





University of Hawaii Electronic Reconciliation System Finalizing and Submitting PCDO for Approval

It is a Cardholder responsibility and essential task to submit monthly PCDO for approval upon completion of each billing cycle. Only Cardholders are able to submit the PCDO and are responsible to ensure it properly reflects all charges made during the billing cycle.

Cardholders are responsible to address on major error codes prior to submitting their PCDO. It is OK to have yellow alerts as they represent compliance reminders to remind you of actions that should be taken. If you are unable to address a transaction concern please consult your department coordinator or fiscal administrator for guidance on that transaction.

Ensure that any receipts which apply to the entire PCDO are attached to the report header and there is proper documentation for each transaction. If you are unsuccessful in obtaining a receipt and have exhausted all efforts to obtain one during the month, you can click on Manage Receipts in any PCDO and choose Missing Receipt Declaration, then select the transaction, Read the Terms and click Accept & Create. Abuse of the Missing Receipt Declaration is subject to violation.


<input type="checkbox"/>	Alerts	Receipt	Payment Type
<input type="checkbox"/>			UH TEST PCard
<input type="checkbox"/>			UH TEST PCard
<input type="checkbox"/>			UH TEST PCard

Create Receipt Declaration ✕

By submitting this form, I certify and acknowledge the following: 1. My PCard DC & FA were informed to apply corrective action so this does not happen again. 2. Attempted to retrieve receipt by: checking areas where receipt may have been left, including emails and online accounts; contacting vendor (manager or accounting dept). 3. Purchase was made for official UH business only. 4. Responsible for receipt of goods/services, verify its good order & condition. 5. Expense not submitted for reimbursement from other sources. 6. Understand that use of this Lost/Missing Receipt form shall not be construed as an exception & a violation may be issued.

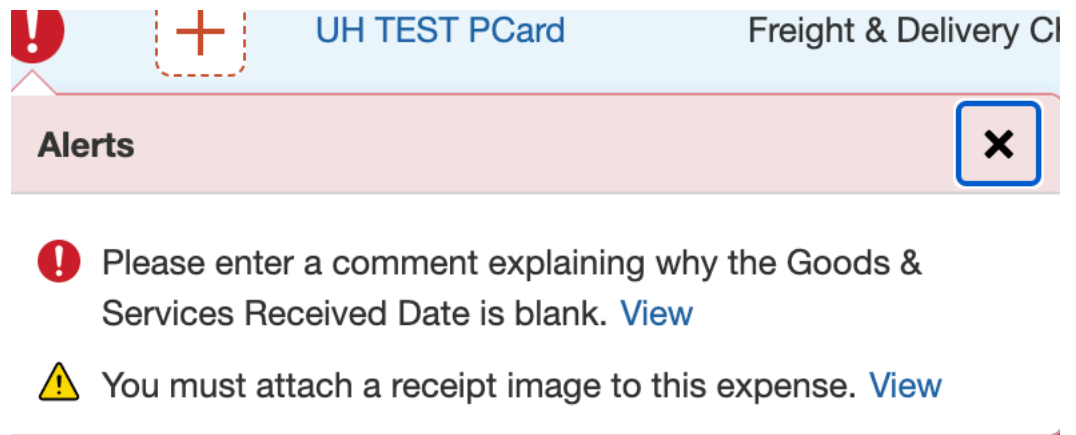
To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/>	Undefined	Taxicabs and Limousines	05/23/2021	\$108.12

 Original receipts must be submitted when available and are considered acceptable support for University of Hawaii Systems expenses.

Cancel Accept & Create

Cardholders should work with their department for procedures on how to address Goods and Services not received by the end of the billing cycle. However, Cardholders can leave a comment explaining when it will arrive and submit with the date blank. You can attach receipts to the PCDO after it has been submitted and should address documentation of receipt to the PCDO as soon as it is available.



The screenshot shows a header for 'UH TEST PCard' with a sub-header 'Freight & Delivery Cl'. Below the header is an 'Alerts' section with a close button (X). Two alerts are listed: 1. A red exclamation mark icon followed by the text 'Please enter a comment explaining why the Goods & Services Received Date is blank. View'. 2. A yellow warning triangle icon followed by the text 'You must attach a receipt image to this expense. View'.

With all transactions addressed, it is time to Submit your PCDO for approval. On the PCDO click on Print/Share and choose the *UH-Travel & Expense Detail Report. Check the show itemization box (if applicable) and review all transactions for appropriate object code and accounting. You can email this report to anyone with the need.

PCDO Attestation and Certification Agreement ✕


By clicking on the 'Accept & Continue' button, I attest and certify that:

1. To the best of my knowledge and ability, all purchases have been done in accordance with University of Hawai'i procurement card policy, guidelines and internal controls.
2. This is a true and accurate accounting of expenses incurred during this monthly billing cycle to accomplish official business for the University of Hawai'i.
3. All receipt images and supporting documentation have been attached to this PCDO.
4. All goods and services have been received on the date indicated for each entry, or if not received, documentation reflecting the date received will be attached as soon as possible.
5. All purchases were directly authorized by me or have been initiated for bank dispute and to the best of my knowledge there are no duplicate payments by the University. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, to which I should have been reasonably aware, I assume responsibility for repaying the University of Hawai'i Systems in full for those expenses.

Click on Submit Report, review the PCDO Attestation and Certification Agreement then click Accept and Continue.

Download your monthly bank statement or check Centresuite for the cycle to confirm the Report Totals amount on your PCDO matches the amount for the billing cycle. If it does not click cancel to address.

Report Totals

 Alerts: 1


Company Pays \$0.00 <small>Employee</small>	\$1,064.72 <small>Card (UH TEST PCard)</small>	Employee Pays \$0.00 <small>Company</small>
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If it matches then click the Submit Report button to send your PCDO for approval.

Submit Report

Once the report has been submitted the majority of your responsibility has been completed. The PCDO will now route to your Reconciler group and then to the Account Supervisor and Fiscal Administrator for each account being charged. Departments may add to workflow as needed.

SUBMITTED
06/04/2021

 **July PCDO**

\$1,064.72

Submitted & Pending Reconciler Review

Cardholders can always check on the status of their PCDO to see if it is with the Reconciler or other approvers in the system. Email reminders are available to update you on any changes to the status of your PCDO. Cardholders can also go into the PCDO at any time to recall the report or add attachments received after submission.

Cardholders are responsible to respond to any inquiries made by approvers about their PCDO. Any issues or troubleshooting concerns should be brought to a Reconciler for assistance.


Work with your department to understand your responsibilities in attaching the monthly bank statement to the PCDO. It is highly recommended that the statement be attached to the report header (if applicable).

To do this go into a submitted PCDO click on Manage Receipts -> Manage Attachments and click Append to add your bank statement. You can also add attachments specific to each line item by appending the transaction receipt.



If an approver has an issue or concern with the report that they cannot address directly they may reject the PCDO back to you for further troubleshooting and concerns. Rejections will require a reason and comment which should let you know the actions required to resubmit.

RETURNED06/04/2021

 **July PCDO**

\$1,064.72

Sent Back to User
Processor Test

Returned PCDO should be addressed in a timely manner to ensure all approvals are obtained and the report reflects on the University general ledger. You will also see who returned to PCDO as their name will be under the status. In the example the name is Processor Test.

Once the Cardholder has made the requested changes including adding or removing transactions, adding itemizations or addressing other serious concerns, the Submit Report button should be used to send the report back on the approval path.