UNIVERSITY OF HAWAI‘I

SEARCHING FOR KFS PROCUREMENT CARD DOCUMENTS

Fiscal Services Office
July 2021
Searching for Procurement Card Documents (PCDO)

As of June 16, 2021 PCard Transactions are allocated in the new Concur system and NOT on a KFS PCDO. Allocations and approvals are done on the new Concur PCDO, and after it is fully approved, the General Ledger (GL) Entries for those PCard Transactions are fed to KFS. The Concur PCDO cannot be accessed in KFS; only the related GL Entries can be searched for using the General Ledger Entry Lookup. For more information on Searching for Concur PCard Transaction GL Entries, please refer to this guide.

The KFS PCDO eDocs from June 15, 2021 and prior may still be searched for and accessed in KFS using the Document Search. The instructions below are to search for KFS PCDO eDocs and will NOT include Concur PCDOs or any transactions or GLEs from the Concur PCDOs.

Main Menu tab → Custom Document Searches → Financial Processing → Procurement Card Documents
Document Search Screen

Specify as many or as few fields as you wish to narrow your search. Remember, entering minimal criteria will expand the search to produce all values which fit the criteria, while entering more criteria can help to narrow the search.

- **Document Type** – When clicking on PCDO from Custom Document Searches menu, the system auto populates this field; if searching via the Document Search on the Main Menu, enter “PCDO”.
- **Initiator** – Since KFS generates the PCDO, the Initiator will be always be kfssys (it will not narrow down your results to search by this field).
- **Document ID** – Enter the PCDO eDoc number, if known. If the eDoc number is used, no other search criteria needs to be entered.
- **Dated Created From and To** – Use these fields to find documents within a date range. Specify the date as MM/DD/YYYY or select a date from the calendar icon. PCDOs are generated in KFS the next business day after the end of the billing cycle (i.e. 15th).
  - NOTE: PCDOs with errors may have been loaded on subsequent days. If searching for all PCDOs from a specific billing cycle, suggest using a date range. For example if looking for 06/15/21 PCDOs, you could specify Date Create From: 06/15/21 and Date Created To: 07/14/21.
- **Document Description** – This field is autopopulated on the PCDO eDoc when the bank file is uploaded to KFS. The default is based on (3-digit FO Code)-(6 character Cardholder Last Name)-(3 character Cardholder First Name)-(Last 4 digits of Credit Card #). Example: 023-MIZUGU-SHE-3130.
  - The description can be changed on the PCDO, but the recommendation was for the default data to be preserved and changes to be added at the end of the default.
  - Searches using the Document Description field can be made by entering a text string and the wildcard ‘*’, e.g., *tanaka* or 002*. See the “Searching by Document Description” section below for examples of searching by parts of the Document Description.
- **Organization Document Number** – Departmental business offices and/or central offices may create internal reference numbers which may be entered here to conduct searches.
• **Cardholder Principal Name** – Enter the Cardholder’s UH username.
• **Chart Code** – Use the drop down menu or search with the lookup tool to select the desired Chart Code.
• **Organization Code** – Enter the Organization Code or use the lookup tool to search for and select the desired Organization Code.
• **Account Number** – Enter the Account Number or use the lookup tool to search for and select the desired Account Number.
• **Ledger Document Type** – The Ledger Document Type for PCDO documents is ‘PCDO’.
• **Total Amount** – Enter the Total Amount of the PCDO if known, or use < or > to look up PCDOs within a dollar range.
• **Search Result Type** – Use this criteria to search by Document Specific Data or by Workflow Data (shows Date Created and has a link to the document route log).
• **Name this search (optional)** – Name your search to retrieve and use the same search again.
• Click the 'search' button to submit your query.
• Click the 'clear' button to clear your search criteria.
• Click the 'cancel' button to cancel the search.

**Searching by Document Description**

Use this field to search for PCDOs based on data in the PCDO’s Document Overview Description field. Since the Cardholder Principal Name can be identified if the Cardholder name is known, the Cardholder Principal Name field can be used to search by Cardholder. The most common use for searching by the Document Description field, would be to search for PCDOs by FO Code or the last 4-digits of the credit card number.

**Example 1** – Search for PCDOs for a specific credit card number. In this example, search by Document Description = “*3130*”. Recommend using the wildcard (*) before and after the last 4-digits of the credit card number, since Document Descriptions could be appended manually.
Example 2 – Search for PCDOs with a specific FO Code. Recommend using other search parameters to narrow down your results. In this example, search by Document Description = “023*” and Total Amount = “<100.00”, to see all PCDOs for FO Code 023 with a Total Amount less than $100.00.
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