHIBIT D  PROCUREMENT CARD TRANSACTION VENDOR INQUIRY ....................................................... 39

  - EXHIBIT E  OPRPM PURCHASING CARD WEB PAGES .............................................................................. 40

**APPENDIX D: Screenshots of the Accounting Lines, GLPE and Route Log Tabs** .................................... 41

  - Example 1: Charges are reallocated to an account number and object code different than the default accounting ................................................................................................................................. 41

  - Example 2: Charges are split to multiple account numbers ........................................................................... 43

  - Example 3: Charges are reallocated to an expired account number ............................................................... 45

**APPENDIX E: Examples of PCDO Error Report Messages** ...................................................................... 47

**Notes** ........................................................................................................................................................... 48

**Changes To Previous Training Manual** ....................................................................................................... 49
Resources
The FMO website has a Financial Systems page at http://www.fmo.hawaii.edu/financial_systems/index.html that focuses on specific material related to the systems with the following dedicated tabs Overview, FAQs, Contact Us, Policies and Guidelines, Forms and Training.

Click on http://www.fmo.hawaii.edu/financial_systems/index.html for access to our webpage and then click on the pertinent tab for assistance with your topic of interest. The screenshot below shows the layout of the website. A description of the tabs is provided beneath the screenshot.

Overview: This tab provides you with a brief overview and live links to KFS or eThority. Just click on the respective logo to begin the log in process.

FAQs: This tab provides frequently asked questions by topic.

Contact Us: In the event you need to contact a member of the Kuali Financial Project team you can view their name, area of responsibility, phone number, and a live link to their email address. The Contact Us tab also provides the live link to submit a trouble ticket: Submit a Trouble Ticket.

Policies and Guidelines: You can review the Process Documents for each business process to get a finer level of details related to each topic.

Forms: This tab provides you with links to forms related to KFS access used by UH employees.
**Training:** The KFS Training Team has developed training manuals and online tutorials for KFS. There are training manuals for each of the sessions as well as online tutorials for each topic within the session(s). Online tutorials should be downloaded to your machine and run with Adobe. If you want to attend in person training go to the UH Training site (hawaii.edu/training) to register for a workshop in the Kuali Financial System Training series. There are also Tips of the Week for commonly asked questions.

Each of the Service Areas within the FMO website has similar tabs related to the specific areas. For example, for forms related to payments and reimbursements, go to the Forms tab of the Payment/Reimbursement page.

Some additional links related to the PCard Program are:

- Procurement Card AP A8.266
  http://www.hawaii.edu/policy

- PCard Website
  https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card?pli=1

- CentreSuite
  https://www.centresuite.com/Centre/

- Executive Policy AP E2.216
  http://www.hawaii.edu/policy/E2.216
Objectives

- Procurement Card Document
Procurement Card Document (PCDO)

Process
The KFS Procurement Card Document (PCDO) is a reconciliation tool for procurement card (PCard) transactions, which enables users to confirm their University PCard charges and to properly distribute their PCard expenses to the correct account number and object code, all within KFS where the transactions can be immediately validated and posted to KFS accounts on a timely basis.

The PCDO routes to the KFS Cardholder, Reallocator, Account Supervisor and KFS Fiscal Officer in order to validate, make any necessary changes and approve the PCard charges incurred by Cardholders contained in the PCDO eDoc. For more information regarding each role and tasks to be performed by the pertinent user, please refer to the PCDO process document:
http://www.fmo.hawaii.edu/financial_systems/docs/Process_Document_Processing_A_Prado_In_KFS.pdf

Please refer to AP A8.266 or contact the Procurement Office (956-7977) for operation questions or procedures for procurement. For detailed information regarding Purchasing Card administrative procedures please visit:

Unlike other KFS documents, the PCDO is created from transaction data transmitted by the bank. The PCDO is created during a batch process and routed to the Cardholder. The PCDO can be accessed from the Action List.
KFS Rules And Defaults

• Unlike other financial transaction documents that are typically initiated by the user, the PCDO eDoc is automatically generated and populated by KFS based on an electronic feed of credit card transactions transmitted from the bank's system. Subsequently, upon successful upload from the bank, KFS generates the PCDO and then routes it to the appropriate individuals for further processing.

• University PCard transactions are scheduled to upload from the bank’s system to KFS once per month, immediately after the close of each billing cycle (e.g., bank billing cycle ends on the 14th of each month, upload to KFS PCDO the night of the 15th and will be in the Cardholders action list on the 16th of each month).

• One PCDO will generate for each Cardholder and includes all of the Cardholder's PCard transactions that posted to the bank for that billing cycle.

