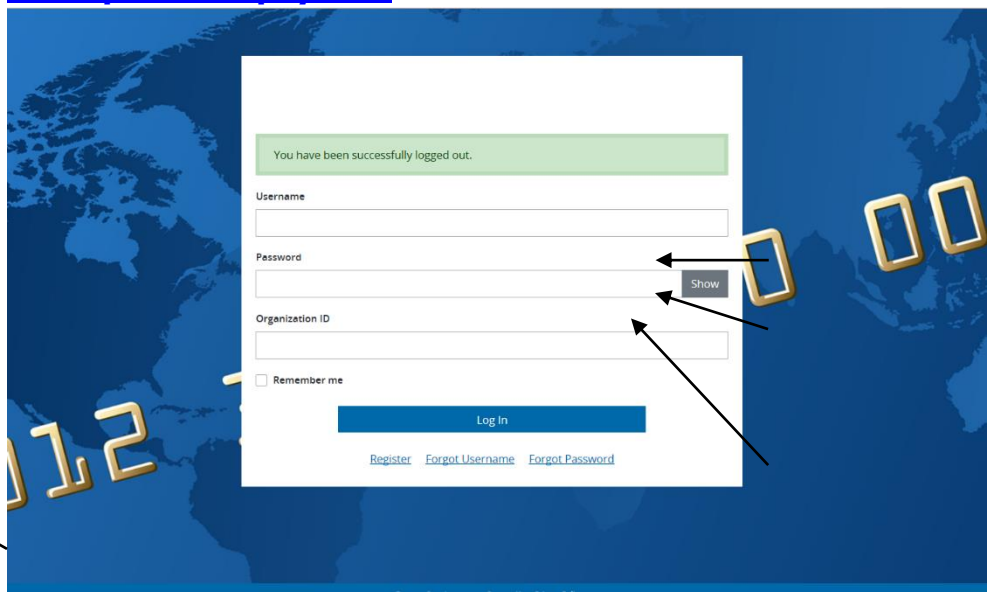
PNC District Purchase Card Users Step by Step Guide

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'

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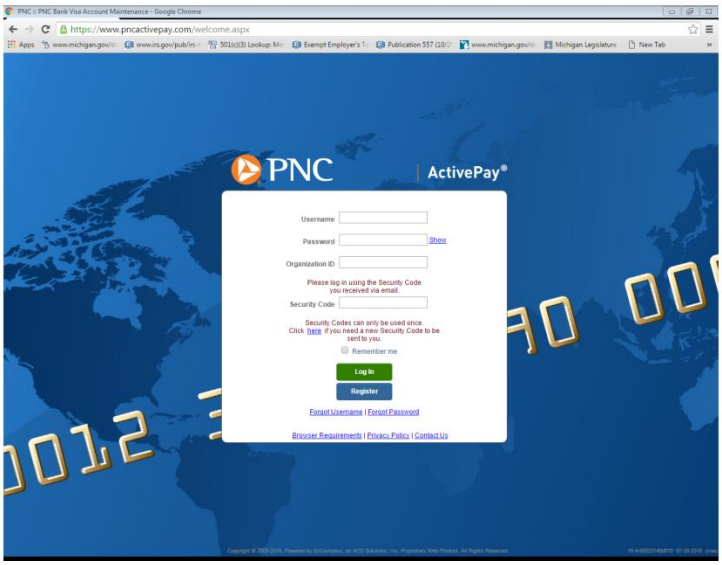

Username – same as previous card username

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.

