

PNC District Purchase Card Users Step by Step Guide

www.pncactivepay.com

Log In Screen

Username

Password [Show](#)

Organization ID

Remember me

[Log In](#) [Register](#)

[Forgot Username](#) | [Forgot Password](#)

[Browser Requirements](#) | [Privacy Policy](#) | [Contact Us](#)

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)

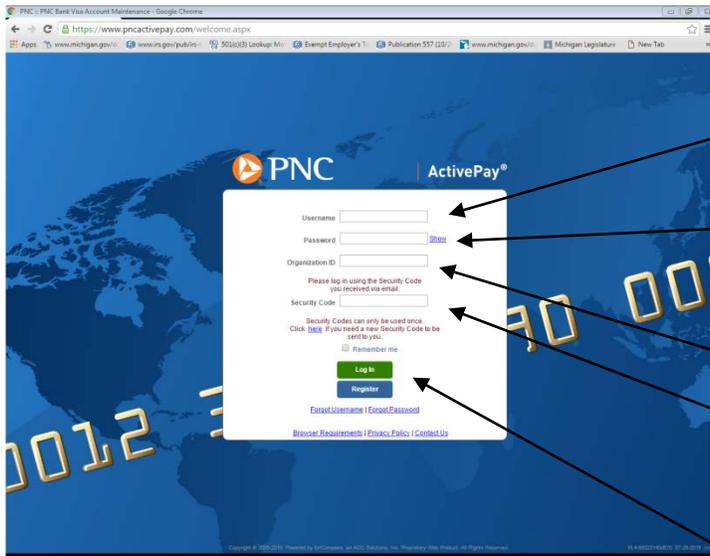
Please allow a few minutes to receive your Security Code.

[Send Me a Security Code](#)

[Cancel](#)

Select 'Send Me a Security Code'

PNC District Purchase Card Users 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

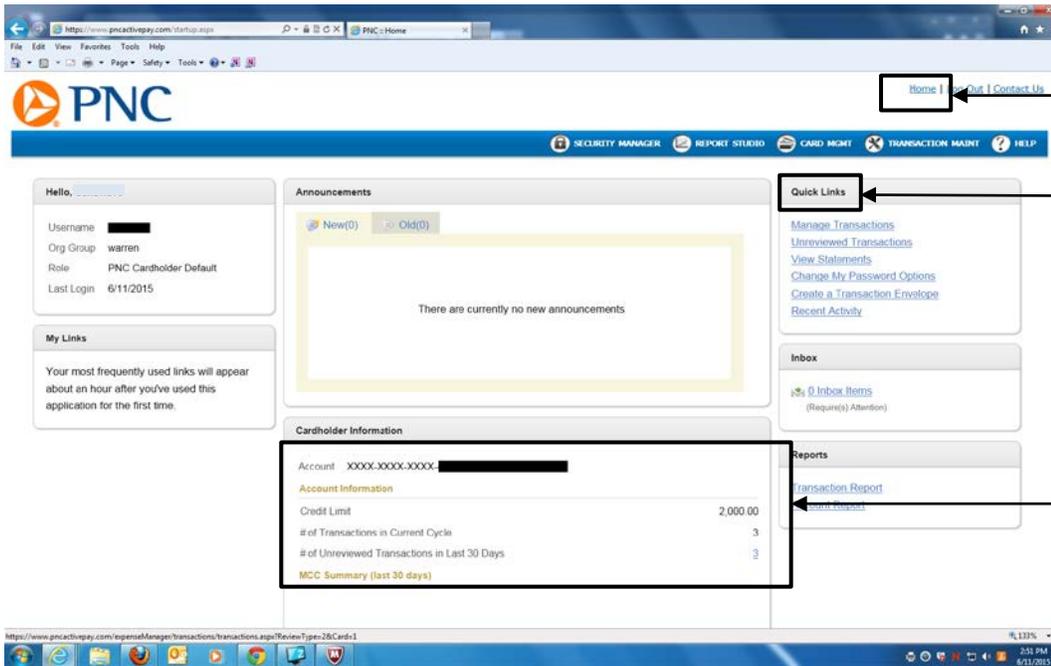
Enter the security code received via email
The security code can only be used once
THIS IS NOT YOUR PASSWORD