• Cardholders and applicable business staff will receive their PCDOs through their Action Lists for further processing. Alternatively, the PCDO can be accessed using the standard document search features available on the Main Menu.

• Cardholder profiles and defaults are maintained in a KFS PCard Cardholder maintenance document. For PCDO routing and other reference purposes,
  o KFS derives Cardholder and Reallocator details from the Cardholder maintenance document;
  o KFS derives Account Supervisor and KFS Fiscal Officer details from the accounts specified in the PCDO Accounting Lines tab.

• PCDO’s are considered Financial Processing documents, therefore links to search for PCDO’s and related maintenance tables may be found under this classification.

• Since the charges have already been incurred, the PCDO total document amount cannot be changed.

• The total of the Accounting Lines for each transaction should not be changed.
• Negative amounts are allowed to accommodate credits given against a prior month's transaction.

• The PCDO cannot be disapproved or canceled.

• PCDO’s will not be auto-approved; instead, reconciliation reports will be provided to business offices on a monthly basis to identify PCDO’s which have not yet been finalized and which require further follow up.

• Error Reports will also be provided to business staff to identify charges that did not generate a PCDO or where system defaults were applied to the PCDO due to errors with the credit card transaction.
**Navigation:** Main Menu>Action list

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the <strong>Main Menu</strong>, click the “<strong>action list</strong>” button.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>From your <strong>Action list</strong>, select the “<strong>Id</strong>” number of the desired <strong>PCDO</strong>.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>3.</td>
<td>On the <strong>Document Overview</strong> tab of the <strong>PCDO</strong> eDoc, the <strong>Description</strong> field is required and defaults with the information from the bank feed. The <strong>PCDO</strong> eDoc default format is &quot;<em>[Cardholder's 3-digit FO Code] [Last Name (up to 6 characters)]-[First Name (3 characters or more depending on length of Last Name)]-[CC Number (last 4 digits)]</em>&quot; For this example the <strong>Description</strong> field defaulted with the bank feed information: &quot;085-TRAIN-099-1099&quot; Other examples include: 1. Jessica Doe: 085-DOE-JESSIC-1234 2. David Copperfield: 085-COPPER-DAV-5678 <strong>Note</strong>: Do NOT modify this field because it is used to produce the reconciliation report.</td>
</tr>
<tr>
<td>4.</td>
<td>In the <strong>Explanation</strong> field, a message will appear if errors were detected during the feed. (i.e., “Chart XX Account XXXXXXXX is invalid; using error account&quot;). Generally, error messages will pertain to accounting line details. Be sure to review the <strong>Accounting Lines</strong> information and make appropriate changes as necessary on the <strong>PCDO</strong>. If changes are needed to the default accounting line information, contact your FA so corrections can be made with OPRPM who will then notify the bank.</td>
</tr>
<tr>
<td>5.</td>
<td>The <strong>Organization Document Number</strong> field is optional.</td>
</tr>
<tr>
<td>6.</td>
<td>The <strong>Total Amount</strong> field will display the total amount of all transactions on the <strong>PCDO</strong> eDoc and cannot be edited.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the “<strong>hide</strong>” button on the <strong>Document Overview</strong> tab.</td>
</tr>
</tbody>
</table>
### Step # | Procedure
--- | ---
8. | The PCDO will contain one **Transaction** for each purchase made by the **Cardholder** during the billing cycle. 

For our examples, we will be demonstrating the following situations:

1) Reallocating the charge to an account number and object code that is different than the default accounting  
2) Reallocating (i.e. splitting) the charge to multiple account numbers  
3) Reallocating the charge to an expired account number  

Cardholders, reallocators and KFS Fiscal Officers have the ability to update accounting information on the transactions.

9. | On the **Accounting Lines** tab, individual **Transaction** detail information will be listed in separate sections identified as **Transaction # 001**, **Transaction # 002**, **Transaction # 003**, etc.

Much of the information in each sectionDefaults from the bank feed and is not editable. You may click on any of the fields that have an underlined link for more information pertaining to that field. (i.e., **Transaction Reference Number**)

In KFS you may click on any of the underlined links to obtain more details.
### Step # 10.

The **Transaction Credit Card Number** field on the **Accounting Lines** tab displays the **Cardholder's PCard Number** and is not editable.

You may click on the underlined link to open the **Procurement Cardholder Inquiry** screen for detailed information. (See Exhibit A) This information is from the data transmitted by the bank on the **PCard** transaction feed.

