



**Kuali Financial System  
Process Documentation – KFS Procurement Card Document  
Reports**

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**UNIVERSITY OF HAWAI'I**

# **KFS Procurement Card Document Reports**

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## OVERVIEW

KFS has been designed to generate monthly reports to assist FOs in identifying any error transactions detected during the upload to PCDO (Error Report) and to reconcile their Cardholder's PCDO eDocs against the monthly credit card statement (Reconciliation Report).

Central Offices will receive consolidated Error and Reconciliation Reports, plus a Summary Report recapping total transaction counts and total dollar amounts after the upload.

Error and Reconciliation Reports will be formatted as csv files to enable further refinement of the data fields, as needed. The Central Office Summary Report will be formatted as a pdf file.

FAs and Central Offices may retrieve these reports from their PageCenterX mailboxes.

Below is a list of PCDO Report types, distribution group, brief description, when the report is generated and any applicable comments.

Report Name	Distributed To	Description	Date Generated	Comments
<p>1. <b>Error Report</b> See Exhibit A</p>	<p>Applicable FA's; consolidated report to OPRPM and GALC (ACCTG)</p>	<p>Lists transactions which contained errors upon upload to KFS.</p>	<p>Generated the day after the end of the billing cycle (e.g., billing cycle = 8/15/14 to 9/14/14; Error Report will be generated on 9/15/14).</p>	<p>Examples of error messages include:</p> <ul style="list-style-type: none"> <li>• <i>Invalid Credit Card Number NNNN; could not create PCDO.</i></li> <li>• <i>Chart XX is invalid; using default Chart Code (SW).</i></li> <li>• <i>Chart XX, Account NNNNNNN is invalid; using error account (9095990).</i></li> <li>• <i>Chart XX, Object Code YYYY is invalid, using default Object Code (8600).</i></li> <li>• <i>Chart XX, Account null is invalid; using error account (9095990).</i></li> </ul>
<p>2. <b>Summary Report</b> See Exhibit B</p>	<p>OPRPM and GALC</p>	<p>Recap of:</p> <ol style="list-style-type: none"> <li>a. Total Count of transactions from Bank.</li> <li>b. Total Count of PCDO eDocs Generated.</li> <li>c. Total Dollar Amount on eDocs.</li> <li>d. Total Dollar Amount of Feed.</li> <li>e. FO Codes with Errors in Transactions.</li> <li>f. FO Codes with Unsuccessful Feeds.</li> </ol>	<p>Generated the day after the end of the billing cycle (e.g., billing cycle = 8/15/14 to 9/14/14; Summary Report will be generated on 9/15/14).</p>	

Report Name	Distributed To	Description	Date Generated	Comments
<p>3. <b>Reconciliation Report</b> See Exhibit C</p>	<p>Applicable FAs, OPRPM and GALC</p>	<p>All eDocs generated for the FO code for the billing cycle. Report will include:</p> <ul style="list-style-type: none"> <li>a. FO Code</li> <li>b. Line #,</li> <li>c. PCDO eDoc #</li> <li>d. PCDO Created Date</li> <li>e. CH Last Name</li> <li>f. CH First Name</li> <li>g. # of Trans per eDoc</li> <li>h. Total \$ Amount per eDoc</li> <li>i. No Receipt?</li> <li>j. Disputed?</li> <li>k. Status (R=Enroute, F=Final)</li> </ul>	<p>14<sup>th</sup> of the month following the billing cycle (e.g., billing cycle = 8/15/14 to 9/14/14; Reconciliation Report will be generated on 10/14/14).</p>	

## Exhibit A - Error Report

### FO 001 Error Report

Date	PCDO eDoc#	Bank Transaction ID	FO Code	Vendor Name	Chart Code	Account Number	Object Code	Amount	Cardholder Last Name	Cardholder First Name	Error
4/28/2014	883385	#449264119200399400299	1	UH PARKING OFFICE WEB	MO	2214532	4450	\$45.00	Masaki Tashima	Sheryl	Chart MO Object Code 4450 is invalid; using default Object Code. Chart MO is invalid; using error Chart Code. Chart SW Account 2214532 is invalid; using error account.

