

# PNC District Purchase Card Approvers Step by Step Guide

[www.pncactivepay.com](http://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.

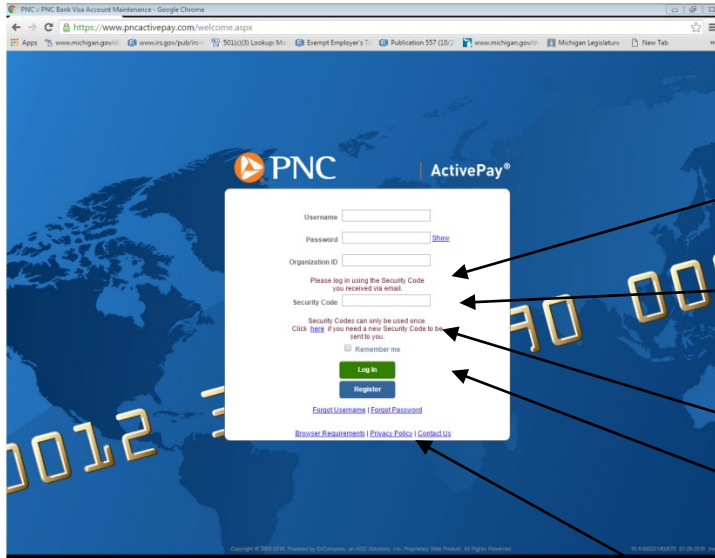
We will email you a Security Code that you will need to enter on the next page in order to access PNC Bank ActivePay.

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.

**Select 'Send Me a Security Code'**

# PNC District Purchase Card Approvers Step by Step Guide



**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**

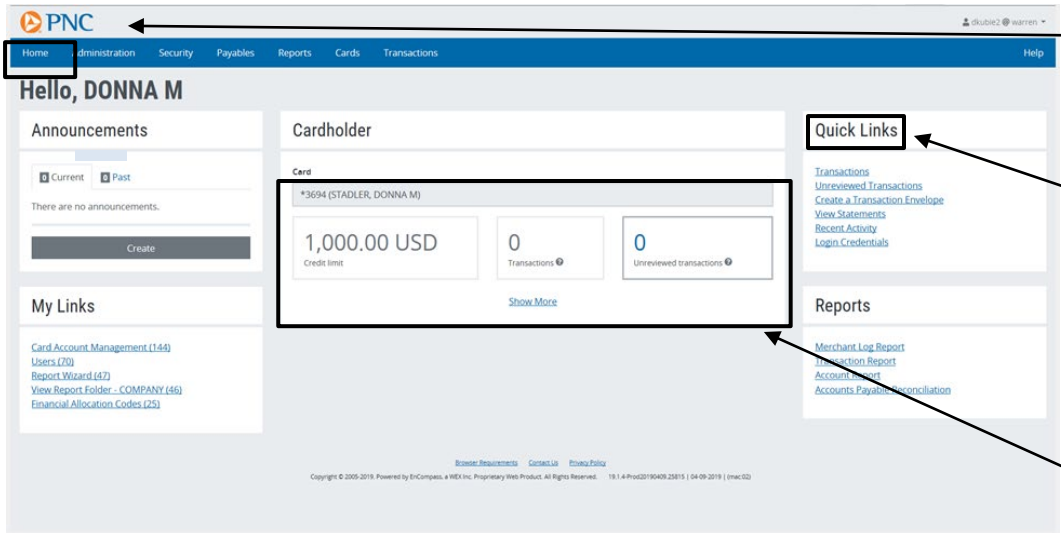
**Enter the security code received via email  
The security code can only be used once  
THIS IS NOT YOUR PASSWORD**

