www.pncactivepay.com Log In Screen



Username – same as previous card username

Password – prior to your initial log in you will receive a computer generated password via email from pncactivepay

**Organization ID = warren** 

Log In button

# The first time you log in you will get a request for a security code, this will also occur if you are using a different computer than you used at your last log in.

Additional Security Required			
We are required to perform additional security validation to verify your identity.			
We will email you a Security Code that you will need to enter on the next page in order to access PNC Bank ActivePay.			
The Security Code will be sent to: Email address in your user account (@WCSKIDS.NET)			
Please allow a few minutes to receive your Security Code.			
Send Me a Security Code Cancel			

Select 'Send Me a Security Code'



Username – same as previous card username

Password – prior to your initial log in you will receive a computer generated password via email from pncactivepay

Organization ID = warren

Enter the security code received via email The security code can only be used once THIS IS NOT YOUR PASSWORD

Log In button

You will be required to answer three challenge questions for your account. These questions may be used when the Forgot Username or Forgot Password are used.

#### Welcome to the Home Screen

PNC	(f) Stability MANAGER 😢 H	Botte   2011   2	return users to this page
Hello, Username	Announcements	Quick Links Manage Transactions	Quick Links – Access
Org Group warren Role PNC Cardholder Default Last Login 6/11/2015	There are currently no new announcements	Unreviewed Transactions View Statements Change My Password Options Create a Transaction Envelope Recent Activity	used screens
My Links Your most frequently used links will appear		Inbox	
Tour nos inequeing used inks will appeal about an hour after you've used this application for the first time.		(Require(s) Attention)	
	Cardinoider Information Account 2000/2000/2002	Reports	
	Account Information	Transaction Report	Information at a
	Credit Limit	2,000.00	glance – Unreviewe
	# of Transactions in Current Cycle	3	
	# of Unreviewed Transactions in Last 30 Days	3	Transactions, Credit
	muc summary (last ou days)		Limit. etc.

#### Managing Transactions

Quick Links	
Manage Transactions	Selecting Manage Transactions will allow you to review all transactions.
View Statements	
Change My Password Options	
Create a Transaction Envelope	
Recent Activity	

### Using the Manage Transactions Quick Link:

PNC		Home   Loa Out   Contact Us
	💩 admin 🔞 security manager	🖇 payables 🙋 report studio 🚔 card mgmt 🛠 transaction maint 🥐 help
Transaction Maintenance Transaction Management Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions Date Range: Billing Cycle V B102/2015 - 76/2015 Wy Cards Wy Cards Within level Unselected will show all under your authorization	s for the selected date range click on Search. WS your transactions. I cards holders n/group. This s	Select the billing cycle - the current cycle will have the begin date of the cycle to the current date selection is only showing the
Search Criteria	trans	actions that have not been
Actions Search Term Filter Type Value	revie	wed. See Pencil Icon*
Review Type Equal To Not Reviewed to Reviewed	Use the drop down individual cardhol cardholders in you	ns to select a sort option to view ders, otherwise all of the Ir group will be listed together.

Select search once the cycle has been selected Transaction Details

View & Edit Transaction Details. The Pencil Icon also displays information for the other action icons.

View and verify that all of the information entered on the Manage Transaction screen by the card holder is correct.

#### Viewing Transaction Details

<b>PNC</b>				Home   Log Out   Contact Us
		🚨 admin 🔒 security manager 💲 paya	ibles 🖻 Report Studio 🈂 Card MGMT	TRANSACTION MAINT ? HELP
Transaction Maintenance Transaction Ma	nagement Transaction Details			
Back to Search				← Previous • Transaction 3 of 5 • Next →
Transaction Details for Account Number	: XXXX-XXXX-XXXX-			
Post Date:	6/4/2015	Trans Date:	6/3/2015	
Reference Number:	2476501515420700000099	Merchant:	YOUNG'S GARDEN MART	
Amount	33.46 USD	Account Transaction ID:	35470607	
Toggle: Expand All • Collapse All	<u></u>	Go To: Merchant Info	rmation • Billing Information • Sign Off History	Flags & Notes     Comments     Splits
Merchant Information	Show more	or less		-
Billing Information	information	all at once; can also be ex	kpanded individua	ally — 🔸 🔹
Sign Off History		by using black triangle	s to view addition	nal 👘
Flags & Notes		by doing black thangle	s to more addition	
Reviewed: 🗹 Approved: 🗆 Approved2:	Sales Tax Not Billed: Sales Tax: 0.00	information; Merchant	Info, Billing Info,	Sign
"Note Youngs Garden Mart: bur potting soil for Middle	Lap, canning jars, organic School Science refills.	Off History, Add Comm	ents and Split Tra	ansactions
Comments				•
Splits				-
Save Dispute				
Upload Receipt View Receipt(s)	•	To view uploaded	l receipts	

