



UNIVERSITY OF HAWAII

Searching for Concur PCDO General Ledger Entries in KFS

Fiscal Services Office

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As of June 16, 2021 PCard Transactions feed to the new SAP Concur system, and allocations and approvals are done in Concur and NOT on a KFS PCDO. After a Concur PCDO is fully approved, the General Ledger (GL) Entries for those PCard Transactions are fed to KFS the following day. 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 and training on the new Concur PCDO process, please refer to the Office of Procurement Management (OPM) website at <https://pcard.intranet.hawaii.edu>.

The instructions below are to assist users with searching for Concur PCDO GL Entries in KFS only. NOTE: The KFS PCDO eDocs from June 15, 2021 and prior may still be searched for and accessed in KFS using the Document Search. Please refer to the [Searching for KFS PCDOs Guide](#). This search is best used when looking for Concur PCDO transactions that meet specific criteria and if one or more criteria are known (e.g. all transactions for a known PCDO document number or all transactions that posted to a specific Chart-Account during a known Fiscal Period).

If a wider range of GL Entries is desired, a new Global Ad Hoc View – “Concur PCard Transaction Listing”, is available in JasperReports Server (JRS). It is located in the GL folder and JRS users may modify the Ad Hoc View and save department specific versions to their FO Folder. This Ad Hoc View includes the fields that are displayed in the KFS GLE Lookup. The Transaction Date in KFS reflects the Credit Card Posted Date. The “Concur PCard Transaction Listing” in JRS also includes the Post Date field, which is the date the GL entries were posted to KFS.

General Ledger Entry Lookup

The General Ledger Entry Lookup displays the individual transactions that make up the balance in an account or in a specific document.

Main Menu tab → Balance Inquiries → General Ledger Entry

The screenshot shows the Kualifinancial systems interface. At the top left is the logo "kuali financial systems" with "t s t 6" next to it. A green arrow points to the "Main Menu" tab. To the right are "Maintenance" and "Administration" tabs. In the top right corner, there is a "Help Resources" link and the version "6.0.1.0.1-SNAPSHOT (Oracle9i)". Below the navigation bar, there is a yellow bar with "action list" and "doc search" buttons, and a "Logged in User: smizuguc" indicator with "Login" and "Logout" buttons. The main content area has a "Message Of The Day" section with the text "TEST6 19c (PRD6, 11/30/2020)". Below this are three columns of menu items: "Transactions" (with sub-section "Accounts Receivable" listing items like "Cash Control", "Contracts & Grants Collection Activity", etc.), "Custom Document Searches" (with sub-section "Financial Transactions" listing items like "Cash Controls", "Contracts & Grants Invoices", etc.), and "Balance Inquiries" (with sub-section "General Ledger" listing items like "Available Balances", "Balances by Consolidation", etc.). A green arrow points to the "Balance Inquiries" tab, and another green arrow points to the "General Ledger" sub-section. The "General Ledger Entry" item is highlighted with a red box.

Although there are no required fields indicated for the lookup criteria, you must minimally enter either of the following for a successful search:

- Fiscal Year, chart code, account number and fiscal period.
- Fiscal Year and document number.

General Ledger Entry Lookup ?	
Fiscal Year: <input type="text" value="2021"/>	Document Type: <input type="text"/>
Chart Code: <input type="text"/>	Origin Code: <input type="text"/>
Account Number: <input type="text"/>	Document Number: <input type="text"/>
Sub-Account Number: <input type="text"/>	Organization Document Number: <input type="text"/>
Object Code: <input type="text"/>	Project Code: <input type="text"/>
Sub-Object Code: <input type="text"/>	Organization Reference Id: <input type="text"/>
Balance Type Code: <input type="text" value="AC"/>	Reference Document Type Code: <input type="text"/>
Object Type Code: <input type="text"/>	Reference Origin Code: <input type="text"/>
Fiscal Period: <input type="text" value="12"/>	Reference Document Number: <input type="text"/>
Pending Entry Approved Indicator: <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View: <input checked="" type="radio"/> Include <input type="radio"/> Exclude
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

NOTE: Criteria provided below are to assist specifically with searching for GL Entries for the Concur PCDO. **Refer to the [General Ledger Balance Inquiries User Guide: General Ledger Entry](#) section for more information on each field and using the General Ledger Entry Lookup.**