**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.**

# PNC District Purchase Card Approvers Step by Step Guide

## Welcome to the Home Screen

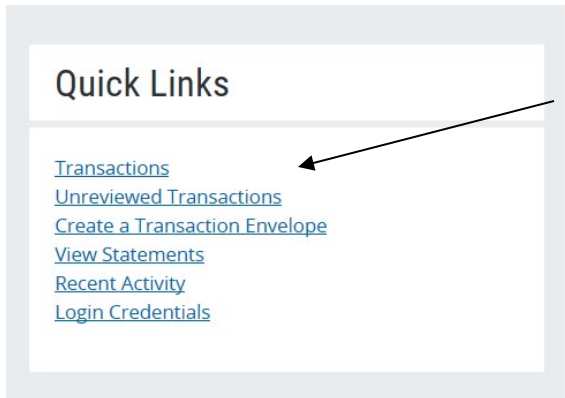


The Home link will always return users to this page

Quick Links – Access the most frequently used screens

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

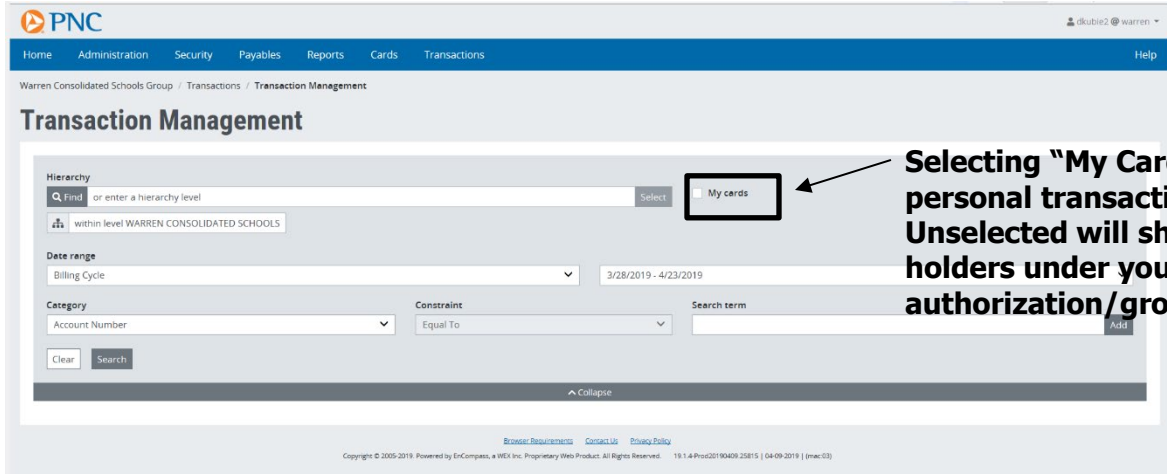
## Managing Transactions



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

# PNC District Purchase Card Approvers Step by Step Guide

## Using the Manage Transactions Quick Link:



Selecting "My Card" shows your personal transactions. Unselected will show all card holders under your authorization/group.



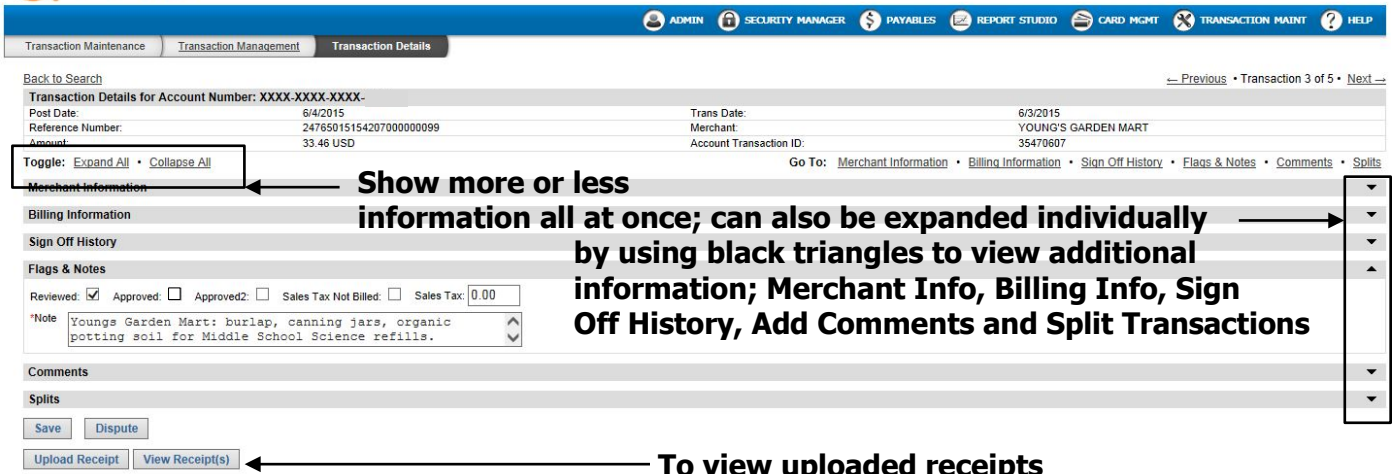
**- View & Edit Transaction Details.** The Pencil Icon also displays information for the other action icons.