**Note:** The entire number (mock number above) is only viewable to a person or group allowed to edit the **Accounting Lines** (i.e., **Cardholder**, **ReAllocator**, and **Fiscal Officer**) and while the eDoc is in **ENROUTE** status.

### Step # 11.

The **Cardholder Name** field is display only and is not editable.

The information provided is based on the bank feed, i.e., **Cardholder's Last Name** (6 character max)-**First Name** (3 character max).

Click on the underlined link to open the **PCard Cardholder Profile Inquiry** screen for detailed information. (See Exhibit B) This information is from the **Cardholder** profile in **KFS**.
12. The Transaction Total Amount field is display only and shows the dollar amount of the transaction. This field cannot be edited.

13. The Transaction Date field auto populates with the date the charge was made at the point of sale and is not editable.

14. The Transaction Reference Number field defaults with the bank’s 9-digit Transaction ID number.

   Click on the underlined link to open the Procurement Card Transaction Detail Inquiry screen for detailed information. (See Exhibit C)

15. The Vendor Name field contains the name of the Vendor involved in the PCard transaction and cannot be edited.

   Click on the underlined link to open the Procurement Card Transaction Vendor Inquiry screen for detailed information about the Vendor. (See Exhibit D) This information is provided by the bank on the PCard transaction feed.
### Step #16

The **Disputed with Bank** checkbox is used to indicate that the charge has been disputed.

Click on the checkbox if the transaction has been disputed and the bank has been notified.

For this example, we are not disputing the transaction, so leave the **Disputed with Bank** checkbox unchecked.

**Note:** The process to dispute a charge occurs outside of the KFS PCDO eDoc.

To dispute a charge you must notify **OPRPM**

- On Weekends: call First Hawaiian Bank's Customer Service Center at 844-4444, 847-4444 or toll-free at 888-844-4444
- On Weekdays: email OPRPM @ teraoka@hawaii.edu

### Step #17

The **Dispute Info** field has an active link to **OPRPM’s Purchasing Card** web page: [http://www.hawaii.edu/oprpm/PCard/](http://www.hawaii.edu/oprpm/PCard/).

Click on the link to find instructions for disputing a charge under the heading “Using the Card” in the FAQ section. (See **Exhibit E**
Step # | Procedure
--- | ---
18. | If the **Disputed with Bank** checkbox is checked because a transaction was disputed with the bank, the **Dispute Reason** field must be completed.

For this example, we are not disputing the transaction so leave the **Dispute Reason** field blank.

19. | The **Goods/Service Received** checkbox indicates that goods/services were received.

If the goods/services have been received, click on the checkbox to indicate receipt.

For this example, the goods/services were received at the time of purchase. Click on the **Goods/Services Received** checkbox to indicate receipt.

Note: For auditing purposes, a monthly reconciliation report will provide information to show which PCDO eDocs did not indicate that goods or services were received.
### Step # 20.

The **Received Date** field indicates the date when goods/services were received.

You can enter the date directly into the field or you can use the calendar feature to select the date.

For this example, the goods/services were received at the time of purchase so enter the same date as the **Transaction Date**.

**Note:** For auditing purposes, if you clicked in the checkbox next to the **Goods/Services Received** field, be sure to enter the date in the **Received Date** field.
### Step # | Procedure
--- | ---
21. | In the **Accounting Lines** section of each **Transaction**, the **Chart**, **Account Number** and **Object Code** are defaulted to the values that are specified for the **Cardholder** in CentreSuite.

    The **Chart** field is a required field and defaults to the **Cardholder's** default **Chart Code** but may be changed, if needed.

    For this example, do not change the default value.

22. | The **Account Number** field is a required field and defaults to the **Cardholder's** default **Account Number** but it may be changed, if needed.

    For this example, we will be reallocating the charge to a different account number than the default. Enter “2242942” in the **Account Number** field.

23. | The **Sub-Account** field is an optional field. For this example, leave blank.

24. | The **Object** field is a required field and defaults to the **Cardholder's** default **Object Code**. The field may be changed, if needed.

    For this example, we will be reallocating the charge to a different object code than the default. Enter “3105” in the **Object** field.

25. | The **Sub-Object**, **Project** and **Org Ref Id** fields are optional and are blank.

    For this example, leave these fields blank.
Step #   | Procedure
---|---
26. | The **Amount** field defaults with the dollar amount of the charge.

It should only be modified if the charge will be split with other accounts. Negative amounts are allowed to accommodate credits given against a prior month’s transaction.

To distribute an **Amount** to multiple **Accounting Lines**, enter the applicable **Chart**, **Account Number**, **Object** and the prorated **Amount** in the **Accounting Lines** section. Be sure to click the “add” button to add a new **Accounting Line** to the **PCDO eDoc**.