Lookup Criteria

- **Fiscal Year – (Required)** Enter or select the Fiscal Year from the Fiscal Year lookup. Defaults to the current Fiscal Year.
- **Chart Code – (Optional/Required)** Enter or select the Chart code from the Chart Code lookup.
 - If chart code is required, wildcard symbol percent (%) maybe entered to return all chart codes. NOTE: wildcard symbol asterisk (*) is not allowed for this field.
- **Account Number – (Optional/Required)** Enter the account number or search for it from the Account lookup.
 - If account number is required, wild card symbols asterisk (*) or percent (%) maybe entered to return all account numbers.
- **Sub-Account Number – (Optional)** Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object Code – (Optional)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object Code – (Optional)** Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Balance Type Code – (Optional)** Defaults to Balance Type AC (Actuals). Concur PCDO transactions will have Balance Type Code=AC.
- **Object Type Code – (Optional)** Enter the object type code or search for it from the Object Type lookup. The main Object Type Codes for PCDO transactions will be EX (Expense Expenditure), and EE (Expenditure Not Expense) for Capital Asset transactions. Other Object Type Codes for the offset entries include IC (Income Not Cash), AS (Asset) and LI (Liability).
- **Fiscal Period – (Optional/Required)** Enter the fiscal period or search for it from the Accounting Period lookup.
 - If fiscal period is required, wildcard symbols asterisk (*) or percent (%) maybe entered to return all fiscal periods.
- **Pending Entry Approved Indicator – (Required)** Defaults to 'No'. Since the Concur PCDO document is not created/approved in KFS, there should not be any pending entries.
- **Document Type – (Optional/Required)** This field is optional, but for only PCDO GL Entries to be returned, Document Type=PCDO must be entered, or search for it and select from the Document Type lookup.
- **Origin Code – (Optional/Required)** This field is optional, but for only Concur PCDO GL entries to be returned, Origin Code=PC must be entered.
 - The Origin Code for Concur PCDO GL Entries is 'PC'. For KFS PCDO GL Entries it is '01'.

- **Document Number – (Optional/Required)** Enter the document number of the PCDO, if known.
 - When searching by Document Number, only Document Number and Fiscal Year are required.
 - If the desired results are ALL transactions for specific document number (PCDO), entering additional search criteria may result in some transactions being excluded.
 - NOTE: The Document Number in KFS, is the Report Key of the PCDO (Expense Report) in Concur.
- **Organization Document Number – (Optional)** Enter the organization document number of the transaction.
- **Project Code – (Optional)** Not used on Concur PCDOs.
- **Organization Reference Id – (Optional)** Enter the organization reference Id (Org Ref Id) of the transaction.
 - If the Concur transaction entry was allocated, this is the Org Ref Id of the allocation. If the Concur transaction did not have allocations or the allocation Org Ref Id was blank, then this is the Org Ref Id of the Concur transaction entry.
- **Reference Document Type Code – (Optional)** For Concur PCDOs Reference Document Type Code=PCDO, same as Document Type.
 - For KFS PCDOs, this field is blank/not used.
- **Reference Origin Code – (Optional)** For Concur PCDOs Reference Origin Code=PC, same as Origin Code.
 - For KFS PCDOs, this field is blank/not used.
- **Reference Document Number – (Optional)** Enter the reference document number of the transaction. For Concur PCDOs, the Reference Document Number is auto-populated as (4 character Cardholder Last Name)-(Last 4 digits of Credit Card #) and cannot be changed. Example as seen in screenshot below: Tsuh-1286.
 - Searches using the Reference Document Number field can be made by entering a text string and the wildcard symbol percent (%). NOTE: wildcard symbol asterisk (*) is not allowed for this field.
 - For example, entering 'TSUH%' will return transactions for Cardholder's with a last name that begins with 'TSUH'.
 - And entering '%1286' will return transactions where the last 4-digits of the credit card number is '1286'.
- **Debit/Credit View – (Required)** Defaults to 'Include'.
 - **Include** – Debit or credit code is displayed in the Debit Credit Code column. All transaction ledger entry amounts are displayed as positive values.
 - **Exclude** – Debit Credit Code column is not displayed and amounts are reflected as positive or negative values to indicate increase or decrease in the normal balance.

Refer to the [General Ledger Balance Inquiries User Guide](#): General Ledger Entry section for more information on using the General Ledger Entry Lookup.

Search Results

General Ledger Entry Lookup ?	
Fiscal Year: <input type="text" value="2021"/>	Document Type: <input type="text" value="PCDO"/>
Chart Code: <input type="text" value="CC"/>	Origin Code: <input type="text" value="PC"/>
Account Number: <input style="width: 100px;" type="text" value="%"/>	Document Number: <input type="text"/>
Sub-Account Number: <input type="text"/>	Organization Document Number: <input type="text"/>
Object Code: <input type="text"/>	Project Code: <input type="text"/>
Sub-Object Code: <input type="text"/>	Organization Reference Id: <input type="text"/>
Balance Type Code: <input type="text" value="AC"/>	Reference Document Type Code: <input type="text"/>
Object Type Code: <input type="text"/>	Reference Origin Code: <input type="text"/>
Fiscal Period: <input type="text" value="11"/>	Reference Document Number: <input type="text" value="TSUH%"/>
Pending Entry Approved Indicator: <input checked="" type="radio"/> No <input type="radio"/> Approved <input type="radio"/> All	Debit/Credit View: <input checked="" type="radio"/> Include <input type="radio"/> Exclude
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