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

## Viewing Transaction Details



[Home](#) | [Log Out](#) | [Contact Us](#)



Show more or less information all at once; can also be expanded individually by using black triangles to view additional information; Merchant Info, Billing Info, Sign Off History, Add Comments and Split Transactions

To view uploaded receipts

# PNC District Purchase Card Approvers Step by Step Guide

## Approving Transaction

Home | Log Out | Contact Us

Transaction Maintenance | Transaction Management | Transaction Details

Back to Search

Transaction Details for Account Number: XXXX-XXXX-XXXX-  
Post Date: 6/4/2015  
Reference Number: 2476501515420700000099  
Amount: 33.46 USD  
Trans Date: 6/3/2015  
Merchant: YOUNG'S GARDEN MART  
Account Transaction ID: 35470607

Toggle: Expand All • Collapse All

Go To: Merchant Information • Billing Information • Sign Off History • Flags & Notes • Comments • Splits

Merchant Information

Billing Information

Sign Off History

Flags & Notes

Reviewed:  Approved:  Approved2:  Sales Tax Not Billed:  Sales Tax: 0.00

\*Note  
Youngs Garden Mart: burlap, canning jars, organic potting soil for Middle School Science projects.

Comments

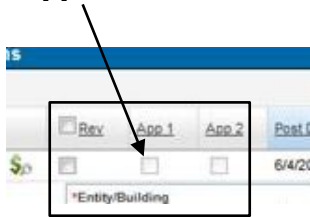
Splits

Save Dispute

Upload Receipt View Receipt(s)

Copyright © 2005-2015. Powered by EnCompass, an AOC Solutions, Inc. Proprietary Web Product. All Rights Reserved. 2015R1.M01-344aae4fed98 06-24-2015 (mac.04) | Privacy Policy

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.



Viewing/Printing Monthly Statements - From Home Screen

Click on Quick Link to View Statements

# PNC District Purchase Card Approvers Step by Step Guide



Transaction Maintenance   **Statements**

Account Search Criteria: Select a Statement closing date and enter specific search criteria and click on search. For All accounts click on Search.  
Statement Closing Date: 5/27/2015

Search Criteria			
Actions	Search Term	Filter Type	Value
	Account Status	Equal To	Active
Account Number	Equal To		<input type="text"/>

Select the Statement Closing Date using the drop down menu

Search

Search Criteria

Actions	Search Term	Filter Type	Value
	Account Status	Equal To	Active
Account Number	Equal To		<input type="text"/>

Search

**Cards** Records per page 20

Actions	Card Number	Last Name	First Name	Type	Receipt?
	XXXX-XXXX-XXXX-4627	ANDRZEJEWSKI	SUSAN L	Individual	No

Records per page 20



Click on the Download Icon

This message will appear at the bottom of the screen:

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

Do you want to open or save statement.5\_27\_2015.pdf (188 KB) from pncactivepay.com?

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, Traci Elliott (ext. 72130) in Accounts Payable.

## **PNC District Purchase Card Approvers Step by Step Guide**

**For a temporary single purchase limit increase please email Sue Andrzejewski at [sandrzejewski@wcskids.net](mailto:sandrzejewski@wcskids.net) CC: Traci Elliott at [telliott@wcskids.net](mailto:telliott@wcskids.net) and your Administrator.**