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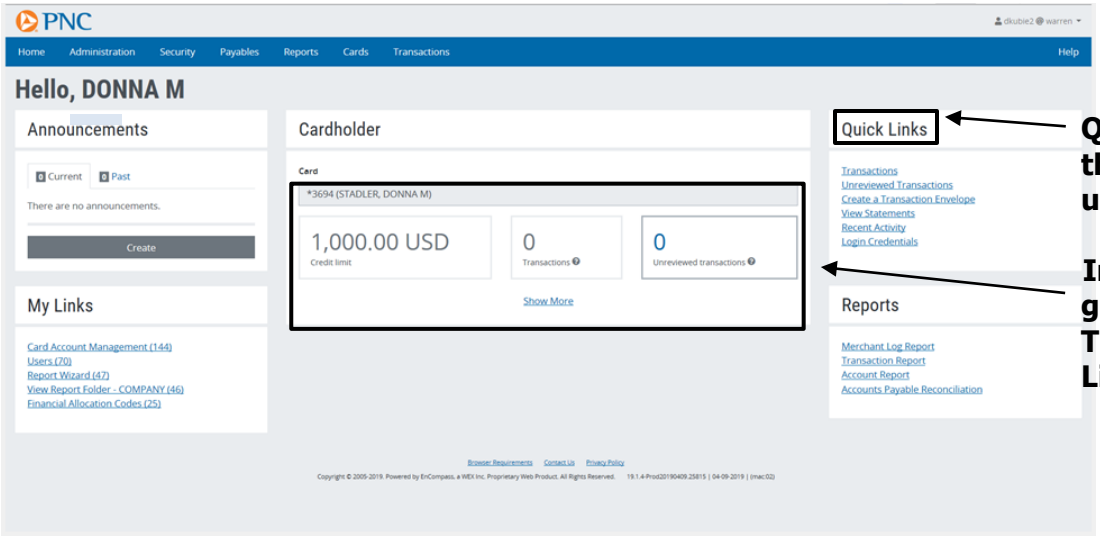
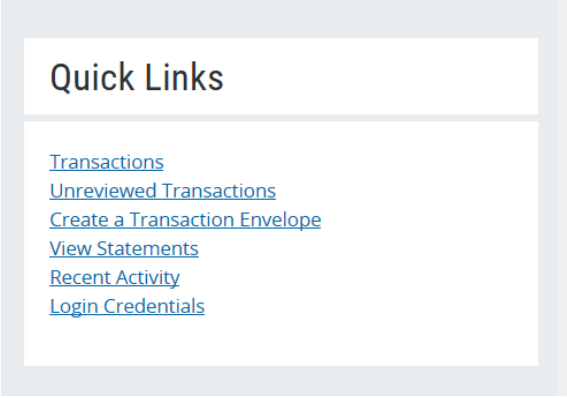
Welcome to the Home Screen



Quick Links – Access the most frequently used screens

Information at a glance – Unreviewed Transactions, Credit Limit, etc.

Managing Transactions



Selecting "Transactions" will allow you to review all transactions. Selecting "Unreviewed Transactions" will allow you to access only those that have not been reviewed.

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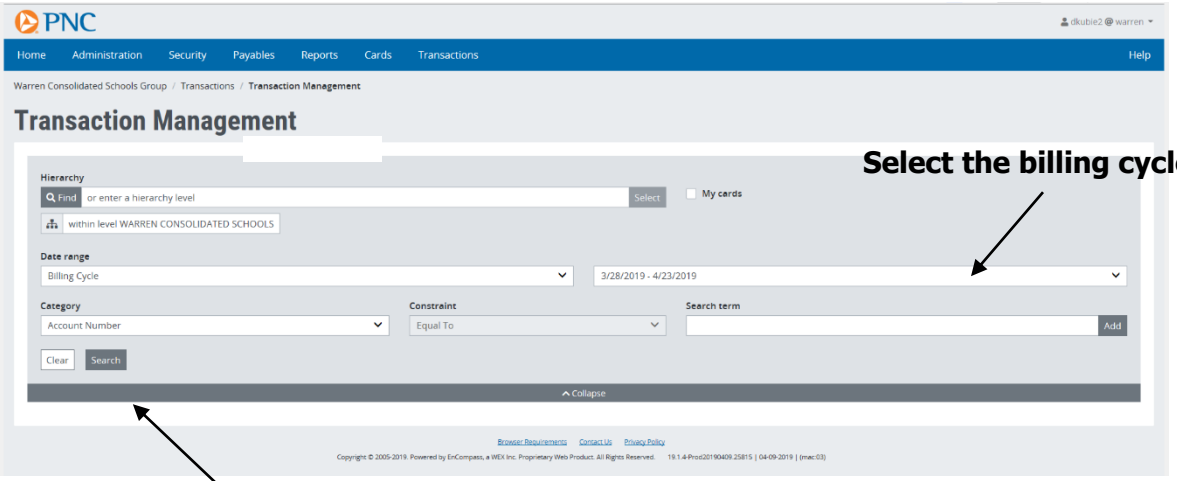
Using the Manage Transactions Quick Link:



