



Kuali Financial System Training Guide

**University of Hawaii
Procurement Card Document**

Version 3.09



Kuali Financial System Training Guide



Table of Contents

Objectives.....8

Procurement Card Document (PCDO).....9

 Process..... 9

 KFS Rules And Defaults..... 10

APPENDIX A: Other eDocs Impacted.....35

 Requisition:..... 35

 Purchase Order:..... 36

APPENDIX B: Capital Edit Tab.....37

APPENDIX C: Exhibits.....40

 EXHIBIT A PROCUREMENT CARDHOLDER INQUIRY..... 40

 EXHIBIT B PCARD CARDHOLDER PROFILE INQUIRY..... 40

 EXHIBIT C PROCUREMENT CARD TRANSACTION DETAIL INQUIRY..... 41

 EXHIBIT D PROCUREMENT CARD TRANSACTION VENDOR INQUIRY..... 41

 EXHIBIT E OPRPM PURCHASING CARD WEB PAGES..... 42

APPENDIX D: Screenshots of the Accounting Lines, GLPE and Route Log Tabs.....43

 Example 1: Charges are reallocated to an account number and object code different than the default accounting..... 43

 Example 2: Charges are split to multiple account numbers..... 45

 Example 3: Charges are reallocated to an expired account number..... 47

APPENDIX E: Examples of PCDO Error Report Messages.....49

Notes:.....50

Changes To Previous Training Manual.....51

Resources



Kuali Financial System Training Guide

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.

The screenshot shows the University of Hawaii Financial Systems website. The header includes the University of Hawaii logo and the text "University of Hawaii Financial Systems". Below the header is a "Systems Access Login" section with a dropdown menu labeled "-- Choose a System --". A red box with an arrow points to this dropdown menu, containing the text: "Click on the drop down arrow to select a system to log on to (i.e., CentreSuite, eTravel, SuperQuote)".

Below the login section is a navigation bar with tabs: Overview, FAQs, Contact Us, Policies and Guidelines, Forms, and Training. A blue box with arrows pointing to these tabs contains the text: "Click on a tab for additional information".

The main content area is titled "Financial Systems" and contains text about the Kuali Financial System (KFS) implementation in July 2012. Below this text is a list of proposed initiatives for the current fiscal year: Payroll Encumbrances, Budget Reporting, and Chart of Account Cleanup. A red box with an arrow pointing to the KFS logo contains the text: "You can click on the logo to access KFS or eThORITY".

At the bottom of the page are three logos: Kuali financial system, eThORITY, and a "Submit a Trouble Ticket" button with a question mark icon. A blue box with an arrow pointing to the "Submit a Trouble Ticket" button contains the text: "Click on to submit a trouble ticket".

Hours of Operation: Monday to Friday 7:45 a.m. to 4:30 p.m., excluding State observed holidays.

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 On-Line tutorials for KFS. There are training manuals for each of the sessions as well as On-Line tutorials for



Kuali Financial System Training Guide

each topic within the session(s). If you want to attend in-person training refer to the Training Calendar found on the “Training Calendars & Other Schedules” tab on the FMO Website homepage. Additionally, notification of upcoming training is sent to the KFS-USERS listserv. Register for training by clicking on the registration links provided. 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 8.266
<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 EP 2.216
<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_PCDO_In_KFS.pdf

Please refer to AP 8.266 or contact the Procurement Office (956-7977) for operation questions or procedures for procurement. For detailed information regarding Purchasing Card administrative procedures please visit:

<http://www.hawaii.edu/policy/docs/temp/ap8.266.pdf>.

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,
 - KFS derives Cardholder and Reallocator details from the Cardholder maintenance document;
 - 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.



Kuali Financial System Training Guide

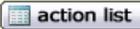
- Negative amounts are allowed to accommodate credits given against a prior month's transaction.
- The PCDO cannot be disapproved or canceled.
- PCDO's will not be auto-approved; instead, reconciliation reports will be provided to business offices on a monthly basis to identify PCDO's which have not 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.

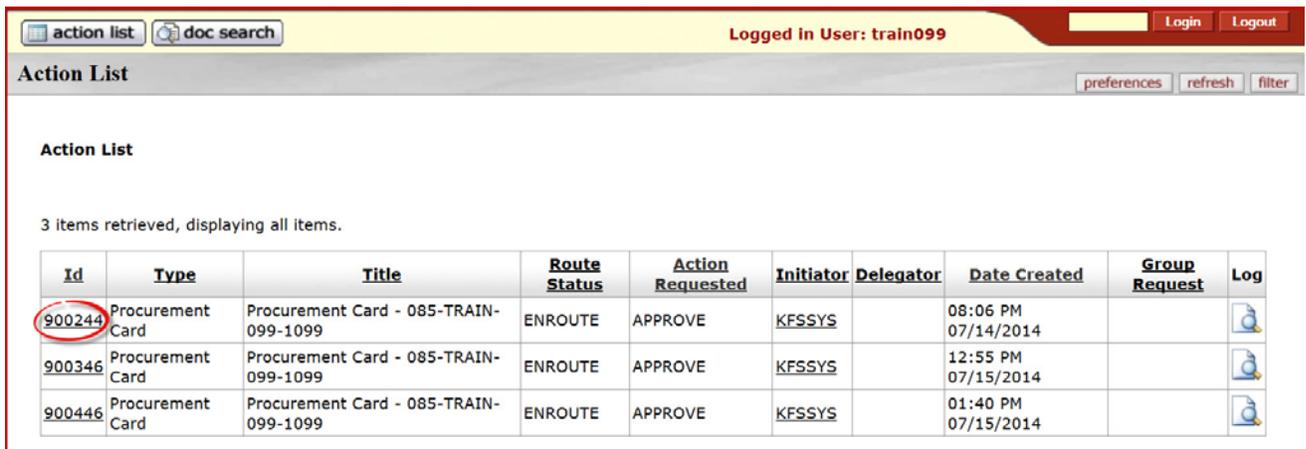


Kuali Financial System Training Guide

Navigation: Main Menu>Action list



Step #	Procedure
1.	On the Main Menu , click the “ action list ” button. 



Step #	Procedure
2.	From your Action list , select the “ Id ” number of the desired PCDO .



Kuali Financial System Training Guide

Document Overview ▼ hide	
Document Overview	
* Description: 085-TRAIN-099-1099	Explanation:
Organization Document Number:	
Financial Document Detail	
	Total Amount: 1,988.42

Step #	Procedure
3.	<p>On the Document Overview tab of the PCDO eDoc, the Description field is required and defaults with the information from the bank feed.</p> <p>The PCDO eDoc default format is “[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)]” For this example the Description field defaulted with the bank feed information: “085-TRAIN-099-1099”</p> <p>Other examples include:</p> <ol style="list-style-type: none"> Jessica Doe: 085-DOE-JESSIC-1234 David Copperfield: 085-COPPER-DAV-5678 <p>Note: Do NOT modify this field because it is used to produce the reconciliation report.</p>
4.	<p>In the Explanation field, a message will appear if errors were detected during the feed. (i.e., “Chart XX Account XXXXXXXX is invalid; using error account”).</p> <p>Generally, error messages will pertain to accounting line details. Be sure to review the Accounting Lines information and make appropriate changes as necessary on the PCDO. 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.</p>
5.	The Organization Document Number field is optional.
6.	The Total Amount field will display the total amount of all transactions on the PCDO eDoc and cannot be edited.
7.	Click the “hide” button on the Document Overview tab.