### OPRPM/GALC Consolidated Error Report

Date	PCDO eDoc#	Bank Transaction ID	FO Code	Vendor Name	Chart Code	Account Number	Object Code	Amount	Cardholder Last Name	Cardholder First Name	Error
4/28/2014	883385	#449264119200399400299	1	UH PARKING OFFICE WEB	MO	2214532	4450	\$45.00	Masaki Tash	Sheryl	Chart MO Object Code 4450 is invalid; using default Object Code. Chart MO is invalid; using error Chart Code. Chart SW Account 2214532 is invalid; using error account.
4/28/2014	883321	#449264119200399400489	2	UH PARKING OFFICE WEB	MA	2242982	300	\$5.00	Fujimoto	Sharleen	Chart MA Object Code 300 is invalid; using default Object Code.
4/25/2014		#505934118170008510076	2	E-Z CORNERS	MA	2243132	3000	\$2,432.00	UYEDA	JENS	Invalid Credit Card Number 5892; could not create PCDO.
4/25/2014		#505934118170003410108	4	CITY MILL COMPANY #5	MA	2262442	3000	\$14.20	KYONO	SHAW	Invalid Credit Card Number 0414; could not create PCDO.
4/29/2014		#432864119000787732592	17	AMAZON MKTPLACE PMTS	MA	2230562	3400	\$33.99	EDWARD	KYL	Invalid Credit Card Number 7476; could not create PCDO.
4/29/2014		#432864119000797953337	18	Amazon.com	MA	2255022	3020	\$8.95	LEE	WINONA	Invalid Credit Card Number 9861; could not create PCDO.
4/28/2014		#429504118849729078334	26	PAYPAL LINDA	MA	2226342	3400	\$184.00	ILL	STEVEN	Invalid Credit Card Number 6932; could not create PCDO.
4/28/2014		#460294119200252700018	27	CDN SYSTEMS LLP	MA	2301023	3015	\$2,265.00	CAO	SHUGEN	Invalid Credit Card Number 5638; could not create PCDO.
4/28/2014		#429504118849747368105	27	PAYPAL DNARESOURCE	MA	2301052	3015	\$75.00	ROSSER	CHA	Invalid Credit Card Number 5025; could not create PCDO.
4/28/2014	883374	#449264119200399400430	37	UH PARKING OFFICE WEB	MA	3382892	3200	\$5.00	Case	Stephen	Chart MA Account 3382892 is invalid; using error account.
4/28/2014	883339	#432864118000646273961	38	INVITROGEN 25420041	MA	6654608	3015	\$30.00	Gates	Ruth	Chart MA Account 6654608 is invalid; using error account.
4/25/2014		#505934118170007900047	44	HAWAII PACIFIC PHOTO	MA	2271832	7225	\$65.95	FEENEY	PAU	Invalid Credit Card Number 5454; could not create PCDO.
4/27/2014		#449264118259000055026	56	KTA SUPER STORES 02	HI	2289172	3400	\$46.82	BARNET	LEE	Invalid Credit Card Number 7683; could not create PCDO.
4/28/2014		#432864118000540825734	56	AMAZON MKTPLACE PMTS	HI	3326132	3200	\$179.72	BUGADO	LAI	Invalid Credit Card Number 6842; could not create PCDO.
4/28/2014		#432864118000541709994	56	Amazon.com	HI	3326132	3200	\$146.20	BUGADO	LAI	Invalid Credit Card Number 6842; could not create PCDO.
4/28/2014		#456674119495900117097	56	DEEP SOUTH DIVERS	HI	3333873	3400	\$1,400.00	HAMILT	ROB	Invalid Credit Card Number 9879; could not create PCDO.
4/28/2014	883356	#449264119200599200036	56	UH HILO BOOKSTORE	HI		3200	\$79.95	Shirachi	Susan	Chart HI Account null is invalid; using error account.