Select the billing cycle

Select search once the cycle has been selected

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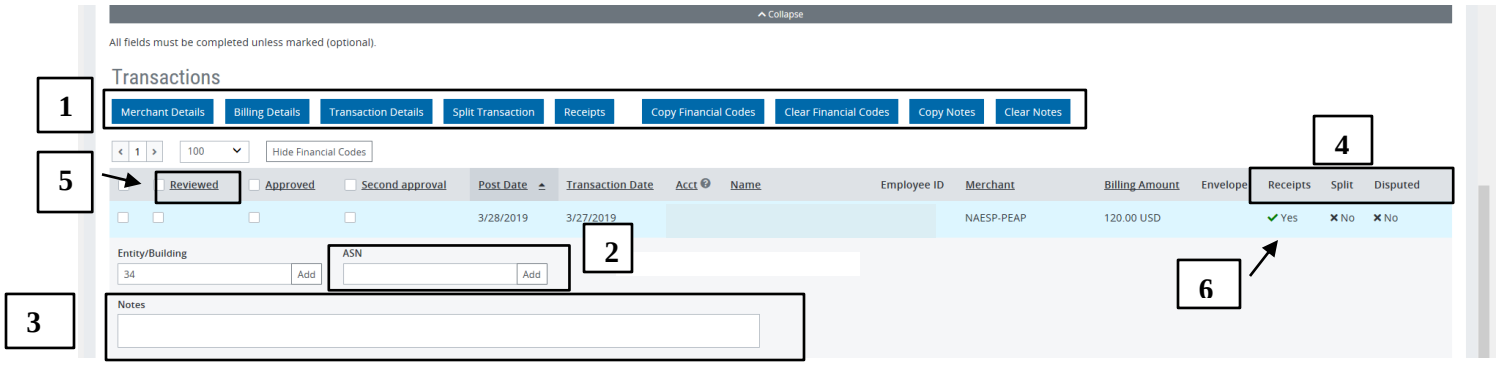

1. Select a line item transaction by clicking on it. Actions icons will display at the top of the grid. Select an action button to see specific information about the transaction or to perform a specific action.

   Upload and attach receipt to the transaction. (see next page for detailed steps)

   Split Transaction between ASNs.

   View Merchant Details.

   View Billing Details.

2. Enter the appropriate Financial Codes by typing the code into the appropriate box or by clicking on the "add" button and picking from the list. The "Copy Financial Codes" button allocates all transactions on the list to the same Financial Codes.

3. Add a descriptive note to the transaction. This is required field.

4. You can see whether a transaction has been included in a Split, Disputed, or Receipt.

5. Mark the transaction reviewed by checking the box in the Rev column. Please note that this is the equivalent of "signing off" on a transaction.

6. Has the receipt for this transaction been uploaded? A "Y" will appear here.

7. Click **SAVE** to save information or Cancel to clear the information. (If something has been entered incorrectly the application will not allow you to save that information and you will receive an error message.)