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 Users Step by Step Guide

Welcome to the Home Screen



The Home link will return users to this page

Quick Links – Access the most frequently used screens

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

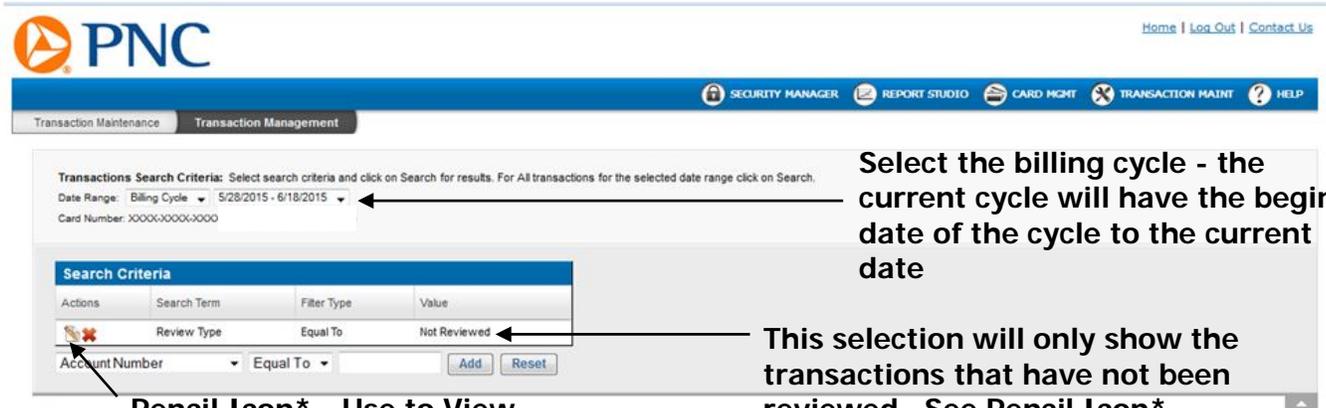
Managing Transactions



Selecting Manage Transactions will allow you to review all transactions.

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

Using the Manage Transactions Quick Link:



Select the billing cycle - the current cycle will have the begin date of the cycle to the current date

This selection will only show the transactions that have not been reviewed. See Pencil Icon*

Pencil Icon* - Use to View, Edit or Change terms and values

Select search once the cycle has been selected

PNC District Purchase Card Users Step by Step Guide

The screenshot shows the 'Transactions Summary (Payments Excluded)' page. At the top, there is a 'Show Summary' link. Below that, a 'Financial Codes' section has radio buttons for 'View' and 'Hide', with callout 1 pointing to the 'View' button. The main 'Transactions' section has a toolbar with icons for 'Merchant Details', 'Billing Details', 'Transaction Details', 'Split Transaction', 'Copy Financial Codes', 'Clear Financial Codes', 'Copy Notes', and 'Clear Notes', with callout 2 pointing to the 'Merchant Details' icon. A table of transactions is displayed with columns: Rev, App 1, App 2, Post Date, Trans Date, Act#-4, Name, Employee Id, Merchant, Billing Amount, Billing Currency, Envelope, Split, Disputed, and Receipt?. Callout 6 points to the 'Rev' checkbox in the first row. Below the table, there are input fields for '*Entity/Building' (containing '91') and '*ASN', with callout 3 pointing to the 'Entity/Building' field. A 'Notes*' text area is below that, with callout 4 pointing to it. To the right of the table, there are three input fields for 'Envelope', 'Split', and 'Receipt?', with callout 5 pointing to the 'Envelope' field and callout 7 pointing to the 'Receipt?' field. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons, with callout 8 pointing to the 'Save' button.

1. Choose to view or hide Financial Codes by selecting the appropriate radio button.
2. 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.
 -  - View & Edit Transaction Details *. This icon also displays the information for the other action icons.
 -  - Split Transaction between ASNs.
 -  - View Merchant Details.
 -  - View Billing Details.
3. Enter the appropriate Financial Codes by typing the code into the appropriate box or by clicking on the magnifying glass next to the code field and picking from a list. The Copy To All button allocates all transactions in the list to the same Financial Codes.
4. Add a descriptive note to the transaction. This is required field.
5. You can see whether a transaction has been included in a Split, Disputed, or Receipt.
 - * See next section for more Transaction Details.
6. 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.
7. Has the receipt for this transaction been uploaded? A "Y" will appear here.
8. 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.)

PNC District Purchase Card Users Step by Step Guide

Transaction Details



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

After entering all the information required on the Manage Transaction screen, select the



Transaction Details icon to perform other actions.

Transaction 1 of 1

Transaction Details for Account Number: XXXX-XXXX-XXXX.

Post Date: 6/4/2015 Trans Date: 6/3/2015

Reference Number: 24765015154207000000099 Merchant: YOUNG'S GARDEN MART

Amount: 33.46 USD 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 refills.

Comments

Splits

Save Dispute

Upload Receipt

Copyright © 2005-2015. Powered by EnCompass, an AOC Solutions, Inc. Proprietary Web Product. All Rights Reserved. 2015R1-ca101267f68 05-04-2015 (mac.01) | [Privacy Policy](#)

Uploading receipts

Scan all receipts and save to either a zip drive or the computer's hard drive. Select Upload Receipt button.