The Concur transactions accounting information and appropriate offset entries are displayed based on the lookup criteria entered. In the above screenshot, the following search criteria were used:

- Fiscal Year=2021
- Chart=CC
- Account Number=% (% wildcard indicates all account numbers should be returned)
- Balance Type Code=AC (default, did not change)
- Fiscal Period=11
- Pending Entry Approved Indicator=No (default, did not change)
- Document Type=PCDO
- Origin Code=PC
- Reference Document Number=TSUH% (Cardholder Last Name starts with 'TSUH')
- Debit/Credit View=Include (default, did not change)

32 items retrieved, displaying all items.

<u>Fiscal Year</u>	<u>Chart Code</u>	<u>Account Number</u>	<u>Sub-Account Number</u>	<u>Object Code</u>	<u>Sub-Object Code</u>	<u>Balance Type Code</u>	<u>Object Type Code</u>	<u>Fiscal Period</u>	<u>Document Type</u>	<u>Origin Code</u>	<u>Document Number</u>	<u>Transaction Ledger Entry Description</u>	<u>Tran. Le. An.</u>
2021	CC	2214872	-----	3200	---	AC	EX	11	PCDO	PC	196	034;CROWN AIR;supplies test	
2021	CC	2214872	-----	3200	---	AC	EX	11	PCDO	PC	196	034;Automobile Parking L;Lance	
2021	CC	2214872	-----	3200	---	AC	EX	11	PCDO	PC	196	034;CROWN AIR;supplies test	
2021	CC	2214872	-----	3200	---	AC	EX	11	PCDO	PC	196	034;Automobile Parking L;Lance	
2021	CC	2214872	-----	3507	---	AC	EX	11	PCDO	PC	194	034;Fax services;Adobe subscripiton	
2021	CC	2214872	-----	3507	---	AC	EX	11	PCDO	PC	194	034;Fax services;Adobe subscripiton	
2021	CC	2214872	-----	3507	---	AC	EX	11	PCDO	PC	196	034;CROWN AIR;supplies test	
2021	CC	2214872	-----	3507	---	AC	EX	11	PCDO	PC	196	034;CROWN AIR;supplies test	
2021	CC	2214872	-----	3700	---	AC	EX	11	PCDO	PC	194	034;Postal Services ? Go;Postage to mail	

<u>Transaction Ledger Entry Amount</u>	<u>Debit Credit Code</u>	<u>Transaction Date</u>	<u>Organization Document Number</u>	<u>Project Code</u>	<u>Organization Reference Id</u>	<u>Reference Document Type Code</u>	<u>Reference Origin Code</u>	<u>Reference Document Number</u>	<u>Pending Entry Approval Indicator</u>
100.00	D	02/18/2021	PCDO6	-----		PCDO	PC	Tsuh-1286	
13.00	D	02/17/2021		-----	1	PCDO	PC	Tsuh-1286	
100.00	D	02/18/2021	PCDO6	-----		PCDO	PC	Tsuh-1286	
13.00	D	02/17/2021		-----	1	PCDO	PC	Tsuh-1286	
107.64	D	02/13/2021	PCDO2	-----		PCDO	PC	Tsuh-1286	
107.64	D	02/13/2021	PCDO2	-----		PCDO	PC	Tsuh-1286	
100.00	D	02/18/2021	PCDO6	-----		PCDO	PC	Tsuh-1286	
100.00	D	02/18/2021	PCDO6	-----		PCDO	PC	Tsuh-1286	
85.60	D	02/12/2021	PCDO3	-----		PCDO	PC	Tsuh-1286	

Most of the results are self-explanatory, but there are two fields displayed in the results that are not available as Lookup Criteria:

- **Transaction Ledger Entry Description** – Displays the 3-digit FO Code, Vendor Name (up to 20 characters) and Description from Concur (remaining characters), or system generated descriptions (e.g. Generated Offset).
 - If the Concur transaction entry was allocated, this is the Description of the allocation. If the Concur transaction did not have allocations or the allocation Description was blank, then this is the Description of the Concur transaction entry.
- **Transaction Date** – Displays the credit card posted date. NOTE: Transaction lines for the same PCDO Document Number can have different transaction dates.
 - To filter by transactions that posted to KFS on a particular date/date range, use the JRS Global Ad Hoc View – “Concur PCard Transaction Listing”.