**Exhibit B - OPRPM/GALC Summary Report**

Procurement Card Document Summary Report

Run Date: 07/07/2014

Total Count of Transactions from Bank	199
Total Count of PCDO eDocs Generated	141
Total Dollar Amount on eDocs	49525.75
Total Dollar Amount of Feed	56452.54
FO Codes with Errors in Transactions	002,017,090,056,038,026,037,001,027,132,004,058,044,018
FO Codes with Unsuccessful Feeds	017,090,056,026,002,027,004,044,018

## Exhibit C – Reconciliation Report

### FO 001 Reconciliation Report

# KFS PCDO Reconciliation Report

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07/21/2014

Fiscal Officer Code : 001

Line #	PCDO eDoc #	PCDO Created Date	Cardholder Last Name	Cardholder First Name	# of Transactions (Charges) per eDoc	Total \$ Amount per PCDO eDoc	NO RECEIPT X = GOODS/SERVICES RECEIVED was unchecked on PCDO transaction(s)	DISPUTED X = DISPUTED WITH BANK was checked on PCDO transaction(s)	Status
1	884599	07-16-2014	Masaki Tashima	Sheryl	1	\$ 50.00	X		R
2	884846	07-16-2014	Mezurashi	Elaine	4	\$ 445.80			R
3	884901	07-16-2014	Kubo	Chloe	6	\$ 1,419.80	X	X	F
4	885195	07-16-2014	Shannon	Myra	17	\$ 5,870.90		X	F
5	885283	07-16-2014	Cagaoan	Emma	2	\$ 26.41	X		F

OPRPM/GALC Consolidated Reconciliation Report

## KFS PCDO Reconciliation Report

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07/21/2014

Fiscal Officer Code : 001

Line #	PCDO eDoc #	PCDO Created Date	Cardholder Last Name	Cardholder First Name	# of Transactions (Charges) per eDoc	Total \$ Amount per PCDO eDoc	NO RECEIPT X = GOODS/SERVICES RECEIVED was unchecked on PCDO transaction(s)	DISPUTED X = DISPUTED WITH BANK was checked on PCDO transaction(s)	Status
1	884599	07-16-2014	Masaki Tashima	Sheryl	1	\$ 50.00	X		R
2	884846	07-16-2014	Mezurashi	Elaine	4	\$ 445.80			R
3	884901	07-16-2014	Kubo	Chloe	6	\$ 1,419.80	X	X	F
4	885195	07-16-2014	Shannon	Myra	17	\$ 5,870.90		X	F
5	885283	07-16-2014	Cagaoan	Emma	2	\$ 26.41	X		F



OPRPM/GALC Consolidated Reconciliation Report (Cont'd)

**KFS PCDO Reconciliation Report**

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Fiscal Officer Code : 002

Line #	PCDO eDoc #	PCDO Created Date	Cardholder Last Name	Cardholder First Name	# of Transactions (Charges) per eDoc	Total \$ Amount per PCDO eDoc	NO RECEIPT X = GOODS/SERVICES RECEIVED was unchecked on PCDO transaction(s)	DISPUTED X = DISPUTED WITH BANK was checked on PCDO transaction(s)	Status
1	884551	07-16-2014	Takahashi	Susan	15	\$ 2,492.07	X		R
2	884553	07-16-2014	Fujimoto	Sharleen	7	\$ 1,046.75	X		R
3	884561	07-16-2014	Sewake	Kelvin	2	\$ 194.65	X		R
4	884566	07-16-2014	Habte	Mitiku	3	\$ 342.04	X		R
5	884568	07-16-2014	Wright	Mark	7	\$ 4,590.06	X		R
6	884576	07-16-2014	De Silva	Asoka	5	\$ 3,298.13	X		R
7	884585	07-16-2014	Yuan	Sarah	3	\$ 1,416.83	X		R
8	884592	07-16-2014	Bittenbender	Harry	4	\$ 213.20	X		R
9	884596	07-16-2014	Fergerstrom	Marla	4	\$ 1,358.90	X		R
10	884600	07-16-2014	Miyashiro	Lauren	6	\$ 1,912.75	X		R
11	884603	07-16-2014	Ogoshi	Richard	3	\$ 167.64	X		R
12	884604	07-16-2014	Banna	Jinan	14	\$ 2,280.84	X		R
13	884613	07-16-2014	Zee	Julia	1	\$ 20.00	X		R
14	884614	07-16-2014	Tamaru	Clyde	1	\$ 44.22	X		R
15	884616	07-16-2014	Pang	Beverly	2	\$ 986.73	X		R
16	884618	07-16-2014	Hamasaki	Randall	3	\$ 97.95	X		R
17	884619	07-16-2014	Cabral	Susan	1	\$ 9.37	X		R
18	884626	07-16-2014	Defrank	Joseph	5	\$ 479.65	X		R