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#### Approving Transaction

				Home   Log Out   Contact Us
PNC		admin 🔒 security manager	💲 payables 😥 report studio 🊔 card	MGMT 😤 TRANSACTION MAINT 🕐 HELP
Transaction Maintenance Transact	tion Management Transaction Details			
Back to Search				— Previous • Transaction 3 of 5 • Next -
Transaction Details for Account N	umber: XXXX-XXXX-XXXX-			
Post Date:	6/4/2015	Trans Date:	6/3/2015	
Reference Number:	2476501515420700000099	Merchant:	YOUNG'S GARDEN M	ART
Amount:	33.46 USD	Account Transaction ID:	35470607	
Toggle: Expand All • Collapse All		Go To: M	erchant Information • Billing Information • Sign Off	History • Flags & Notes • Comments • Split
Merchant Information				-
Billing Information	Once the inf	ormation has been re	viewed select the k	oox to the right 🔹
Sign Off History	of Approved	then Save		5.
Flags & Notes				•
Reviewed: Approved: Appro	oved2: Sales Tax Not Billed: Sales Tax: 0.00			
*Note Youngs Garden Mart: potting soil for Mi	burlap, canning jars, organje ddle School Science refitts.			
Comments				•
Splits	-	* To ap	prove multiple trar	sactions at one -
Save Dispute		time	You will need to ret	urn to the
		time		
Upload Receipt View Receipt(	s)	Trans	action Managemen	t screen

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Once you have verified a cardholder's transaction, mark the App 1 box and save before moving on to the next transaction. If you have reviewed all of the transactions you can mark the App 1 box in the title bar to approve all of the transactions at once.

05 _				
Rev     App 1     App 2       \$p      6/4/25       *Entity/Building		Page	▼ Safety ▼ To	ools • 🕡 • »
Viewing/Printing Monthly Statements	- From Home	Screen ——	Home Log Out	t   Contact Us
Quick Links		12240		
Manage Transactions		8 1	RANSACTION MAINT	(2) НЕР
View Statements	Click or	Quick Link to	View Stater	ments
Change My Password Options Create a Transaction Envelope Recent Activity				
Transaction Maintenance       Statement         Account Search Criteria:       Select a Statement closing date and enter specific search criteria and click on search         Statement Closing Date:       5/27/2015 >         Search Criteria       Filter Type         Value       Account Status         Equal To       Active         Account Number >       Equal To         Search       Search	n. For All accounts click on Search.	_ Select the St using the dro	atement Clo op down me	osing Date nu
Search Criteria       Actions     Search Term       Filter Type     Value       Account Status     Equal To       Account Number     Equal To       Add     Reset				
Carada				Records per page 20 V
Actions         Card Number           Image: Spr III Spr IIII Spr III Spr IIII Spr IIII Spr III Spr III Spr IIII Spr III Spr III Spr III Spr	Last Name ANDRZEJEWSKI	First Name SUSAN L	Type Individual	Receipt? No Records per page 20 V
Click on the Download Icon This message will appear at the bottom of	the screen:	Select Open t Save	o open as a e options: Sa Sa Sa	pdf ave ave As ave and Open
Do you want to open or save statement.5_27_2015.pdf (188 KB) from pncac	tivepay.com?	Å	Open Save	▼ Cancel ×

The Billing Cycle runs from the 28<sup>th</sup> of the previous month thru the 27<sup>th</sup> of the current month. In the event the Billing Cycle ends on a non-business day, it will default to the next business day.

On a monthly basis the Administrator ("Approver") is required to approve the transactions of all the cardholders in his/her group. Review all transactions and corresponding receipts (required to be scanned and uploaded by Cardholder), verify that the correct Entity/Building and ASN have been assigned to each transaction and that each transaction has been marked 'Reviewed'. The cardholder is responsible to supply all original receipts with the corresponding statement to Accounts Payable within five (5) business days of the Billing Cycle's end date. Failure to do so may result in the inactivation or cancellation of the Cardholder's district purchase card.

Administrators will receive email notifications from PNC when the cardholder has completed the initial review. Administrative approval is required upon receipt of the notification email from PNC no later than the 10<sup>th</sup> of each month.

For questions regarding purchase cards, please contact the Purchase Card Program Administrator, Donna Stadler (ext. 72130) in Accounts Payable or Sue Andrzejewski (ext. 71110) in Business Services.

For a temporary single purchase limit increase please email John Lettang at <u>JLettang@wcskids.net</u> and CC: Donna Stadler (<u>dstadler@wcskids.net</u>) and Sue Andrzejewski (<u>sandrzejewski@wcskids.net</u>).