Details for Account Number: XXXX-XXXX-XXXX

Trans Date: 6/3/2015

Merchant: YOUNG'S GARDEN M

Account Transaction ID: 35470607

Go To: [Merchant Information](#) • [Billing Information](#) • [Sign Off History](#) •

Upload Receipt

Valid file types are: DOC, DOCX, PDF, TIFF, JPEG, GIF, PNG, BMP.
Maximum upload file size is 4096 KB.

Select File to Upload:

Browse...

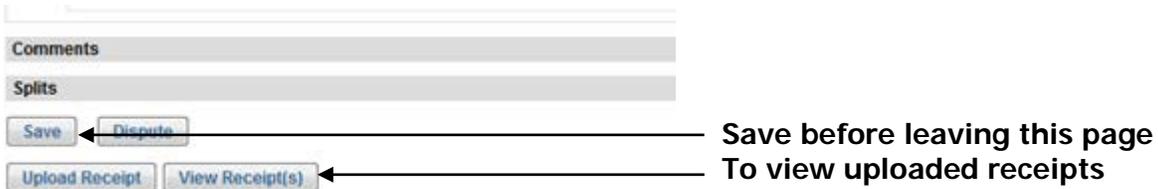
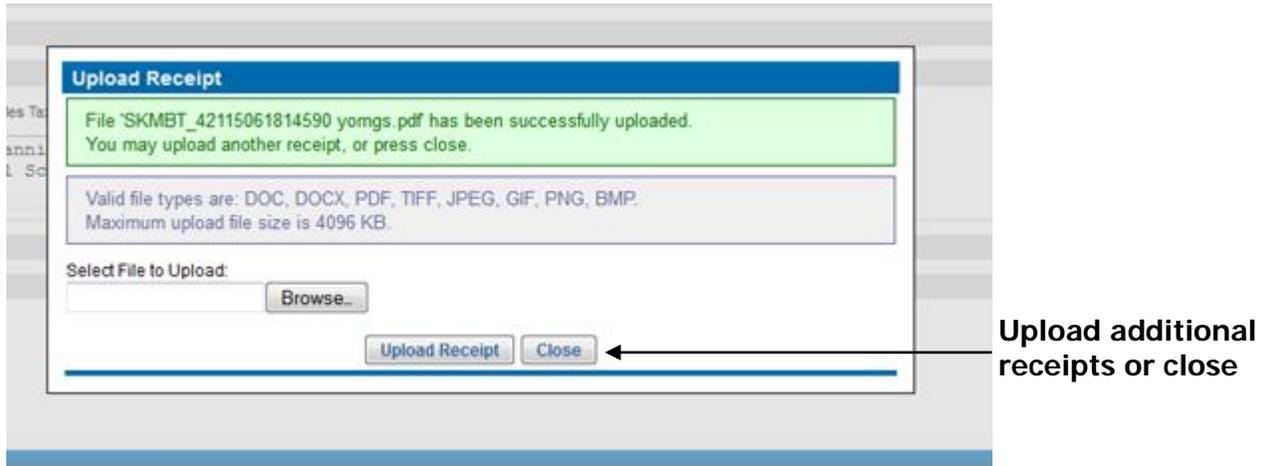
Upload Receipt Close