For this example we are not splitting the charge with another account so there is no need to add another **Accounting Line**.
Cardholders and Reallocators may change the Accounting Line to an appropriate account if needed. However, once the eDoc is routed to the KFS Fiscal Officer for approval, the KFS Fiscal Officer may only change or reallocate the charge to an account within his or her authority.

27. Cardholders and Reallocators may change the Accounting Line to an appropriate account if needed. However, once the eDoc is routed to the KFS Fiscal Officer for approval, the KFS Fiscal Officer may only change or reallocate the charge to an account within his or her authority.

28. You may click the “bal inquiry” button to view account balance details.
29. For the next example, we will be reallocating (i.e., splitting) the charge to multiple account numbers. The **Goods/Services Received** checkbox and the **Received Date** should be completed as applicable.

Scroll to **Transaction # 002** and replace the default **Account Number** with “2016019” and the **Object** with “3200”. Change the **Amount** to “924.88”.

For each Transaction (i.e., Transaction #001, Transaction #002 etc.,) do not forget to indicate whether the transaction has been Disputed with Bank and Goods/Service Received.
### Step # | Procedure
--- | ---
30. | In the add line, enter “MA” in the Chart field, “2258722” in the Account Number field, “3200” in the Object field and “1000.00” in the amount field. This Account Number belongs to a different FO Code.

Click the “add” button to add the accounting information.

If more accounting numbers are required, enter each Chart, Account Number, Object and Amount and click on add.

**Note:** The sum of the amounts for each account must total the transaction amount. If they do not, the system will return an error message when the document is saved or approved.
Step # | Procedure
--- | ---
31. | For the next example, we will be reallocating the charge to an expired account number. The **Goods/Services Received** checkbox and the **Received Date** should be completed as applicable. For this example, we will assume you have not yet received the **Goods/Service** so leave these fields blank.

Scroll to **Transaction # 003** and replace the default **Account Number** with “2246071” and the **Object** with “3200”. For this example we are not splitting the charge with another account so there is no need to change to **Amount** or to add another Accounting Line.

Note: When an expired **Account Number** is used, the system will return an error message when the document is saved or approved.
To use the expired account, click the "save" button once, then click the Account Expired Override checkbox and click the "save" button again to record the override in KFS.

KFS will identify the account is expired after you save or approve the PCDO eDoc.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 33.    | The **Capital Edit** tab must be completed if an equipment object code is used in the **Accounting Lines** tab (i.e., 770A, 770F, 770G, 770U). Please refer to the procedural steps on pages 33-35 for detailed instructions on completing the **Capital Edit** tab.  

**Note:** Upon final approval by the **FA**, **PCDO**s charged to equipment object codes will be fed into the **Capital Asset Builder**. **PFMO** will take appropriate action to either add the cost to an already existing asset or establish a new equipment asset as applicable.  

**Note:** Controlled property items (firearms/weapons <$5K, agency-owned property <$5K, federally-owned property <$5K) should NOT be entered on the **Capital Edit** tab. Be sure to use the correct object code for controlled property (i.e., 779A and 779F) |
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 34.    | The **General Ledger Pending Entries** tab displays the debit/credit information based on the accounts used in the **Accounting Lines** tab. The data on this tab is updated when the document is saved or approved and will only be available while the transactions are pending. Once the document is fully approved and the transactions post to the GL in the nightly process, the data on this tab will no longer display.  

**Note:** It is good habit to check the **GLPE** to verify the accounting entries for your respective eDoc. |
### Step # | Procedure
--- | ---
**35.** | Use the **Notes and Attachments** tab to attach charge card receipts and any required supporting documents for each PCard transaction.  

**Note:** Only users in the **PCDO Route Log** (including delegates and ad hoc recipients), OPRPM PCard Administrators and Internal/External Audit staff will be able to view notes and attachments added to the **Notes and Attachments** tab.

**36.** | Use the **Note Text** field to enter a brief but sufficient description to identify all of the associated attachments that accompany each Transaction by PCDO **Transaction Number**. (i.e., **Transaction #001**,** Transaction #002**, etc.).

**Note:** For **capital assets**, be sure to include the required information described in the steps on pages 33-35.

Also, since each business office may define its own internal operating procedure for formatting of receipts and other support documents, it is recommended that the user check with the applicable business office for the preferred method.

