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JUN - 6 2016

COMPTROLLER'S MEMORANDUM NO. 2016-09

TO: Heads of Departments and Agencies

ATTN: Administrative or Fiscal Office

FROM: Douglas Murdock, Comptroller

SUBJECT: pCard Transactions in Datamart

This is to inform you that effective July 1, 2016, a new query and report feature for pCard transactions will be available in Datamart. This new Datamart feature will provide Executive Branch departments with the actual pCard transactions posted in CentreSuite.

Datamart users requiring access to this new feature will need to contact their Departmental Datamart Administrator. The pCard Transactions screen will be available in the "Reports" tab. Access to the pCard transactions will be limited to the existing user's access rights (Department, Division and Program User). The pCard Transaction screen is similar to other Datamart screens, except that the transactions will be queried by the pCard transaction "Posting Date" as recorded in CentreSuite. Additional search capabilities have been added to enable searching by a range of Posting Dates, Vendor Name, and Cardholder Name.

The Datamart will contain pCard Transactions starting from January 1, 2015 up to six weeks prior to the current date. There is a six week lag to ensure that the pCard transactions obtained from CentreSuite are the final transactions. The Datamart will be updated every Monday evening with pCard transactions that have posted six weeks prior to the current date.

When trying to match your pCard transactions to the related FAMIS transactions, remember that the pCard transactions are paid after the closing date of your specific pCard billing cycle. So if your billing cycle is 10/15/15 to 11/14/15, these transactions will probably be paid in FAMIS in December 2015. Consult your Department ASO or Fiscal Officer to determine your specific pCard billing cycle.

To enhance the usability and utility of the pCard transaction feature, the following fields will be made mandatory in CentreSuite: Fund, Fiscal Year, Appropriation, Department, Object Code and Description. The Description field should contain the Price/Vendor List Number, e.g., PL-01, (if applicable), and the description of the type of goods or services being purchased.

First Hawaiian Bank will begin implementing the required fields on the following dates:

- July 01, 2016 for pCard accounts with billing cycles ending on the 4th of the month,
- July 11, 2016 for pCard accounts with billing cycles ending on the 14th of the month, and
- July 25, 2016 for pCard accounts with billing cycles ending on the 28th of the month.

Once the required fields have been initiated, cardholders will be required to update and reconcile all transactions for the current billing cycle.

If you have any questions regarding this memorandum, please contact Kurt Muraoka of the Systems Accounting Branch, at 586-0610, or Bonnie Kahakui of the State Procurement Office, at 587-4702.