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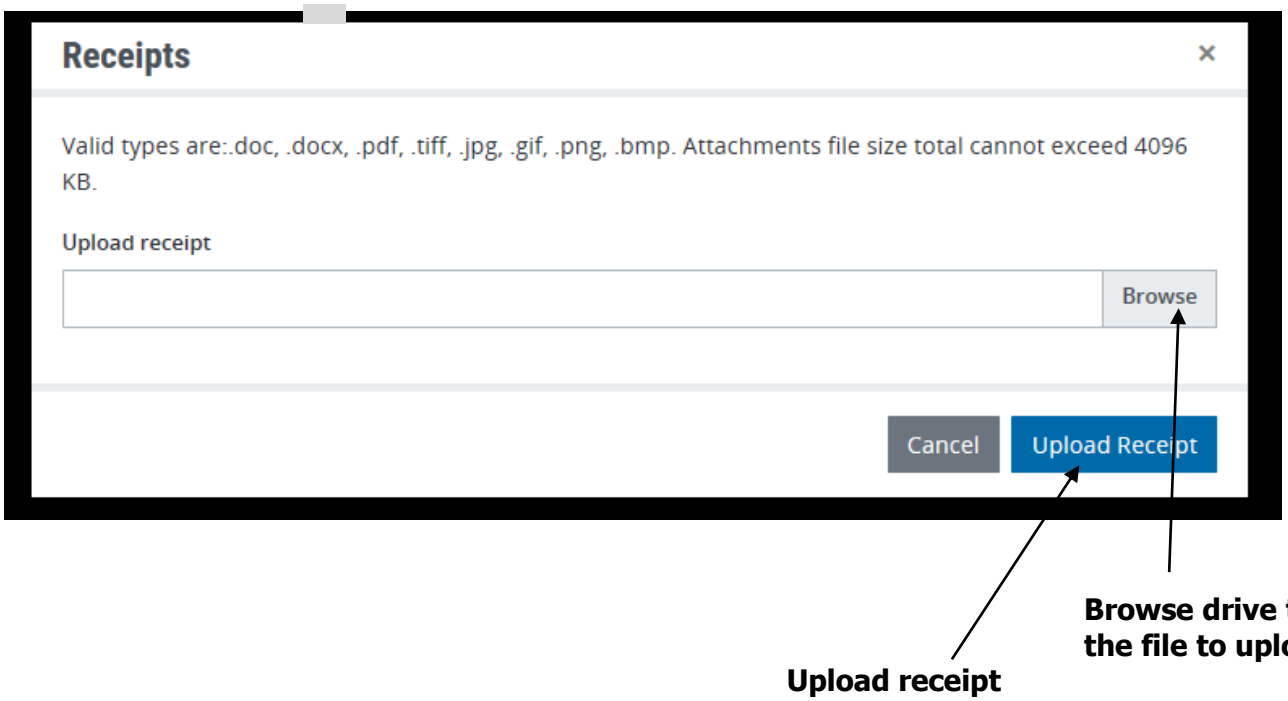
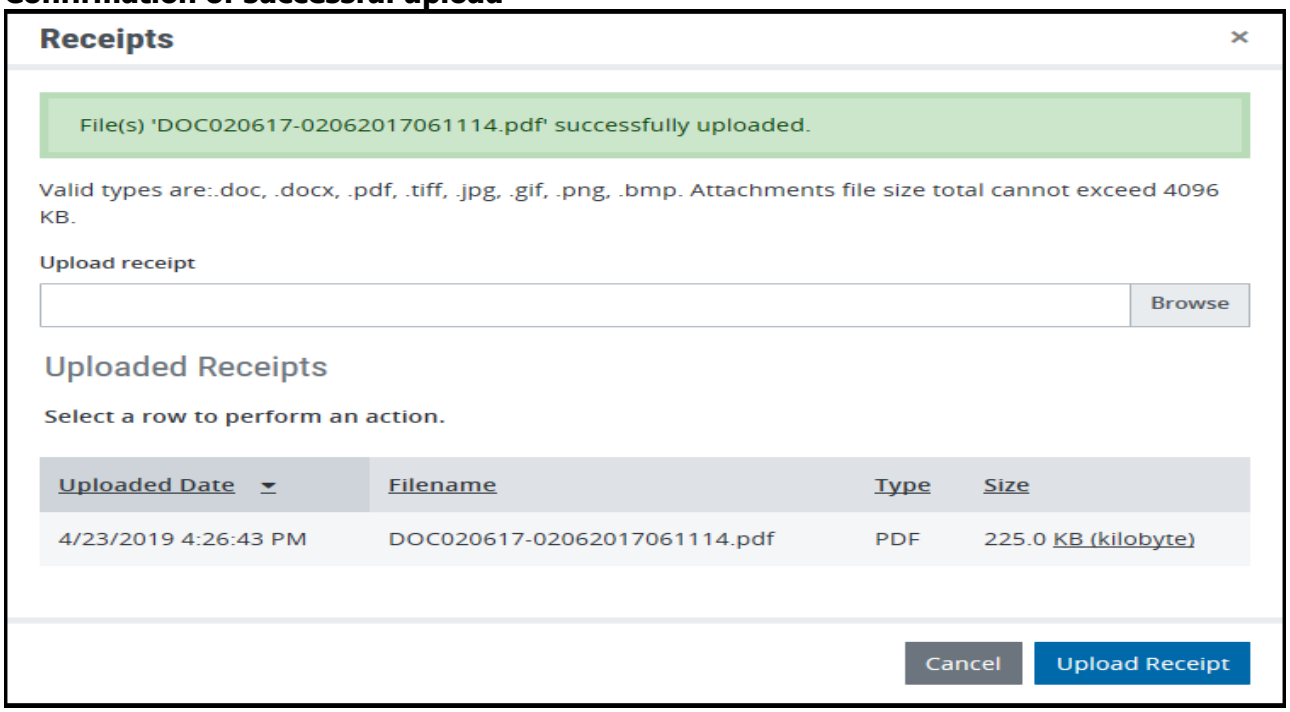
Uploading receipts