**37.** | Click on the **“Browse”** button to search for, select and attach accompanying receipts or support documents to the **PCDO eDoc**.
Step # 38. Click the “add” button to add the note and/or attachment(s) to the PCDO eDoc.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>39.</td>
<td>If you need to ad hoc route the document to someone who is not in the normal routing, click on the <strong>Ad Hoc Recipients</strong> tab and populate the fields where applicable (as reviewed in the Fundamentals and/or Intro to <strong>KFS</strong> class.)</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
40. | The **Route Log** tab can be reviewed prior to and/or after the submission of the eDoc to see the workflow of the document.

The screenshot above highlights some of the changes in the Route Log due to reallocating the charge to an account number and object code that is different than the default accounting, reallocating (i.e., splitting) the charge to multiple account numbers and reallocating to an expired account number.
### Step # | Procedure
--- | ---
41. | If needed, click the “**save**” button record your changes and/or return to the **PCDO** eDoc at another time.

42. | After confirming there are no more changes needed to the **PCDO** eDoc, click the “**approve**” button at the bottom of the page and the eDoc will route to the next approver in the **Route Log**.

Cardholders should review and confirm that all transactions on the PCDO are valid, good/services have been received and receipts/documentation have been provided.

Reallocators should review and confirm that all transactions on the PCDO have been charged to the correct account numbers and object codes.

Account Supervisors should review and confirm that all transactions to their account(s) are allowable and support program objectives.

KFS Fiscal Officers should review and confirm that all transactions to their account(s) have sufficient funds and comply with procurement policies.

**Note:** Upon final approval by the **KFS Fiscal Officer**, the system will finalize the **PCDO** and update the applicable accounts accordingly.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>43.</td>
<td>Note: The <strong>PCDO</strong> CANNOT be disapproved. If corrections are required, they should be made while the <strong>PCDO</strong> is <strong>ENROUTE</strong>. Notes may be added to indicate correction. If a correction is required after the routing, a <strong>General Error Correction</strong> (GEC) should be processed to transfer the charge to the correct <strong>Account Number</strong> and/or <strong>Object Code</strong>.</td>
</tr>
<tr>
<td>44.</td>
<td>Click the “<strong>close</strong>” button to close the document.</td>
</tr>
<tr>
<td>45.</td>
<td>You have successfully completed the tutorial for a <strong>Procurement Card Document</strong>.</td>
</tr>
</tbody>
</table>

End of Procedure
APPENDIX A: Other eDocs Impacted

Requisition:

PCard is a “point of sale” purchasing method that does not require any pre-approvals before making purchases. Some business units may not wish to issue PCards to all of their departmental staff without some procedure for capturing pre-approvals before the charge is made due to obvious risk factors. Therefore, these business units may instead adopt internal procedures requiring their staff members to process a Requisition (REQ) eDoc prior to use of the PCard in order to capture details about the order and to obtain pre-approvals.

In order to provide business units with the option to utilize and approve the KFS REQ without generating a PO and allow issuance and payment of the order by PCard, a new button has been added at the bottom of the REQ eDoc.

A new button: “issue by PCard”

- this is a new button for purchases made using the PCard.
- updates the REQ status to "Closed - PCard" (new status)
- sends a FYI action to the initiator
Purchase Order:

For purchases < $2500 that are made via a PO, a justification will need to be entered. The PO Justification field will be used for this purpose. Users can either enter a statement or select a common reason from the Justification table. To access the Justification Lookup screen, click on the magnifying glass in the Justification field on the PO. After selecting a Justification from the table, users may also enter additional text. Click on the add button to add the justification to the PO. The justification will not appear on the printed PO.
APPENDIX B: Capital Edit Tab

The Capital Edit tab must be completed if an equipment object code is used in the Accounting Lines tab. The Capital Edit tab includes two sections, Retrieve Asset to be Updated and Create New Assets. Both sections are displayed regardless of the type of transaction, but only one section should be completed.

- The Retrieve Asset to be Updated section is used to retrieve information about an existing asset. If selected, the PCard payment will be applied to this asset.
- The Create New Assets section is used to create a new asset record and the Property Fund Management Office (PFMO) will issue a new asset tag for this transaction.

Note: APM A8.550, Capitalization, contains detailed information regarding Capital Asset definitions, thresholds, policies and procedures. (See http://www.hawaii.edu/policy/.)

Note: Controlled property items (firearms/weapons <$5K, agency-owned property <$5K, federally-owned property <$5K) should NOT be entered on the Capital Edit tab.
Step # | Procedure
--- | ---
47. | When completing the **Retrieve Asset to be Updated** section of the **Capital Edit** tab, the **Asset Number** field is required. Enter the applicable number or use the search tool (magnifying glass) to search for and select the desired asset number.