Kuali Financial System Training Guide

Accounting Lines ▼ hide

Transaction # 001 hide detail

Transaction Credit Card Number:	<u>5569000000001001</u>	Transaction Total Amount:	8.36
Cardholder Name:	<u>TRAIN-001</u>	Transaction Reference Number:	<u>200301032</u>
Transaction Date:	04/25/2014	Disputed with Bank:	<input type="checkbox"/>
Vendor Name:	<u>CITY MILL COMPANY #5</u>	Dispute Reason:	
Dispute Info:	https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card/policies-procedures/how-to-dispute-a-pcard-transaction		
Goods/Service Received:	<input type="checkbox"/>	Received Date:	

In KFS you may click on any underlined link to obtain more details

Accounting Lines import lines

add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
								0.00	add
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				8.36	bal inquiry
								Total: 8.36	

Step #	Procedure
8.	<p>The PCDO will contain one Transaction for each purchase made by the Cardholder during the billing cycle.</p> <p>For our examples, we will be demonstrating the following situations:</p> <ol style="list-style-type: none"> 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 <p>Cardholders, Reallocators and KFS Fiscal Officers have the ability to update accounting information on the transactions.</p>
9.	<p>On the Accounting Lines tab, individual Transaction detail information will be listed in separate sections identified as Transaction # 001, Transaction # 002, Transaction # 003, etc.</p> <p>Much of the information in each section defaults 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)</p>



Kuali Financial System Training Guide

Transaction Credit Card Number is from data transmitted by the bank in the the PCard Transaction feed

The entire number is viewable only to a person or group allowed to edit the Accounting lines (KFS Cardholder, Reallocator, Fiscal Officer) and while the eDoc is in ENROUTE status

Cardholder Name is based on the bank feed and the detailed information (found by clicking on the link) is from the Cardholder profile in KFS.

Step #	Procedure
10.	<p>The Transaction Credit Card Number field on the Accounting Lines tab displays the Cardholder's PCard Number and is not editable.</p> <p>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.</p> <p>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.</p>
11.	<p>The Cardholder Name field is display only and is not editable.</p> <p>The information provided is based on the bank feed, i.e., Cardholder's Last Name (6 character max)-First Name (3 character max).</p> <p>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.</p>



Kuali Financial System Training Guide

Accounting Lines hide

Transaction Total Amount is display only and is not editable

Transaction Date is the date the charge was made at the point of sale and is not editable

Transaction Reference Number defaults with the Bank's 9-digit transaction ID number

Vendor Name defaults with the vendor involved in the PCard Transaction and cannot be edited. This information is provided by the bank in the PCard transaction feed

Transaction # 001			
Transaction Credit Card Number:	<u>556900000001001</u>		
Cardholder Name:	<u>TRAIN-001</u>	Transaction Total Amount:	8.36
Transaction Date:	04/25/2014	Transaction Reference Number:	<u>200301032</u>
Vendor Name:	<u>CITY MILL COMPANY #5</u>	Disputed with Bank:	<input type="checkbox"/>
Dispute Info:	https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card/policies-procedures/how-to-dispute-a-pcard-transaction		
Goods/Service Received:	<input type="checkbox"/>	Received Date:	

Step #	Procedure
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.



Kuali Financial System Training Guide

Transaction # 001		hide detail	
Transaction Credit Card Number:	5569000000001001		
Cardholder Name:	TRAIN-001	Transaction Total Amount:	8.36
Transaction Date:	04/25/2014	Transaction Reference Number:	200301032
Vendor Name:	CITY MILL COMPANY #5	Disputed with Bank:	<input type="checkbox"/>
Dispute Info:	https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card/policies-procedures/how-to-dispute-a-pcard-transaction	Dispute Reason:	
Goods/Service Received:	<input type="checkbox"/>	Received Date:	

Check here if a charge has been disputed with the bank

Active link to OPRPM's website where you can find info on how to dispute a charge

A disputed charge must include a Dispute Reason

Step #	Procedure
16.	<p>The Disputed with Bank checkbox is used to indicate that the charge has been disputed.</p> <p>Click on the checkbox if the transaction has been disputed and the bank has been notified.</p> <p>For this example, we are not disputing the transaction, so leave the Disputed with Bank checkbox unchecked.</p> <p>Note: The process to dispute a charge occurs outside of the KFS PCDO eDoc.</p> <p>To dispute a charge you <u>must</u> notify OPRPM</p> <ul style="list-style-type: none"> 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 the PCard Administrator @ pcard@hawaii.edu (cc your Department Card Coordinator)
17.	<p>The Dispute Info field has an active link to OPRPM's Purchasing Card web page at https://sites.google.com/a/hawaii.edu/oprpm-pcard/purchasing-card/policies-procedures/how-to-dispute-a-pcard-transaction.</p> <p>(See Exhibit E)</p>



Kuali Financial System Training Guide

Accounting Lines ▼ hide

Transaction # 001 hide detail

Transaction Credit Card Number:	<u>5569000000001001</u>		
Cardholder Name:	<u>TRAIN-001</u>	Transaction Total Amount:	8.36
Transaction Date:	<u>04/25/2014</u>	Transaction Reference Number:	<u>200301032</u>
Vendor Name:	<u>CITY MILL COMPANY #5</u>	Disputed with Bank:	<input type="checkbox"/>
Dispute Info:	https://sites.google.com/a/hawaii.edu/gprpm-pcard/purchasing-card/policies-procedures/how-to-dispute-a-merchant-transaction	Dispute Reason:	
Goods/Service Received:	<input type="checkbox"/>	Received Date:	<input type="text"/>

Click the checkbox beside Goods/Service Received if you are in receipt of the purchased goods/services.

You must include the Received Date if you clicked in the checkbox indicating Goods/Services have been received

Step #	Procedure
18.	<p>If the Disputed with Bank checkbox is checked because a transaction was disputed with the bank, the Dispute Reason field must be completed.</p> <p>For this example, we are not disputing the transaction so leave the Dispute Reason field blank.</p>
19.	<p>The Goods/Service Received checkbox indicates that goods/services were received.</p> <p>If the goods/services have been received, click on the checkbox to indicate receipt.</p> <p>For this example, the goods/services were received at the time of purchase. Click on the Goods/Services Received checkbox to indicate receipt.</p> <p>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.</p>



Kuali Financial System Training Guide

Transaction # 001				hide detail
Transaction Credit Card Number:	5569000000001001			
Cardholder Name:	TRAIN-001	Transaction Total Amount:	8.36	
Transaction Date:	04/25/2014	Transaction Reference Number:	200301032	
Vendor Name:	CITY MILL COMPANY #5	Disputed with Bank:	<input type="checkbox"/>	
Dispute Info:	https://sites.google.com/a/hawaii.edu/oprmp-card/purchasing-card/policies-procedures/how-to-dispute-a-pcard-transaction	Dispute Reason:		
Goods/Service Received:	<input checked="" type="checkbox"/>	Received Date:	04/25/2014	

You can enter the date directly or use the calendar feature to enter the Received Date

Accounting Lines				April, 2014				import lines							
* Chart	* Account Number	Sub-Account		wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Project	Org Ref Id	* Amount	Actions
add:				13			1	2	3	4	5			0.00	add
				14	6	7	8	9	10	11	12				
1	MA	2242892		15	13	14	15	16	17	18	19			8.36	bal inquiry
	UH-Manoa	TFSF-MBBE-RESEARCH		16	20	21	22	23	24	25	26				
				17	27	28	29	30							
				Select date								Total: 8.36			

