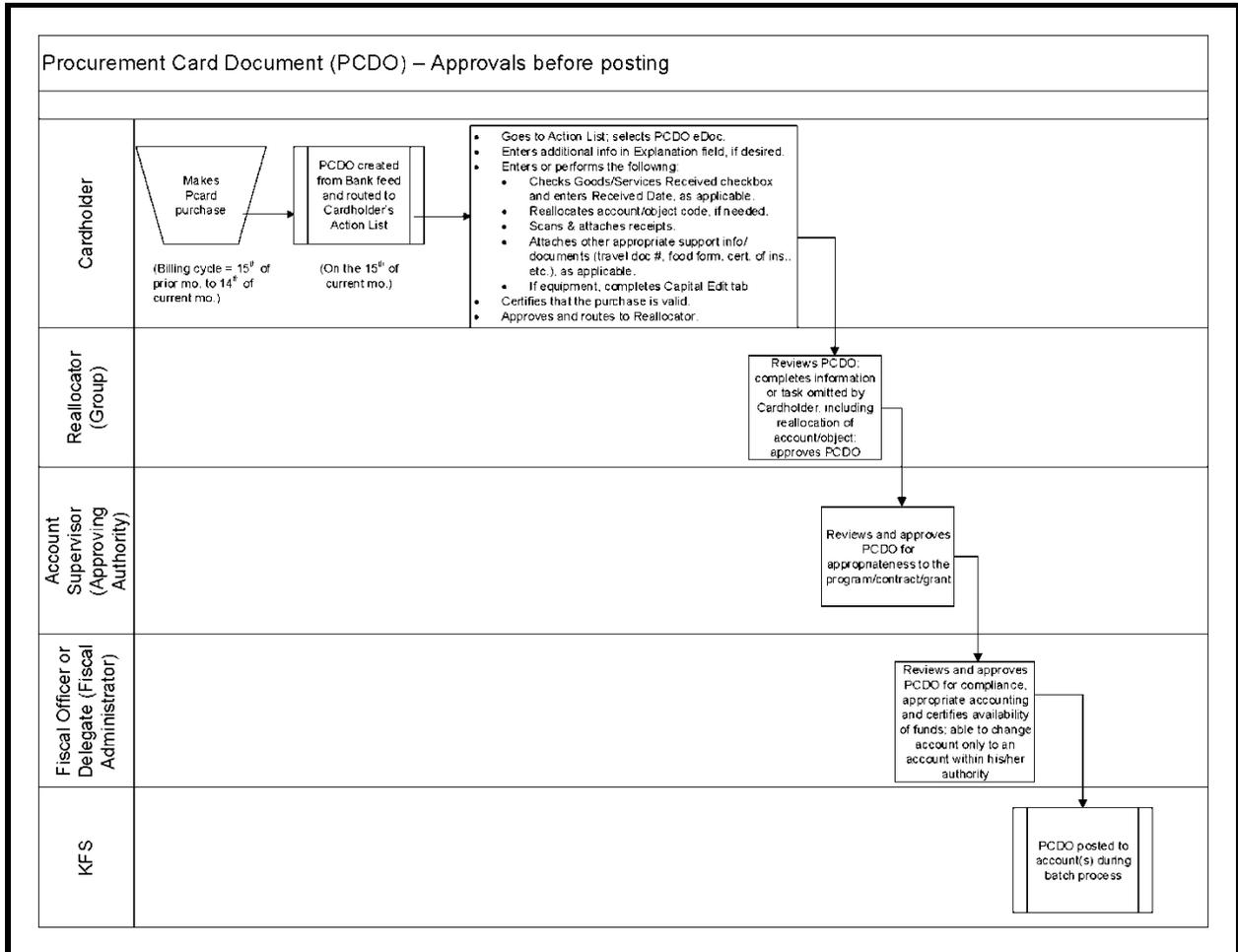




PCDO WORKFLOW

The KFS PCDO has been designed to route to appropriate University personnel who must review, audit and ratify PCard charges as required by University policies and procedures. The diagram below illustrates the general workflow of the PCDO, including applicable KFS roles in the routing cycle and processing requirements of each.





PCARD ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

Below is a summary of the administrative duties and responsibilities of University employees who participate in the PCard Program as defined and referenced in University Administrative Procedure, A8.266, Purchasing Cards. For more detailed information regarding Purchasing Card rules, regulations and administrative procedures please visit <http://hawaii.edu/apis/apm/a8200/proc/A8266.pdf>.

Cardholder Responsibilities

- Promptly review and take appropriate action on PCDO eDocs in the Action List.
- Scan and attach the receipts and documentation to the PCDO eDoc in an orderly manner (unless task has been assigned to the Reallocator). Cardholder is responsible for obtaining all documentation necessary to support the business purpose of the purchase.
- Certify that goods/services were received in good order and condition by checking the appropriate box in PCDO. Identify any disputed charges.
- Reallocate transactions in PCDO if required by department.
- Approve the PCDO eDoc by the department's internally established deadline.

Reallocator Responsibilities

- Promptly review and take appropriate action on PCDO eDocs in the Action List.
- If the department chooses to have the Reallocator scan the receipts and documentation for the Cardholder, accept, scan and attach receipts and other required documentation to the PCDO eDoc.
- Confirm that the receipts match the purchases.
- Verify that support documentation complies with the requirements for the type of commodity/service purchased.
- Reallocate the transactions to the correct account and object code (unless department requires the Cardholder to reallocate transactions).
- If there is insufficient documentation for the transaction, contact the Cardholder and obtain the necessary documentation before approving the PCDO eDoc.
- Approve the PCDO eDoc verifying the review has been completed.

Approving Authority (Account Supervisor) Responsibilities

- Promptly review and take appropriate action on PCDO eDocs in Action List.
- Verify that the transactions support the program objectives.
- Ensure that purchases are allowable under the terms of the sponsored program account for which the purchase was made.
- Approve the PCDO eDoc verifying the review has been completed.



Fiscal Administrator (Fiscal Officer) Responsibilities

- Promptly review and take appropriate action on PCDO eDocs in Action List.
- Check transactions for compliance.
- Verify that the transactions are appropriate, reasonable and supported by adequate documentation. Inspect receipts to identify potential or actual misuse of the purchasing card.
- Certify that funds are available for the purchases.
- Verify that purchases are properly received.
- Ensure proper accounting of charges.
- Approve PCDO eDoc verifying the review has been completed.
- Follow up on pending PCDO eDocs.



KFS RULES AND DEFAULTS

- Unlike other financial transaction documents which 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 on the 15th of each month).
- One PCDO will be generated for each Cardholder and will include all of the Cardholder's PCard transactions which 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 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.
- Likewise, the total of the Accounting Lines for each transaction should not be changed.
- 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.



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- Error Reports will also be provided to business staff to identify charges which did not generate a PCDO or where system defaults were applied to the PCDO due to errors with the credit card transaction.