Scan all receipts and save to either a zip drive or the computer's hard drive.
Select the transaction, then select the "receipts" button displayed above the transaction.

First "Browse" to find the saved file, then select "Upload Receipt" to attach the record.



Confirmation of successful upload



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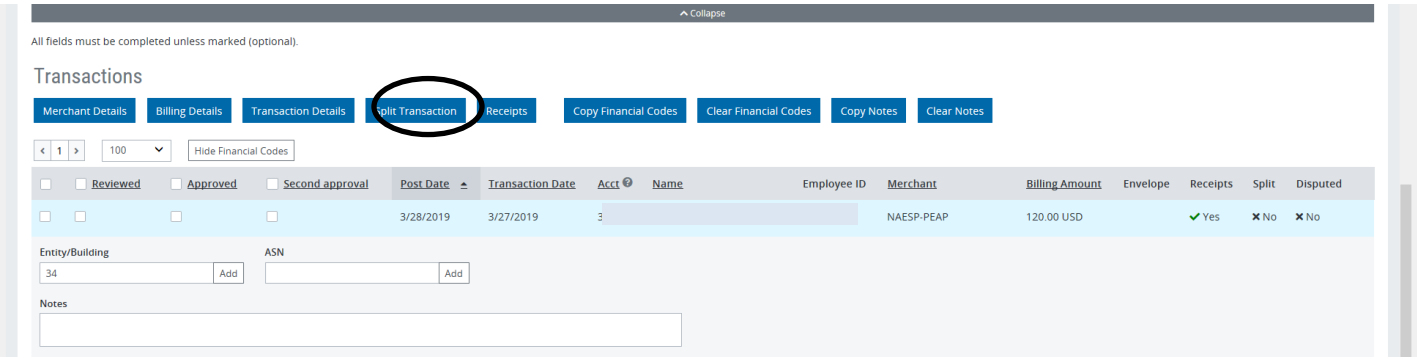
Splitting Transactions