Step #	Procedure
20.	<p>The Received Date field indicates the date when goods/services were received.</p> <p>You can enter the date directly into the field or you can use the calendar feature to select the date.</p> <p>For this example, the goods/services were received at the time of purchase so enter the same date as the Transaction Date.</p> <p>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.</p>



Kuali Financial System Training Guide

Accounting Lines								import lines	
add: Accounting lines default to the values that are specified for the Cardholder in CentreSuite								* Amount	Actions
								0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				8.36	bal inquiry
								Total: 8.36	

Step #	Procedure
21.	<p>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.</p> <p>The Chart field is a required field and defaults to the Cardholder's default Chart Code but may be changed, if needed.</p> <p>For this example, do not change the default value.</p>
22.	<p>The Account Number field is a required field and defaults to the Cardholder's default Account Number but it may be changed, if needed.</p> <p>For this example, we will be reallocating the charge to a different account number than the default. Enter "2242942" in the Account Number field.</p>
23.	<p>The Sub-Account field is an optional field. For this example, leave blank.</p>
24.	<p>The Object field is a required field and defaults to the Cardholder's default Object Code. The field may be changed, if needed.</p> <p>For this example, we will be reallocating the charge to a different object code than the default. Enter "3105" in the Object field.</p>
25.	<p>The Sub-Object, Project and Org Ref Id fields are optional and are blank.</p> <p>For this example, leave these fields blank.</p>



Kuali Financial System Training Guide

Accounting Lines								import lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2242942 TFSF-CTAHR ADMIN:UPKEEP-EXTENSION		3105 R&M UPKEEP SUPP, MATERIALS				8.36	bal inquiry
The Amount field should only be modified if the charge will be split with another account								Total: 8.36	

Step #	Procedure
26.	<p>The Amount field defaults with the dollar amount of the charge.</p> <p>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.</p> <p>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.</p> <p>For this example we are not splitting the charge with another account so there is no need to add another Accounting Line.</p>



Kuali Financial System Training Guide

Accounting Lines hide

Transaction # 001 hide detail

Transaction Credit Card Number:	5569000000001001	Transaction Total Amount:	8.36
Cardholder Name:	TRAIN-001	Transaction Reference Number:	200301032
Transaction Date:	04/25/2014	Disputed with Bank:	<input type="checkbox"/>
Vendor Name:	CITY MILL COMPANY #5	Dispute Reason:	
Dispute Info:	https://sites.google.com/a/hawaii.edu/cprpm-pcard/policies-procedures/how-to-dispute-a-ccard-transaction		
Goods/Service Received:	<input checked="" type="checkbox"/>	Received Date:	04/25/2014

Cardholders and Reallocators may change the Accounting Lines to an appropriate account if needed. However once the eDoc is routed to the KFS Fiscal Officer for approval, the Fiscal Administrator may only change or reallocate to an account

Accounting Lines								import lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2242942 TFSF-CTAHR ADMIN:UPKEEP-EXTENSION		3105 R&M UPKEEP SUPP, MATERIALS				8.36	bal inquiry
Total:								8.36	

Step #	Procedure
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.



Kuali Financial System Training Guide

Transaction # 002				hide detail
Transaction Credit Card Number:	5569000000001001	Transaction Total Amount:	1,924.88	<div style="border: 2px solid red; padding: 5px; text-align: center;"> For each transaction (i.e., Transaction # 001, Transaction # 002 etc.,) do not forget to indicate whether the transaction has been disputed with the Bank and Goods/Service Received </div>
Cardholder Name:	TRAIN-001	Transaction Reference Number:	200627032	
Transaction Date:	04/28/2014	Disputed with Bank:	<input type="checkbox"/>	
Vendor Name:	TECH DEPOT #2	Dispute Reason:		
Dispute Info:	https://sites.google.com/a/hawaii.edu/copro/pcard/purchases/pcard/policies/procedures/how-to-dispute-a-ccard-transaction			
Goods/Service Received:	<input type="checkbox"/>	Received Date:		

Accounting Lines										import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:								0.00	add	
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				1,924.88	bal inquiry	
								Total: 1,924.88		

Step #	Procedure
29.	<p>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.</p> <p>Scroll to Transaction # 002 and replace the default Account Number with “2016019” and the Object with “3200”. Change the Amount to “924.88”.</p>

Accounting Lines										import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:								0.00	add	
1	MA UH-Manoa	2016019 TFSF-RESEARCH PROGRAM		3200 SUPPLIES, OFFICE				924.88	bal inquiry	
								Total: 1,924.88		



Kuali Financial System Training Guide

Accounting Lines								import lines	
	* Chart	* Account Number	Sub-Account	The sum of the amounts for each account must equal the total of the transaction amount				* Amount	Actions
add:								0.00	add
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2016019 TFSF-RESEARCH PROGRAM		3200 SUPPLIES, OFFICE				924.88	delete bal inquiry
2	MA UH-Manoa	2258722 TFSF-BIOLOGY		3200 SUPPLIES, OFFICE				1,000.00	delete bal inquiry
								Total: 1,924.88	

Step #	Procedure
30.	<p>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.</p> <p>Click the “add” button to add the accounting information.</p> <p>If more accounting numbers are required, enter each Chart, Account Number, Object and Amount and click on add.</p> <p>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.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Errors found in this Section</p> <ul style="list-style-type: none"> The total for the accounting lines has changed from \$1,988.42 to \$1,989.42. This is not allowed when you are approving a document. </div>



Kuali Financial System Training Guide

Transaction # 003 hide detail

Transaction Credit Card Number:	5569000000001001	Transaction Total Amount:	55.18
Cardholder Name:	TRAIN-001	Transaction Reference Number:	297301032
Transaction Date:	04/29/2014	Disputed with Bank:	<input type="checkbox"/>
Vendor Name:	AMAZON MKTPLACE PMTS	Dispute Reason:	
Dispute Info:	https://sites.google.com/a/hawaii.edu/oprpm-card/purchasing-card/policies-procedures/how-to-dispute-a-card-transaction		
Goods/Service Received:	<input type="checkbox"/>	Received Date:	

If you did not receive the Goods/Service, leave blank.

Accounting Lines import lines

add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
								0.00	add
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				55.18	bal inquiry
Total:								55.18	

Accounting Lines import lines

add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
								0.00	add
1	MA UH-Manoa	2246071 TFSF-SYSTEMS OFFICE		3200 SUPPLIES, OFFICE				55.18	bal inquiry
Total:								55.18	

Step #	Procedure
31.	<p>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.</p> <p>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.</p> <p>Note: When an expired Account Number is used, the system will return an error message when the document is saved or approved.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Errors found in this Section</p> <ul style="list-style-type: none"> ■ Account 2246071 has expired. Please override to use it anyway, or use the recommended continuation account MA 3390182, or use a different account. </div>



Kuali Financial System Training Guide

Accounting Lines									import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2246071 TFSP-SYSTEMS OFFICE		3000 OPER. SUPP. OTHER				55.18	bal inquiry
Total: 55.18									
Capital Edit			show						
General Ledger Pending Entries			show						
Notes and Attachments (0)			show						
Ad Hoc Recipients			show						
Route Log			show						
<input type="button" value="send ad hoc request"/> <input type="button" value="save"/> <input type="button" value="reload"/> <input type="button" value="approve"/> <input type="button" value="close"/>									

KFS will identify the account is expired after you click the save or approve button.

