



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

The screenshot displays the Kuali financial systems web interface. At the top left is the Kuali logo with 'financial systems' and a version number '6'. A green arrow points to the 'Main Menu' tab. Other tabs include 'Maintenance' and 'Administration'. The top right shows 'Help Resources' and the version '6.0.1.0.1-SNAPSHOT (Oracle9i)'. Below the navigation bar, there are buttons for 'action list' and 'doc search', and a status bar indicating 'Logged in User: smizuguc' with 'Login' and 'Logout' buttons. The main content area is divided into three columns: 'Transactions', 'Custom Document Searches', and 'Balance Inquiries'. The 'Custom Document Searches' column is highlighted with a green arrow, and the 'Procurement Card Documents' link under the 'Financial Processing' sub-section is highlighted with a red box. The 'Transactions' column has a green arrow pointing to the 'Custom Document Searches' header. The 'Balance Inquiries' column lists various ledger and distribution options. At the bottom, there is a 'Reports' section with 'Accounts Receivable' reports.

Kuali financial systems 6.0.1.0.1-SNAPSHOT (Oracle9i)

Main Menu Maintenance Administration

action list doc search Logged in User: smizuguc Login Logout

Message Of The Day
TEST6 19c (PRD6, 11/30/2020)

Transactions

- Accounts Receivable**
 - Cash Control
 - Contracts & Grants Collection Activity
 - Contracts & Grants Invoice
 - Contracts & Grants LOC Review
 - Customer Credit Memo
 - Customer Invoice
 - Customer Invoice Writeoff
 - Customer Invoice Writeoff Lookup
 - Final Billed Indicator
 - Payment Application
- Financial Processing**
 - Advance Deposit
 - Budget Adjustment
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Internal Billing
 - Intra-Account Adjustment
 - Pre-Encumbrance
 - Single Sided Budget Adjustment
 - Transfer of Funds

Custom Document Searches

- Financial Transactions**
- Accounts Receivable**
 - Cash Controls
 - Contracts & Grants Invoices
 - Customer Credit Memos
 - Customer Invoices
 - Customer Invoice Writeoffs
 - Payment Applications
- Capital Asset Management**
 - Asset Maintenance
- Effort Certification**
 - Effort Certification
- Financial Processing**
 - Disbursement Vouchers
 - Procurement Card Documents**
- Purchasing/Accounts Payable**
 - Payment Requests
 - Purchase Orders
 - Requisitions
 - Vendor Credit Memos

Balance Inquiries

- General Ledger**
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - Current Account Balances
 - General Ledger Balance
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
- Interest Distribution**
 - Daily Cash Balances
- Labor Distribution**
 - Account Status (Current Funds)
 - Labor Ledger View
 - Labor Ledger/HR View-Effort Reporting
 - Labor Ledger Pending Entry
 - Labor Ledger Posted Entry

Reports

- Accounts Receivable**
 - Billing Statement
 - Collection Activity Report

Document Search Screen

Document Search ?

* required field

Document Type:	<input type="text" value="PCDO"/> 🔍
Initiator:	<input type="text"/> 🔍
Document Id:	<input type="text"/>
Date Created From:	<input type="text"/> 📅
Date Created To:	<input type="text"/> 📅
Document Description:	<input type="text"/>
Organization Document Number:	<input type="text"/>
Cardholder Principal Name:	<input type="text"/>
Chart Code:	<input type="text"/> 🔍
Organization Code:	<input type="text"/> 🔍
Account Number:	<input type="text"/> 🔍
Ledger Document Type:	<input type="text"/> 🔍
Total Amount:	<input type="text"/>
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	<input type="text"/>

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 know, 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.

Document Search

detailed search superuser search clear saved searches

Searches

* required field

Document Type:	PCDO
Initiator:	
Document Id:	
Date Created From:	
Date Created To:	
Document Description:	*3130*
Organization Document Number:	
Cardholder Principal Name:	
Chart Code:	
Organization Code:	
Account Number:	
Ledger Document Type:	
Total Amount:	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	

search clear cancel

34 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Cardholder Principal Name	Ledger Document Type	Total Amount	Route Log
2869847	FINAL	023-MIZUGU-SHE 3130		smizuguc	PCDO	964.00	
2744163	FINAL	023-MIZUGU-SHE 3130		smizuguc	PCDO	410.00	
2622152	FINAL	023-MIZUGU-SHE 3130		smizuguc	PCDO	2,672.27	
2488684	FINAL	023-MIZUGU-SHE 3130		smizuguc	PCDO	1,275.04	
2457703	FINAL	023-MIZUGU-SHE 3130		smizuguc	PCDO	2,329.00	

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.

Document Search ?

[detailed search](#) [superuser search](#) [clear saved searches](#)

Searches required field

Document Type:	<input type="text" value="PCDO"/>
Initiator:	<input type="text"/>
Document Id:	<input type="text"/>
Date Created From:	<input type="text"/>
Date Created To:	<input type="text"/>
Document Description:	<input type="text" value="023*"/>
Organization Document Number:	<input type="text"/>
Cardholder Principal Name:	<input type="text"/>
Chart Code:	<input type="text"/>
Organization Code:	<input type="text"/>
Account Number:	<input type="text"/>
Ledger Document Type:	<input type="text"/>
Total Amount:	<input type="text" value="<100.00"/>
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data
Name this search (optional):	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

48 items retrieved, displaying all items.

Document Id	Status	Document Description	Organization Document Number	Cardholder Principal Name	Ledger Document Type	Total Amount	Route Log
2252755	FINAL	023-MARKHA-MAT-4495		markhamm	PCDO	95.06	
1197530	FINAL	023-FURUTA-LAU-6342		lhf	PCDO	95.00	
5472228	FINAL	023-YE-WINFIEL-8228		wye	PCDO	78.01	
2301797	FINAL	023-FURUTA-LAU-6342		lhf	PCDO	75.00	
2296944	FINAL	023-FURUTA-LAU-6342-AUTDAPR		lhf	PCDO	75.00	
2163173	FINAL	023-RITA-KAPRI-4487	CONF	kaprice	PCDO	75.00	
1504698	FINAL	023-MIZUGU-SHE-3130		smizuguc	PCDO	75.00	