- The asset number entered must identify an active valid asset.
- A brief description of the item(s) purchased should be added in the **Notes and Attachments** tab.
- The system will allow entry of only one asset number on the **PCDO**. If multiple assets are involved, attach a worksheet in the **Notes and Attachments** tab that includes the following information: **Transaction Number** (from the **Accounting Lines** section), asset number, tag number, a brief description of items purchased and the transaction amount (sample below).

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Asset Number</th>
<th>Tag Number</th>
<th>Description of Item</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>30704</td>
<td>148802</td>
<td>Cables</td>
<td>15.28</td>
</tr>
<tr>
<td>002</td>
<td>10556</td>
<td>145007</td>
<td>Fittings</td>
<td>507.88</td>
</tr>
<tr>
<td>003</td>
<td>30704</td>
<td>148802</td>
<td>Hoses</td>
<td>1,880.20</td>
</tr>
<tr>
<td>004</td>
<td>31915</td>
<td>149264</td>
<td>Pump</td>
<td>125.78</td>
</tr>
<tr>
<td>005</td>
<td>10556</td>
<td>145007</td>
<td>Tubing</td>
<td>45.23</td>
</tr>
</tbody>
</table>
48. When creating a new asset record, enter the following in the Create New Assets section of the Capital Edit Tab:
   - **Asset Quantity**: Enter new asset quantity.
   - If multiple assets are purchased, attach a worksheet that includes the following information: **Transaction Number** (from the Accounting Lines section), asset description, manufacturer, model, serial number, campus code, building code, room number, received date, ownership (U=University, F=Federal or A=Agency) and transaction amount.
   - **Asset Type**: Enter type code or use the search tool to search for and select the desired code.
   - **Vendor Name**: Enter Vendor Name or use the search tool to search for and select the name from the KFS Vendor Lookup.
   - **Manufacturer**: Enter Manufacturer name.
   - **Model**: Enter Model number.
   - **Asset Description**: Enter pertinent description information.

49. Upon completion of the Create New Assets fields, be sure to click the “add” button. This will prompt the user to complete the **Serial Number**, **Campus Code**, **Building Code**, and **Room Number** fields in the Capital Edit tab, that were previously not visible.
APPENDIX C: Exhibits

EXHIBIT A  PROCUREMENT CARDHOLDER INQUIRY

EXHIBIT B  PCARD CARDHOLDER PROFILE INQUIRY
### EXHIBIT C  PROCUREMENT CARD TRANSACTION DETAIL INQUIRY

**Procurement Card Transaction Detail Inquiry**

<table>
<thead>
<tr>
<th>Document Number:</th>
<th>879846</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Document Transaction Line Number:</td>
<td>3</td>
</tr>
<tr>
<td>Transaction Reference Number:</td>
<td>43206A188000070586827</td>
</tr>
<tr>
<td>Transaction Billing Currency Code:</td>
<td>E40</td>
</tr>
<tr>
<td>Transaction Currency Exchange Rate:</td>
<td></td>
</tr>
<tr>
<td>Transaction Date:</td>
<td>04/14/2014</td>
</tr>
<tr>
<td>Transaction Original Currency Amount:</td>
<td>57.71</td>
</tr>
<tr>
<td>Transaction Original Currency Code:</td>
<td>E40</td>
</tr>
<tr>
<td>Transaction Point Of Sale Code:</td>
<td>Prepare, Lab</td>
</tr>
<tr>
<td>Transaction Posting Date:</td>
<td>04/15/2014</td>
</tr>
<tr>
<td>Transaction Total Amount:</td>
<td>57.71</td>
</tr>
</tbody>
</table>

### EXHIBIT D  PROCUREMENT CARD TRANSACTION VENDOR INQUIRY

**Procurement Card Transaction Vendor Inquiry**

<table>
<thead>
<tr>
<th>Document Number:</th>
<th>879846</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Document Transaction Line Number:</td>
<td>3</td>
</tr>
<tr>
<td>Vendor Name:</td>
<td>INTEGRATED DNA TECH</td>
</tr>
<tr>
<td>Transaction Merchant Category Code:</td>
<td>5139</td>
</tr>
<tr>
<td>Vendor City Name:</td>
<td>803-328-2861</td>
</tr>
<tr>
<td>Vendor State Code:</td>
<td></td>
</tr>
<tr>
<td>Vendor Postal ZIP Code:</td>
<td>52241</td>
</tr>
<tr>
<td>Visa Vendor Identifier:</td>
<td></td>
</tr>
</tbody>
</table>

Last Updated: 11/18/2015  Procurement Card Document  Page 39
EXHIBIT E

OPRPM PURCHASING CARD WEB PAGES

Welcome! The University of Hawai‘i PCard Program is designed to delegate the authority and capability to purchase small dollar goods and services to you, the end user. Our intent is to provide the Cardholder with a quicker turn-around time on orders, greater flexibility in ordering and reduced paperwork processing. The PCard works just like a credit card...carrying one is a privilege based on trust.