Accounting Lines									import lines
<p>Errors found in this Section</p> <ul style="list-style-type: none"> Account 2246071 has expired. Please override to use it anyway, or use the recommended continuation account MA 3390182, or use a different account. 									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2246071 TFSP-SYSTEMS OFFICE		3200 SUPPLIES, OFFICE				55.18	bal inquiry
		<input checked="" type="checkbox"/> * Account Expired Override							
Total: 55.18									

Click the check box then click the "save" button again to use the expired account

Accounting Lines									import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2246071 TFSP-SYSTEMS OFFICE		3200 SUPPLIES, OFFICE				55.18	bal inquiry
		<input checked="" type="checkbox"/> * Account Expired Override							
Total: 55.18									

Step #	Procedure
32.	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.



Kuali Financial System Training Guide

Capital Edit ▼ hide

Retrieve Asset to be Updated Use this section to retrieve information for existing assets

Asset Number:

Create New Assets Use this section to create a new asset record

Only one section should be completed

Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model
<input type="text"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/> <input type="button" value="🔍"/>	<input type="text"/>	<input type="text"/>
Asset Description	<input type="text"/>			Action <input type="button" value="add"/> <input type="button" value="clear"/>

Step #	Procedure
33.	<p>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.</p> <p>Note: Upon final approval by the FA, PCDOs 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.</p> <p>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)</p>



Kuali Financial System Training Guide

General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2015	SW	9095990					PCDO	AC	LI	8.36	C
2	2015	SW	9095990					PCDO	AC	AS	8.36	D
3	2015	SW	9095990					PCDO	AC	LI	1,924.88	C
4	2015	SW	9095990					PCDO	AC	AS	1,924.88	D
5	2015	SW	9095990	-----	9120	---	-----	PCDO	AC	LI	55.18	C
6	2015	SW	9095990	-----	8100	---	-----	PCDO	AC	AS	55.18	D
7	2015	MA	2242942	-----	3105	---	-----				8.36	D
8	2015	MA	2242942	-----	8100	---	-----				8.36	C
9	2015	MA	2016019	-----	3200	---	-----	PCDO	AC	EX	924.88	D
10	2015	MA	2016019	-----	8100	---	-----	PCDO	AC	AS	924.88	C
11	2015	MA	2258722	-----	3200	---	-----	PCDO	AC	EX	1,000.00	D
12	2015	MA	2258722	-----	8100	---	-----	PCDO	AC	AS	1,000.00	C
13	2015	MA	2246071	-----	3200	---	-----				55.18	D
14	2015	MA	2246071	-----	8100	---	-----				55.18	C

Example 1: Reallocating the charge to an account number and object code different than the default accounting

Example 2: Reallocating (splitting) to multiple account numbers

Example 3: Reallocating to an expired account number

Step #	Procedure
34.	<p>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.</p> <p>Note: It is good habit to check the GLPE to verify the accounting entries for your respective eDoc.</p>

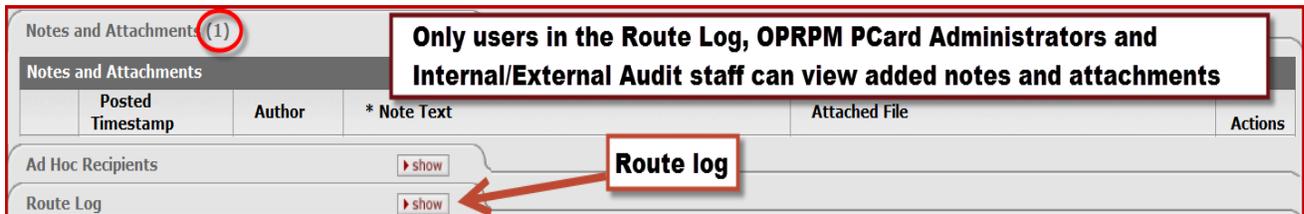
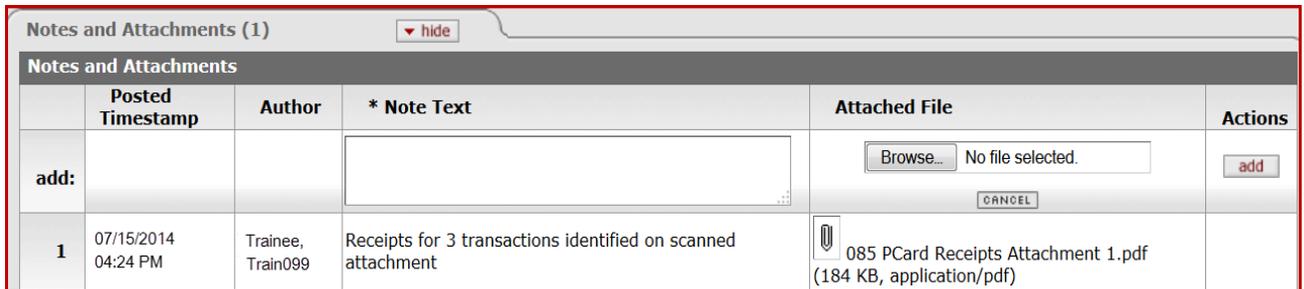
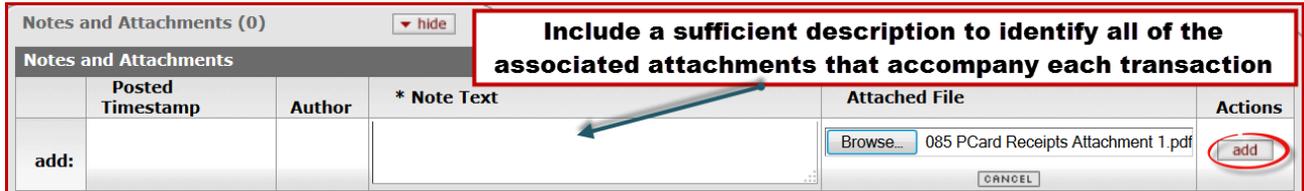
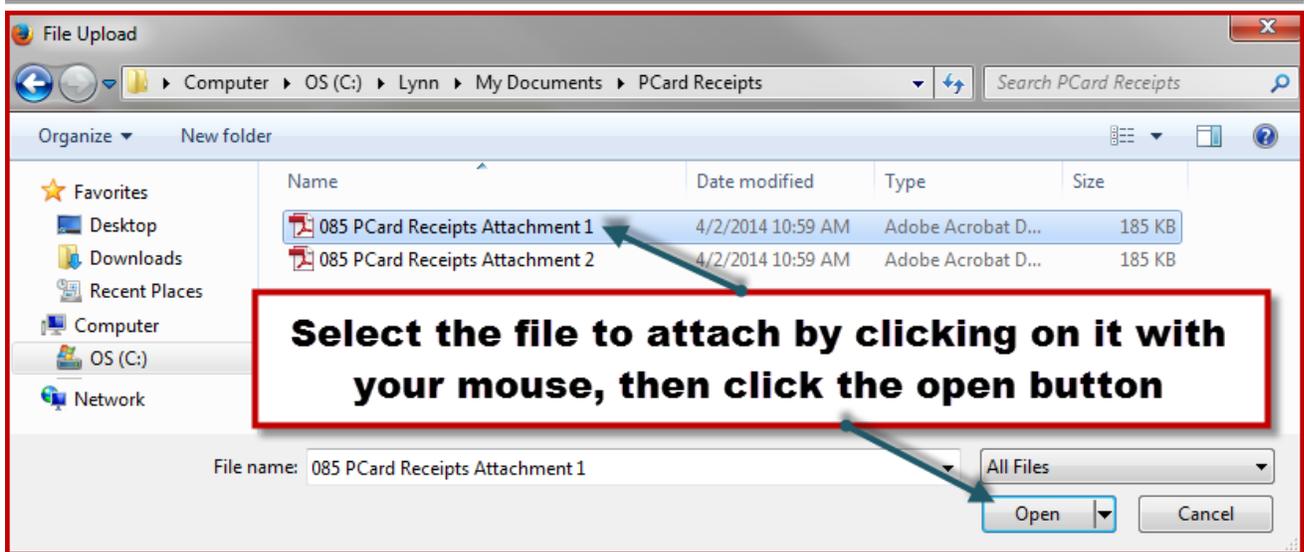