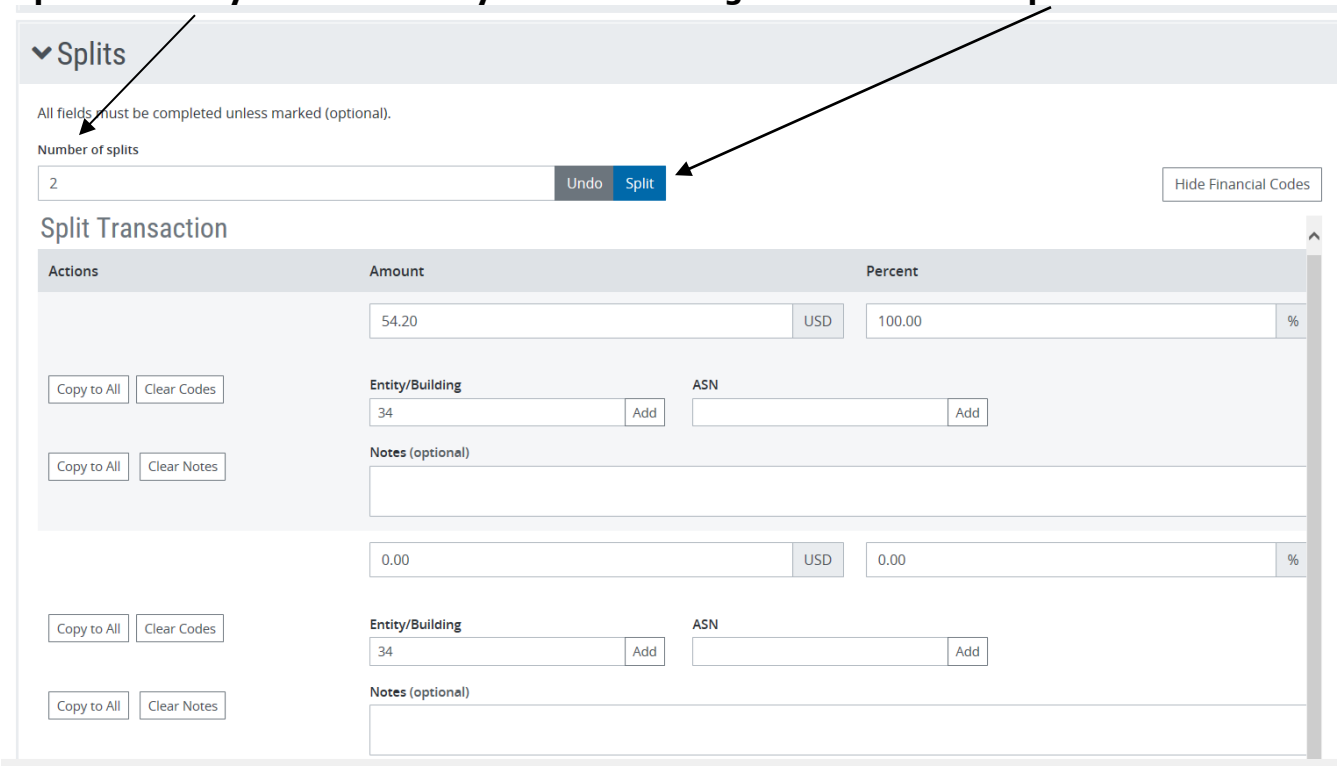
Split Transaction between ASNs.

Multiple splits can be added to a single transaction; enabling the user to allocate more than one ASN to a single purchase.

Click on the Split Icon



Input how many different ASNs you want to charge and click on the Split button.