For general information please visit our FAQ section. For specific information click the options below.

- Obtaining a Purchasing Card
- Training Schedule - Updated 09/30/14
- Purchasing Process
- Recordkeeping / Reconciliation
- Usage Guidelines
- Noncompliance with PCard Guidelines
- Spending / Merchant Limits
- Lost or Stolen Cards / Canceling a PCard
- Airline / Travel Agency Policies

Site best viewed with Microsoft Internet Explorer 5.5
Last updated: 08/17/2010 - Copyright @ 2001, University of Hawai‘i
APPENDIX D: Screenshots of the Accounting Lines, GLPE and Route Log Tabs

Example 1: Charges are reallocated to an account number and object code different than the default accounting

BEFORE Reallocating:

![Accounting Lines Screenshot]

![General Ledger Pending Entries Screenshot]

![Future Action Requests Screenshot]
AFTER Reallocating a charge to an account number and object code different than the default accounting:

![Accounting Lines Table](image)

![General Ledger Pending Entries Table](image)

![Future Action Requests Table](image)
Example 2: Charges are split to multiple account numbers

BEFORE Reallocating:

<table>
<thead>
<tr>
<th>Accounting Lines</th>
<th>* Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>MA</td>
<td>2242892</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,924.88</td>
<td></td>
</tr>
</tbody>
</table>

Total: 1,924.88

### General Ledger Pending Entries

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Fiscal Year</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Doc Type</th>
<th>Balance Type</th>
<th>Obj. Type</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>8.36</td>
<td>C</td>
</tr>
<tr>
<td>2</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>8.36</td>
<td>D</td>
</tr>
<tr>
<td>3</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>1,924.88</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>1,924.88</td>
<td>D</td>
</tr>
<tr>
<td>5</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>55.13</td>
<td>C</td>
</tr>
<tr>
<td>6</td>
<td>2015</td>
<td>SW</td>
<td>9095990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>55.13</td>
<td>D</td>
</tr>
<tr>
<td>7</td>
<td>2015</td>
<td>MA</td>
<td>2242942</td>
<td>3105</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>EX</td>
<td></td>
<td>8.36</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2015</td>
<td>MA</td>
<td>2242942</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>8.36</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2015</td>
<td>MA</td>
<td>2242892</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>1,924.88</td>
<td>D</td>
</tr>
<tr>
<td>10</td>
<td>2015</td>
<td>MA</td>
<td>2242892</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>1,924.88</td>
<td>C</td>
</tr>
<tr>
<td>11</td>
<td>2015</td>
<td>MA</td>
<td>2242892</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>55.13</td>
<td>D</td>
</tr>
<tr>
<td>12</td>
<td>2015</td>
<td>MA</td>
<td>2242892</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>55.13</td>
<td>C</td>
</tr>
</tbody>
</table>

### Future Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING APPROVE</td>
<td>Trainee, Train199</td>
<td>04:02 PM 07/17/2014</td>
<td>KFS-FP Reallocator</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Hee, Terri</td>
<td>04:02 PM 07/17/2014</td>
<td>KFS-SYS Account Supervisor MA 2242942</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Christopher, David</td>
<td>04:02 PM 07/17/2014</td>
<td>KFS-SYS Account Supervisor MA 2242892</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Christopher, David</td>
<td>04:02 PM 07/17/2014</td>
<td>KFS-SYS Account Supervisor MA 2242892</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Yamashita, Gayle (Primary Delegate)</td>
<td>04:02 PM 07/17/2014</td>
<td>Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Wong, Priscilla (Primary Delegate)</td>
<td>04:02 PM 07/17/2014</td>
<td>Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Wong, Priscilla (Primary Delegate)</td>
<td>04:02 PM 07/17/2014</td>
<td>Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1</td>
</tr>
</tbody>
</table>
**AFTER** Reallocating (i.e. splitting) the charge to multiple account numbers:

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Fiscal Year</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Doc Type</th>
<th>Balance Type</th>
<th>Obj. Type</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>8.36</td>
<td>C</td>
</tr>
<tr>
<td>2</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>8.36</td>
<td>D</td>
</tr>
<tr>
<td>3</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>1,924.88</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>1,924.88</td>
<td>D</td>
</tr>
<tr>
<td>5</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>9120</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>LI</td>
<td>55.18</td>
<td>C</td>
</tr>
<tr>
<td>6</td>
<td>2015</td>
<td>SW</td>
<td>905990</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>55.18</td>
<td>D</td>
</tr>
<tr>
<td>7</td>
<td>2015</td>
<td>MA</td>
<td>2242942</td>
<td>3105</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>8.36</td>
<td>D</td>
</tr>
<tr>
<td>8</td>
<td>2015</td>
<td>MA</td>
<td>2242942</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>8.36</td>
<td>C</td>
</tr>
<tr>
<td>9</td>
<td>2015</td>
<td>MA</td>
<td>2016019</td>
<td>3200</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>924.88</td>
<td>D</td>
</tr>
<tr>
<td>10</td>
<td>2015</td>
<td>MA</td>
<td>2016019</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>924.88</td>
<td>C</td>
</tr>
<tr>
<td>11</td>
<td>2015</td>
<td>MA</td>
<td>2258722</td>
<td>3200</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>1,000.00</td>
<td>D</td>
</tr>
<tr>
<td>12</td>
<td>2015</td>
<td>MA</td>
<td>2258722</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>1,000.00</td>
<td>C</td>
</tr>
<tr>
<td>13</td>
<td>2015</td>
<td>MA</td>
<td>2242982</td>
<td>3000</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>EX</td>
<td>55.18</td>
<td>D</td>
</tr>
<tr>
<td>14</td>
<td>2015</td>
<td>MA</td>
<td>2242982</td>
<td>8100</td>
<td></td>
<td></td>
<td></td>
<td>PCDO</td>
<td>AC</td>
<td>AS</td>
<td>55.18</td>
<td>C</td>
</tr>
</tbody>
</table>
Example 3: Charges are reallocated to an expired account number

BEFORE Reallocating:

![Accounting Lines](image1)

![General Ledger Pending Entries](image2)

![Future Action Requests](image3)
AFTER Reallocating the charge to an expired account number:

![Accounting Lines]

![General Ledger Pending Entries]

![Future Action Requests]
The following error messages will appear in the Explanation field on the PCDO and in the Error Report which is distributed to PCX:

<table>
<thead>
<tr>
<th>Error Condition</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missing FO Code</td>
<td>No error message; PCDO created with FO code 999</td>
</tr>
<tr>
<td>Invalid Chart Code</td>
<td>Chart .XX Object Code YYYY is invalid; using default Object Code. Chart .XX is invalid; using error Chart Code. Chart SW Account NNNNNNNN is invalid; using error account.</td>
</tr>
<tr>
<td>Invalid Account Number</td>
<td>Chart .XX Account NNNNNN is invalid; using error account.</td>
</tr>
<tr>
<td>Missing Account Number</td>
<td>Chart .XX Account null is invalid; using error account.</td>
</tr>
<tr>
<td>Invalid Object Code</td>
<td>Chart .XX Object Code YYYY is invalid; using default Object Code.</td>
</tr>
<tr>
<td>Missing Object Code</td>
<td>Chart .XX Object Code null is invalid; using default Object Code.</td>
</tr>
<tr>
<td>Expired Account</td>
<td>Chart .XX Account NNNNNNNN is invalid; using error account.</td>
</tr>
</tbody>
</table>
## Changes To Previous Training Manual

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Section / Page</th>
<th>Initials</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.06</td>
<td>11/04/2015</td>
<td>Step 35</td>
<td>lr</td>
<td>Added Note: Only users in the PCDO Route Log (including delegates and ad hoc recipients), OPRPM PCard Administrators and Internal/External Audit staff will be able to view notes and attachments added to the Notes and Attachments tab.</td>
</tr>
<tr>
<td>3.05</td>
<td>08/18/2015</td>
<td>throughout</td>
<td>lr</td>
<td>Replaced screenshots for expired account</td>
</tr>
<tr>
<td>3.05</td>
<td>08/13/2015</td>
<td>Resources</td>
<td>lr</td>
<td>Placement before Objectives</td>
</tr>
<tr>
<td>3.05</td>
<td>08/13/2015</td>
<td>Page 4,5,6</td>
<td>lr</td>
<td>Updated link to OPRPM PCard website, APs and Process documents</td>
</tr>
<tr>
<td>3.05</td>
<td>08/13/2015</td>
<td>Exhibit E</td>
<td>lr</td>
<td>Added screenshot of OPRPM’s new PCard website</td>
</tr>
</tbody>
</table>