Kuali Financial System Training Guide

Step #	Procedure
35.	<p>Use the Notes and Attachments tab to attach charge card receipts and any required supporting documents for each PCard transaction.</p> <p>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.</p>
36.	<p>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.).</p> <p>Note: For capital assets, be sure to include the required information described in the steps on pages 33-35.</p> <p>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.</p>
37.	<p>Click on the "Browse" button to search for, select and attach accompanying receipts or support documents to the PCDO eDoc.</p>



Kuali Financial System Training Guide



Step #	Procedure
38.	Click the “add” button to add the note and/or attachment(s) to the PCDO eDoc.



Kuali Financial System Training Guide

Ad Hoc Recipients
▼ hide

Ad Hoc Recipients

Person Requests:

* Action Requested	* Person	Actions
APPROVE ▾	<input type="text"/> 🔍	<input type="button" value="add"/>

Ad Hoc Group Requests:

* Action Requested	Namespace Code	Name	Actions
APPROVE ▾	<input type="text"/>	<input type="text"/> 🔍	<input type="button" value="add"/>

Route Log
▶ show

Step #	Procedure
39.	If you need to ad hoc route the document to someone who is not in the normal routing, click on the Ad Hoc Recipients tab and populate the fields where applicable (as reviewed in the Fundamentals and/or Intro to KFS class.)



Kuali Financial System Training Guide

Future Action Requests ▼ hide				
	Action	Requested Of	Time/Date	Annotation
▶ show	PENDING APPROVE	Trainee, Train101	10:30 AM 09/16/2014	KFS-FP Reallocator 2246071
▶ show	PENDING APPROVE	Hee, Terri	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2242942
▶ show	PENDING APPROVE	Chang, Annette	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2016019
▶ show	PENDING APPROVE	Robinow, Steven	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2258722
▶ show	PENDING APPROVE	Herold, Irene	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2246071
▶ show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy
▶ show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2016019 to principal gaylesy
▶ show	PENDING APPROVE	Nakamura, Gary	10:30 AM 09/16/2014	KFS-SYS Fiscal Officer MA 2258722
▶ show	PENDING APPROVE	Wong, Chiu (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2246071 to principal cwwong

Step #	Procedure
40.	<p>The Route Log tab can be reviewed prior to and/or after the submission of the eDoc to see the workflow of the document.</p> <p>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.</p>



Kuali Financial System Training Guide

The screenshot shows a list of document sections on the left, each with a 'show' button: Document Overview, Accounting Lines, Capital Edit, General Ledger Pending Entries, Notes and Attachments (1), Ad Hoc Recipients, and Route Log. At the bottom, there are five action buttons: 'send ad hoc request', 'save', 'reload', 'approve', and 'close'. The 'save' and 'approve' buttons are circled in red, and a red dashed arrow points from the 'save' button to the 'approve' button.

Step #	Procedure
41.	If needed, click the “ save ” button record your changes and/or return to the PCDO eDoc at another time.
42.	<p>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.</p> <p>Cardholders should review and confirm that all transactions on the PCDO are valid, good/services have been received and receipts/documentation have been provided.</p> <p>Reallocators should review and confirm that all transactions on the PCDO have been charged to the correct account numbers and object codes.</p> <p>Account Supervisors should review and confirm that all transactions to their account(s) are allowable and support program objectives.</p> <p>KFS Fiscal Officers should review and confirm that all transactions to their account(s) have sufficient funds and comply with procurement policies.</p> <p>Note: Upon final approval by the KFS Fiscal Officer, the system will finalize the PCDO and update the applicable accounts accordingly.</p>



Kuali Financial System Training Guide

The screenshot shows a list of document sections, each with a 'show' button:

- Document Overview
- Accounting Lines
- Capital Edit
- General Ledger Pending Entries
- Notes and Attachments (1)
- Ad Hoc Recipients
- Route Log

At the bottom of the interface, there are several action buttons: 'send ad hoc request', 'save', 'reload', 'approve', and 'close'. The 'close' button is circled in red.

Step #	Procedure
43.	Note: The PCDO CANNOT be disapproved. If corrections are required, they should be made while the PCDO is ENROUTE . Notes may be added to indicate correction. If a correction is required after the routing, a General Error Correction (GEC) should be processed to transfer the charge to the correct Account Number and/or Object Code .
44.	Click the “ close ” button to close the document.
45.	You have successfully completed the tutorial for a Procurement Card Document . 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

Requisition ?		Backdoor Id ctaketa is in use		Doc Nbr: 900470	Status: ENROUTE
		Initiator: raegene	Created: 11:01 AM 07/16/2014		
		Requisition #: 68421	Requisition Status: Awaiting Fiscal Officer		
		expand all collapse all		* required field	
Document Overview	show				
Delivery	show				
Vendor	show				
View Related Documents	show				
View Payment History	show				
Notes and Attachments (0)	show				
Ad Hoc Recipients	show				
Route Log	show				
<input type="button" value="calculate"/> <input type="button" value="issue by PCard"/> <input type="button" value="send ad hoc request"/> <input type="button" value="save"/> <input type="button" value="reload"/> <input type="button" value="approve"/> <input type="button" value="disapprove"/> <input type="button" value="close"/> <input type="button" value="copy"/>					



Kuali Financial System Training Guide

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.

Backdoor Id ctaketa is in use

* required field

Name:

Description:

Active Indicator: Yes

5 items retrieved, displaying all items.

Return Value	Name	Description	Active Indicator
return value	Other	Other Reason	Yes
return value	Merchant Does Not Accept PCard	Merchant Does Not Accept PCard	Yes
return value	Central Office Approval Required	Restricted Purchase requiring approval beyond FA purchasing authority	Yes
return value	Commodity Not Allowed	The commodity being purchased is not allowed on the PCard	Yes
return value	Because...	Because	Yes



APPENDIX B: Capital Edit Tab

Capital Edit ▼ hide

Retrieve Asset to be Updated Use this section to retrieve information for existing assets

Asset Number:

Create New Assets Use this section to create a new asset record

Only one section should be completed

Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asset Description	<input type="text"/>				Action <input type="button" value="add"/> <input type="button" value="clear"/>

Step #	Procedure
46.	<p>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.</p> <ul style="list-style-type: none"> 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. <p>Note: AP 8.550, Capitalization, contains detailed information regarding Capital Asset definitions, thresholds, policies and procedures. (See http://www.hawaii.edu/policy.)</p> <p>Note: Controlled property items (firearms/weapons <\$5K, agency-owned property <\$5K, federally-owned property <\$5K) should NOT be entered on the Capital Edit tab.</p>