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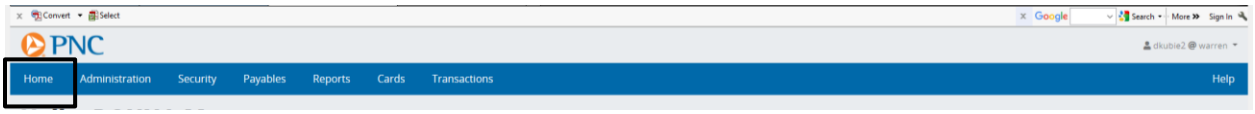
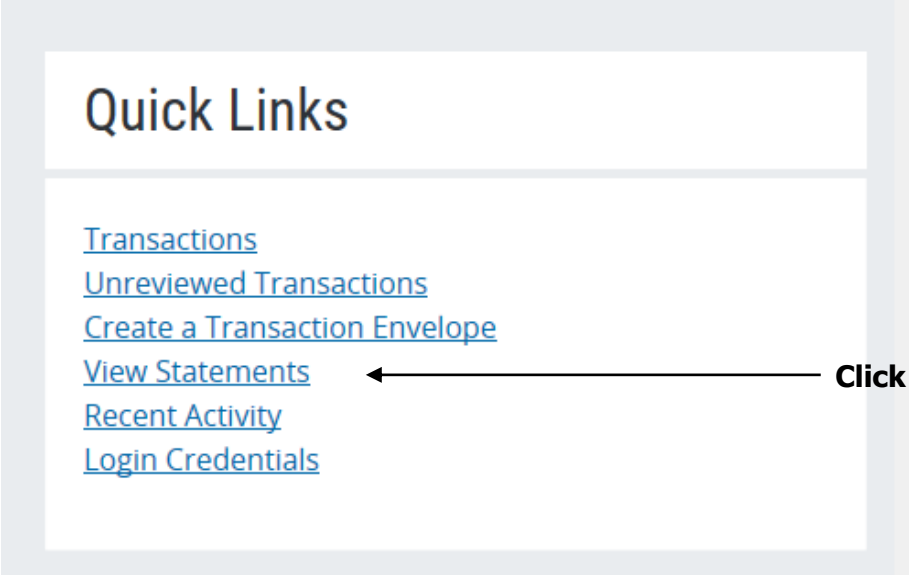
Viewing/Printing Monthly Statements –

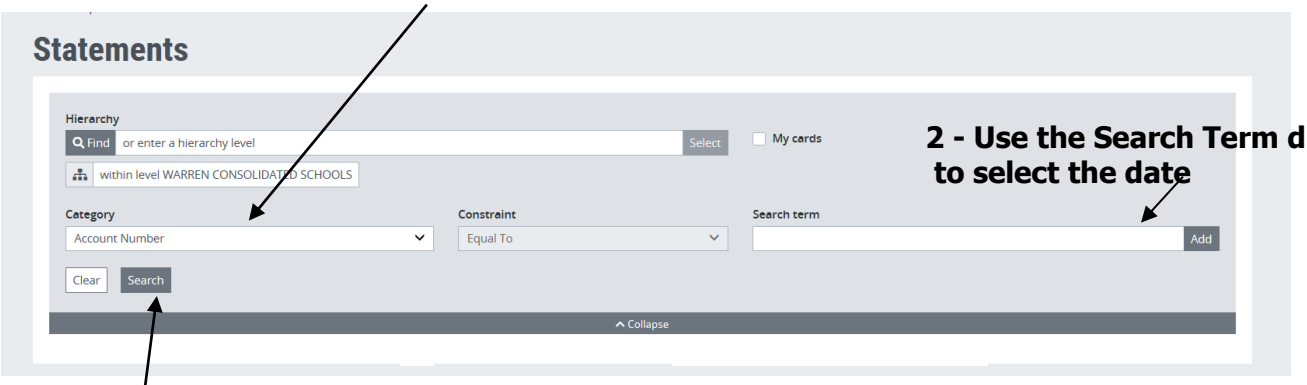


From Home Screen



Click on Quick Link to View Statements

1 - Use the Category drop down menu to select "Select the Statement Closing Date"



2 - Use the Search Term drop down to select the date

3 - Then click the search button

4 – Click "Download Statement"

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Select Open to open as a pdf
Save options: Save
Save As
Save and Open

This message will appear at the bottom of the screen:

The Billing Cycle runs from the 28th of the previous month thru the 27th 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 Cardholders are required to print out the statement listing all activity associated with the purchase card and verify that all of the transactions are valid. Review all transactions, scan and upload all receipts, assign the correct Entity/Building and ASN to each transaction and mark each one Reviewed. Attach all of the original receipts to the corresponding statement and send directly to Account 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.

When the Cardholder's review is complete, an email notification will be sent to the approving Administrator stating transactions are ready for authorization. He/she will be able to view the statements and receipts through the PNC system.

For questions regarding purchase cards, please contact the Purchase Card Program Administrator, Traci Elliott (ext. 72130) in Accounts Payable.

For a temporary single purchase limit increase please email Sue Andrzejewski at sandrzejewski@wcskids.net, and CC: Traci Elliott (telliott@wcskids.net) and your administrator.