Kuali Financial System Training Guide

Capital Edit ▼ hide

Retrieve Asset to be Updated

Asset Number:

Enter Asset Number directly or click on the magnifying glass to search for and select the desired asset

Step #	Procedure																														
47.	<p>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.</p> <ul style="list-style-type: none"> 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 border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <caption>PCDO Transactions with Equipment Fabrication Object Codes</caption> <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 style="text-align: right;">15.28</td> </tr> <tr> <td>002</td> <td>10556</td> <td>145007</td> <td>Fittings</td> <td style="text-align: right;">507.88</td> </tr> <tr> <td>003</td> <td>30704</td> <td>148802</td> <td>Hoses</td> <td style="text-align: right;">1,880.20</td> </tr> <tr> <td>004</td> <td>31915</td> <td>149264</td> <td>Pump</td> <td style="text-align: right;">125.78</td> </tr> <tr> <td>005</td> <td>10556</td> <td>145007</td> <td>Tubing</td> <td style="text-align: right;">45.23</td> </tr> </tbody> </table>	Transaction Number	Asset Number	Tag Number	Description of Item	Transaction Amount	001	30704	148802	Cables	15.28	002	10556	145007	Fittings	507.88	003	30704	148802	Hoses	1,880.20	004	31915	149264	Pump	125.78	005	10556	145007	Tubing	45.23
Transaction Number	Asset Number	Tag Number	Description of Item	Transaction Amount																											
001	30704	148802	Cables	15.28																											
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004	31915	149264	Pump	125.78																											
005	10556	145007	Tubing	45.23																											



Kuali Financial System Training Guide

Create New Assets				
Asset Quantity	Asset Type	Vendor Name	Manufacturer	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asset Description	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Use this section to create a new asset record</i> </div>			Action <input type="button" value="add"/> <input type="button" value="clear"/>

Step #	Procedure																
48.	<p>When creating a new asset record, enter the following in the Create New Assets section of the Capital Edit Tab:</p> <ul style="list-style-type: none"> • Asset Quantity: Enter new asset quantity. <ul style="list-style-type: none"> • 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.	<p>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.</p> <table border="1"> <thead> <tr> <th></th> <th>Tag Number</th> <th>Serial Number</th> <th>* Campus Code</th> <th>* Building Code</th> <th>Room Number</th> <th>Sub Room</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="delete"/></td> </tr> </tbody> </table>		Tag Number	Serial Number	* Campus Code	* Building Code	Room Number	Sub Room	Action	1	<input type="text"/>	<input type="button" value="delete"/>					
	Tag Number	Serial Number	* Campus Code	* Building Code	Room Number	Sub Room	Action										
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>										



APPENDIX C: Exhibits

EXHIBIT A PROCUREMENT CARDHOLDER INQUIRY

Procurement Card Holder Inquiry expand all collapse all

Document Number:	879846
Card Cycle Amount Limit:	
Card Cycle Volume Limit:	
Cardholder Name:	PRESTI-GER
Card Holder Alternate Name:	UNIVERSITY OF HAWAII
Card Holder City Name:	HONOLULU
Card Holder Line1 Address:	UHM/CTAHR/MBBE
Card Holder Line2 Address:	1955 EAST WEST RD
Card Holder State Code:	HI
Card Holder Work Phone Number:	889568384
Card Holder Postal (ZIP) Code:	96822234899
Card Limit:	25,000.00
Card Note Text:	
Card Status Code:	
Default Chart:	MA
Default Account:	2242892
Default Sub-Account:	

EXHIBIT B PCARD CARDHOLDER PROFILE INQUIRY

PCard Cardholder Profile Inquiry expand all collapse all

Cardholder Profile ID:	11422
Cardholder Principal Name:	gernot - Presting, Gernot
Cardholder UH Number:	15851117
Cardholder PCard Name:	GERNOT G PRESTING
Address Line 1:	UHM/CTAHR/MBBE
Address Line 2:	1955 EAST WEST RD
City:	HONOLULU
State:	HI - HAWAII
Postal Code:	968222348
Phone Number:	808-956-8384
Mobile Phone Number:	
Fax Number:	808-956-3542
Email Address:	GERNOT@HAWAII.EDU
Is Cardholder a Fiscal Administrator?:	No
FD Code:	002
Active Indicator:	Yes

PCard Account Details

Reallocator Details

Reconciler Details



Kuali Financial System Training Guide

EXHIBIT C PROCUREMENT CARD TRANSACTION DETAIL INQUIRY

Procurement Card Transaction Detail Inquiry expand all collapse all

hide

Document Number:	879846
Financial Document Transaction Line Number:	3
Transaction Reference Number:	432864104000070586827
Transaction Billing Currency Code:	840
Transaction Currency Exchange Rate:	
Transaction Date:	04/14/2014
Transaction Original Currency Amount:	57.71
Transaction Original Currency Code:	840
Transaction Point Of Sale Code:	Presting_Lab
Transaction Posting Date:	04/15/2014
Transaction Purchase Identifier Description:	
Transaction Purchase Identifier Indicator:	No
Transaction Sales Tax Amount:	
Transaction Settlement Amount:	57.71
Transaction Tax Exempt Indicator:	No
Transaction Travel Authorization Code:	
Transaction Unit Contact Name:	
Transaction Cycle End Date:	
Transaction Cycle Start Date:	
Transaction Total Amount:	57.71

close

EXHIBIT D PROCUREMENT CARD TRANSACTION VENDOR INQUIRY

Procurement Card Transaction Vendor Inquiry expand all collapse all

hide

Document Number:	879846
Financial Document Transaction Line Number:	3
Vendor Name:	INTEGRATED DNA TECH
Transaction Merchant Category Code:	5199
Vendor City Name:	800-328-2661
Vendor Line1 Address:	
Vendor Line2 Address:	
Vendor Order Number:	
Vendor State Code:	IA
Vendor Postal (ZIP) Code:	52241
Visa Vendor Identifier:	

close



Kuali Financial System Training Guide

EXHIBIT E OPRPM PURCHASING CARD WEB PAGES

UNIVERSITY OF HAWAII

Office of Procurement and Real Property Management

- Home
- Exemptions to Chapter 103D, HRS
- Professional Services
- Sole Source
- IFB/RFP Public Notices
- IFB Results
- IFB/RFP Awards
- Purchasing Card
- General Provisions for Goods and Services
- Terms and Conditions Applicable to All Purchase Orders
- SPO Price/Vendor Lists

The Office of Procurement and Real Property Management is located at 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822. The portable building is physically located across the street from the Stan Sheriff Center. The office hours are 7:45 a.m. to 4:30 p.m. and phone numbers are (808) 956-8687 and (808) 956-2093 (fax).

The Office of Procurement and Real Property Management (OPRPM), located on the Manoa Campus, is responsible for the systemwide administration of policies and procedures for the acquisition of goods, services, and construction and the processing of transactions involving real property.

With respect to procurement, purchases under \$2,500 are generally made by soliciting informal quotations while purchases between \$2,500 to \$100,000 (to \$250,000 for construction), with certain exceptions, are made by soliciting quotations through the use of SuperQUOTE, an electronic on-line Request for Quotation system. Information regarding this system is available at www.commercepoint.com. Purchases may also be made through solicitations in the form of Invitations for Bids (IFB) or Requests for Proposals (RFP), except in those situations where procurement exemptions, sole source, professional services, or emergency circumstances apply. Vendors interested in responding to an IFB or RFP may pick up copies of these documents at OPRPM.

Departmental fiscal officers serving the ten campuses within the University of Hawaii system have been delegated purchasing authority not exceeding \$25,000 and may issue purchase orders and enter into contracts within their authority.

Address

1400 Lower Campus Road, Room 15
Honolulu, HI 96822
The portable building is physically located across the street from the Stan Sheriff Center.

Phone : (808) 956-8687
Fax: (808) 956-2093

Hours of Operation

Monday through Friday
7:45 a.m. to 4:30 p.m., excluding State observed holidays.

THE UNIVERSITY of HAWAII SYSTEM LIKE NO PLACE ELSE ON EARTH

Office of Procurement and Real Property Management

Home
Forms
Frequently Asked Questions
Resources
Contact Us
OPRPM Home

- Obtaining a Purchasing Card
- PCard Training
- PCard Policies & Procedures
- ▼ PCard Use Guidelines
 - * Basic Guidelines
 - * Exceptions to "Preferred Method For Small Dollar Purchases" Policy
 - * Unallowable Purchases
 - * Purchases Requiring Authorization
- Spending Limits / Merchant Limits
- MCC Codes
- Lost or Stolen PCards / Compromised PCards
- How to Dispute a PCard Transaction**
- CentreSuite
- Tax Treatment Concerns
- Cardholder ListServ Emails
- ▼ Restricted Access to DC / DCA / PCard FA
 - * PCard Procurement FAQs
 - * DC/FA ListServ Emails
 - ▶ * Polls
 - * Request to Close PCard (RESTRICTED TO DC/ DCA ONLY)

[Home > PCard Policies & Procedures >](#)

How to Dispute a PCard Transaction

[Move Quickly](#)

If an unauthorized or erroneous transaction appears on your PCard account, we must notify FHB within 60 days from the date of the first statement where the transaction appeared. Otherwise, the credit card company has no obligation to investigate or respond.

Notify your Department Coordinator or the PCard Administrator (pcard@hawaii.edu) in writing and identify the transaction(s) that must be disputed. The PCard Administrator will inform FHB and they will send you a Cardholder Dispute Form in the mail.

[Submit Cardholder Dispute Form](#)

Please fill out the Cardholder Dispute Form and return it to FHB so the dispute can be processed. Once the dispute is processed, FHB will typically issue a temporary credit for the unauthorized or erroneous transaction.

[Document/Follow Up](#)

Disputes and the final resolution of the dispute should be documented and the documentation should be retained with the Statement of Account on which the disputed charge appears or attached to the PCDO. If a credit is not issued in a timely manner, you are responsible for following up with the PCard Administrator.



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 import lines									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				8.36	bal inquiry
								Total: 8.36	

General Ledger Pending Entries hide												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36	C
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36	D
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88	C
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88	D
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18	C
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18	D
7	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	8.36	D
8	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	8.36	C
9	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	1,924.88	D
10	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	1,924.88	C
11	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	55.18	D
12	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	55.18	C

Future Action Requests hide				
	Action	Requested Of	Time/Date	Annotation
show	PENDING APPROVE	Trainee, Train199	04:00 PM 07/15/2014	KFS-FP Reallocator
show	PENDING APPROVE	Christopher, David	04:00 PM 07/15/2014	KFS-SYS Account Supervisor MA 2242892
show	PENDING APPROVE	Christopher, David	04:00 PM 07/15/2014	KFS-SYS Account Supervisor MA 2242892
show	PENDING APPROVE	Christopher, David	04:00 PM 07/15/2014	KFS-SYS Account Supervisor MA 2242892
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	04:00 PM 07/15/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	04:00 PM 07/15/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	04:00 PM 07/15/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1



Kuali Financial System Training Guide

AFTER Reallocating a charge to an account number and object code different than the default accounting:

Accounting Lines										import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:								0.00	add	
1	MA UH-Manoa	2242942 TFSF-CTAHR ADMIN:UPKEEP-EXTENSION		3105 R&M UPKEEP SUPP, MATERIALS				8.36	bal inquiry	
Total: 8.36										

General Ledger Pending Entries													hide
General Ledger Pending Entries													
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C	
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36		C
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36		D
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88		C
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88		D
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18		C
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18		D
7	2015	MA	2242942	----	3105	---	-----	PCDO	AC	EX	8.36		D
8	2015	MA	2242942	----	8100	---	-----	PCDO	AC	AS	8.36		C
9	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	1,924.88		D
10	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	1,924.88		C
11	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	55.18		D
12	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	55.18		C

Future Action Requests					hide
	Action	Requested Of	Time/Date	Annotation	
show	PENDING APPROVE	Trainee, Train199	03:32 PM 07/17/2014	KFS-FP Reallocator	
show	PENDING APPROVE	Hee, Terri	03:32 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242942	
show	PENDING APPROVE	Christopher, David	03:32 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892	
show	PENDING APPROVE	Christopher, David	03:32 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892	
show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	03:32 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy	
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	03:32 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1	
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	03:32 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1	



Kuali Financial System Training Guide

Example 2: Charges are split to multiple account numbers

BEFORE Reallocating:

Accounting Lines								Import Lines	
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:								0.00	add
1	MA	2242892		3000				1,924.88	bal inquiry
		UH-Manoa	TFSF-MBBE-RESEARCH	OPER SUPP, OTHER					
								Total: 1,924.88	

General Ledger Pending Entries												
General Ledger Pending Entries												
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36	C
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36	D
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88	C
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88	D
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18	C
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18	D
7	2015	MA	2242942	----	3105	---	-----	PCDO	AC	EX	8.36	D
8	2015	MA	2242942	----	8100	---	-----	PCDO	AC	AS	8.36	C
9	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	1,924.88	D
10	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	1,924.88	C
11	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	55.18	D
12	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	55.18	C

Future Action Requests				
	Action	Requested Of	Time/Date	Annotation
show	PENDING APPROVE	Trainee, Train199	04:02 PM 07/17/2014	KFS-FP Reallocator
show	PENDING APPROVE	Hee, Terri	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242942
show	PENDING APPROVE	Christopher, David	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892
show	PENDING APPROVE	Christopher, David	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892
show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1
show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1



Kuali Financial System Training Guide

AFTER Reallocating (i.e. splitting) the charge to multiple account numbers:

Accounting Lines										Import Lines
add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
								0.00		add
1	MA UH-Manoa	2016019 TFSF-RESEARCH PROGRAM		3200 SUPPLIES, OFFICE				924.88		delete bal inquiry
2	MA UH-Manoa	2258722 TFSF-BIOLOGY		3200 SUPPLIES, OFFICE				1,000.00		delete bal inquiry
								Total: 1,924.88		

General Ledger Pending Entries													hide
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C	
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36	C	
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36	D	
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88	C	
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88	D	
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18	C	
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18	D	
7	2015	MA	2242942	----	3105	---	-----	PCDO	AC	EX	8.36	D	
8	2015	MA	2242942	----	8100	---	-----	PCDO	AC	AS	8.36	C	
9	2015	MA	2016019	----	3200	---	-----	PCDO	AC	EX	924.88	D	
10	2015	MA	2016019	----	8100	---	-----	PCDO	AC	AS	924.88	C	
11	2015	MA	2258722	----	3200	---	-----	PCDO	AC	EX	1,000.00	D	
12	2015	MA	2258722	----	8100	---	-----	PCDO	AC	AS	1,000.00	C	
13	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	55.18	D	
14	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	55.18	C	

Future Action Requests					hide
	Action	Requested Of	Time/Date	Annotation	
▶ show	PENDING APPROVE	Trainee, Train199	03:55 PM 07/17/2014	KFS-FP Reallocator	
▶ show	PENDING APPROVE	Hee, Terri	03:55 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242942	
▶ show	PENDING APPROVE	Chang, Annette	03:55 PM 07/17/2014	KFS-SYS Account Supervisor MA 2016019	
▶ show	PENDING APPROVE	Robinow, Steven	03:55 PM 07/17/2014	KFS-SYS Account Supervisor MA 2258722	
▶ show	PENDING APPROVE	Christopher, David	03:55 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892	
▶ show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	03:55 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy	
▶ show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	03:55 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2016019 to principal gaylesy	
▶ show	PENDING APPROVE	Nakamura, Gary	03:55 PM 07/17/2014	KFS-SYS Fiscal Officer MA 2258722	
▶ show	PENDING APPROVE	Wong, Priscilla (Primary Delegate)	03:55 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1	



Kuali Financial System Training Guide

Example 3: Charges are reallocated to an expired account number BEFORE Reallocating:

Accounting Lines										import lines
add:	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
								0.00	add	
1	MA UH-Manoa	2242892 TFSF-MBBE-RESEARCH		3000 OPER SUPP, OTHER				1,924.88	bal inquiry	
								Total: 1,924.88		

General Ledger Pending Entries													hide
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C	
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36	C	
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36	D	
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88	C	
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88	D	
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18	C	
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18	D	
7	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	8.36	D	
8	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	8.36	C	
9	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	1,924.88	D	
10	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	1,924.88	C	
11	2015	MA	2242892	----	3000	---	-----	PCDO	AC	EX	55.18	D	
12	2015	MA	2242892	----	8100	---	-----	PCDO	AC	AS	55.18	C	

Future Action Requests					hide
	Action	Requested Of	Time/Date	Annotation	
▶ show	PENDING APPROVE	<u>Trainee, Train199</u>	04:02 PM 07/17/2014	KFS-FP Reallocator	
▶ show	PENDING APPROVE	<u>Hee, Terri</u>	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242942	
▶ show	PENDING APPROVE	<u>Christopher, David</u>	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892	
▶ show	PENDING APPROVE	<u>Christopher, David</u>	04:02 PM 07/17/2014	KFS-SYS Account Supervisor MA 2242892	
▶ show	PENDING APPROVE	<u>Yamashita, Gayle</u> (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy	
▶ show	PENDING APPROVE	<u>Wong, Priscilla</u> (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1	
▶ show	PENDING APPROVE	<u>Wong, Priscilla</u> (Primary Delegate)	04:02 PM 07/17/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242892 to principal pwong1	



Kuali Financial System Training Guide

AFTER Reallocating the charge to an expired account number:

Accounting Lines										Import lines
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
add:								0.00	add	
1	MA UHI-Manoa	2246071 * Account Expired Override <input checked="" type="checkbox"/> TFSS- SYSTEMS OFFICE		3200 SUPPLIES, OFFICE				55.18	bal inquiry	
								Total: 55.18		

General Ledger Pending Entries													hide
Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C	
1	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	8.36	C	
2	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	8.36	D	
3	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	1,924.88	C	
4	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	1,924.88	D	
5	2015	SW	9095990	----	9120	---	-----	PCDO	AC	LI	55.18	C	
6	2015	SW	9095990	----	8100	---	-----	PCDO	AC	AS	55.18	D	
7	2015	MA	2242942	----	3105	---	-----	PCDO	AC	EX	8.36	D	
8	2015	MA	2242942	----	8100	---	-----	PCDO	AC	AS	8.36	C	
9	2015	MA	2016019	----	3200	---	-----	PCDO	AC	EX	924.88	D	
10	2015	MA	2016019	----	8100	---	-----	PCDO	AC	AS	924.88	C	
11	2015	MA	2258722	----	3200	---	-----	PCDO	AC	EX	1,000.00	D	
12	2015	MA	2258722	----	8100	---	-----	PCDO	AC	AS	1,000.00	C	
13	2015	MA	2246071	----	3200	---	-----	PCDO	AC	EX	55.18	D	
14	2015	MA	2246071	----	8100	---	-----	PCDO	AC	AS	55.18	C	

Future Action Requests					hide
	Action	Requested Of	Time/Date	Annotation	
show	PENDING APPROVE	Trainee, Train101	10:30 AM 09/16/2014	KFS-FP Reallocator	
show	PENDING APPROVE	Hee, Terri	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2242942	
show	PENDING APPROVE	Chang, Annette	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2016019	
show	PENDING APPROVE	Robinow, Steven	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2258722	
show	PENDING APPROVE	Herold, Irene	10:30 AM 09/16/2014	KFS-SYS Account Supervisor MA 2246071	
show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2242942 to principal gaylesy	
show	PENDING APPROVE	Yamashita, Gayle (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2016019 to principal gaylesy	
show	PENDING APPROVE	Nakamura, Gary	10:30 AM 09/16/2014	KFS-SYS Fiscal Officer MA 2258722	
show	PENDING APPROVE	Wong, Chiu (Primary Delegate)	10:30 AM 09/16/2014	Delegation of: KFS-SYS Fiscal Officer MA 2246071 to principal cwong	



APPENDIX E: Examples of PCDO Error Report Messages

The following error messages will appear in the Explanation field on the PCDO and in the Error Report which is distributed to PCX:

Error Condition	Error Message
Missing FO Code	No error message; PCDO created with FO code 999
Invalid Chart Code	Chart <i>XX</i> Object Code <i>YYYY</i> is invalid; using default Object Code. Chart <i>XX</i> is invalid; using error Chart Code. Chart SW Account <i>NNNNNNN</i> is invalid; using error account.
Invalid Account Number	Chart <i>XX</i> Account <i>NNNNNNN</i> is invalid; using error account.
Missing Account Number	Chart <i>XX</i> Account null is invalid; using error account.
Invalid Object Code	Chart <i>XX</i> Object Code <i>YYYY</i> is invalid; using default Object Code.
Missing Object Code	Chart <i>XX</i> Object Code null is invalid; using default Object Code.
Expired Account	Chart <i>XX</i> Account <i>NNNNNNN</i> is invalid; using error account.



Kuali Financial System Training Guide

Notes:



Changes To Previous Training Manual

Version	Date	Section / Page	Initials	Description
3.09	07/11/2016	Step 46	lr	Updated link to approved AP 8.550
3.08	04/05/2016	Step 17, page 17	lr	Revised dispute link
3.08	04/05/2016	throughout	lr	replaced screenshots for revised link in Dispute Info field pages 12 - 17, 20, 21, 23
3.08	04/05/2016	Ex E	lr	revised screenshot of OPRPM's PCard website
3.07	03/28/2015	Step 16		Changed from On Weekdays: email OPRPM @ teraoka@hawaii.edu to On Weekdays: email the PCard Administrator @ pcard@hawaii.edu (cc your Department Card Coordinator)
3.07	03/28/2015	Page 5	tv, lr	RESOURCES: Replaced Training Section
3.06	11/04/2015	Step 35	lr	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.
3.05	08/18/2015	throughout	lr	Replaced screenshots for expired account
3.05	08/13/2015	Resources	lr	Placement before Objectives
3.05	08/13/2015	Page 4 5,6	lr	Updated link to OPRPM PCard website, APs and Process documents
3.05	08/13/2015	Exhibit E	lr	Added screenshot of OPRPM's new PCard website