Browse drive to find the file to upload

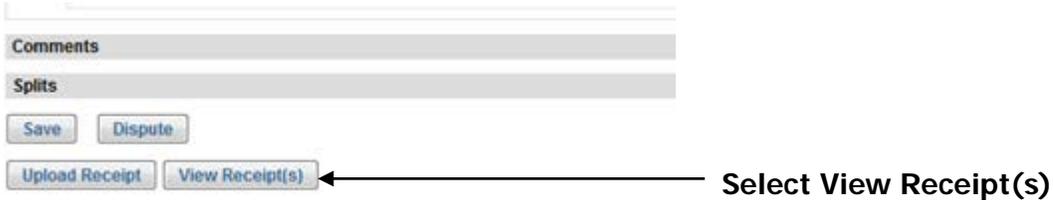
Upload receipt

PNC District Purchase Card Users Step by Step Guide

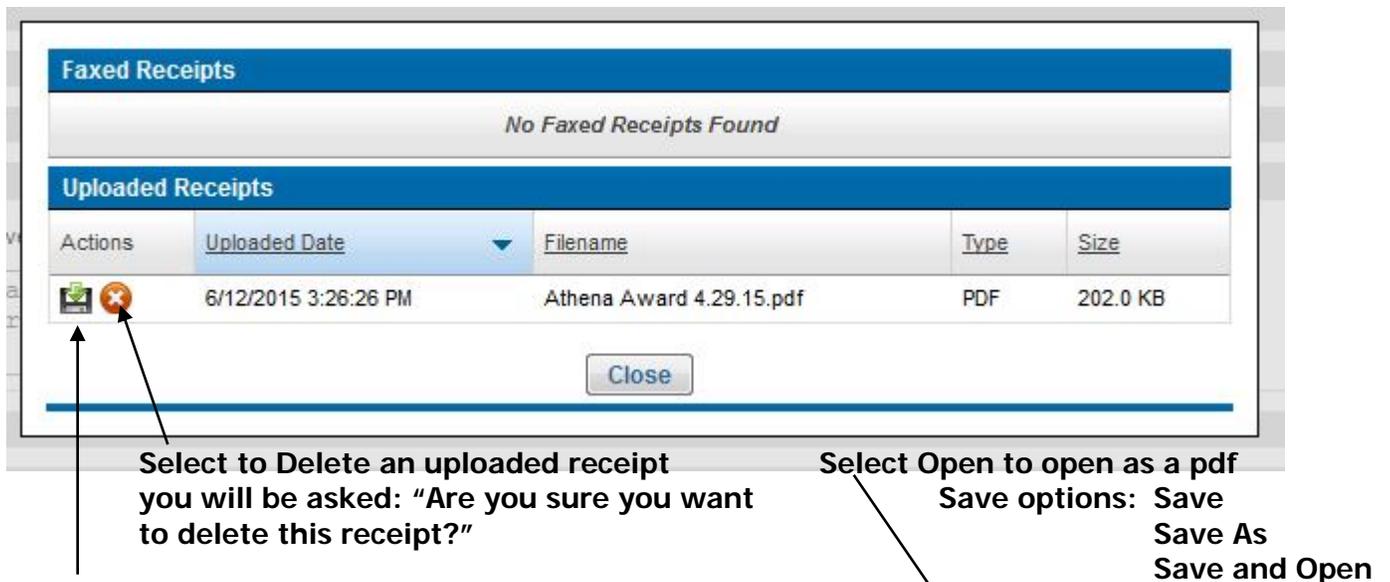
Confirmation of successful upload



Viewing or Deleting an Uploaded Receipt



This screen will appear:



Select to view a receipt (download icon)
This message will appear at the bottom of the screen:



PNC District Purchase Card Users Step by Step Guide

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

Current Splits : Single **Split** ← Select the Split button to add multiple splits

Financial Codes: View Hide

Amount	%	
299.00	100.00	
		*Entity/Building
		*ASN
		Notes
299.00	100.00	Total (Must Equal the original)
0.00	0.00	Remaining Amount

Select Entity and ASN using the magnifying glass next to the code field and picking from the list

Can be split by amount or percentage, must equal 100% when done

Add Split

Save Dispute

Upload Receipt View Receipt(s)

Add splits one at a time

Copyright © 2005-2015. Powered by EnCompass, an AOC Solutions, Inc. Proprietary Web Product. All Rights Reserved.

4fed98 08-24-2015 (mac:04) | [Privacy Policy](#)

Multiple splits can be added at one time by clicking the Split button, or splits can be added one at a time by clicking the Add Split button.

Adding multiple splits at one time:
Click the Split button

Enter the number of splits need to make for the selected transaction

Then click Continue

Comments

Splits

Number of Splits: 3 **Continue** **Cancel**

Amount	%	
299.00	100.00	
		*Entity/Building
		*ASN
		Notes
299.00	100.00	Total (Must Equal the
0.00	0.00	Remaining Amount

Save Dispute

Upload Receipt View Receipt(s)

PNC District Purchase Card Users Step by Step Guide

The screen will show the transaction is now split into 3.

Current Splits: 3 ← Splits can be undone

Amount	%	
0.00	0.00	
		*Entity/Building: 00 *ASN: 3430800
		Notes
0.00	0.00	
		*Entity/Building: 00 *ASN: 3430800
		Notes
0.00	0.00	
		*Entity/Building: 00 *ASN: 3430800
		Notes
0.00	0.00	Total (Must Equal the original)
299.00	100.00	Remaining Amount

Additional splits can be entered by selecting the Add Split button

Financial Codes: View Hide

Splits can be entered as dollar amounts or percentages.

If entering the percentage the application will automatically calculate the dollar amount.

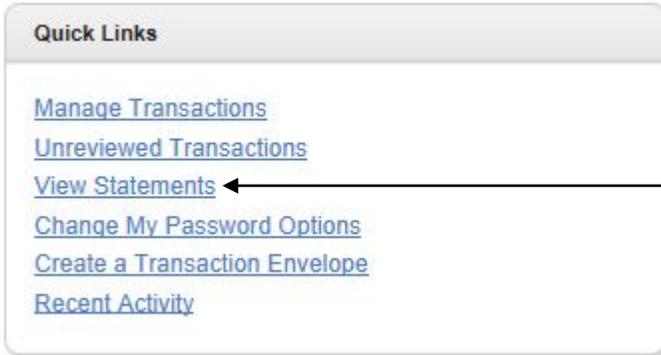
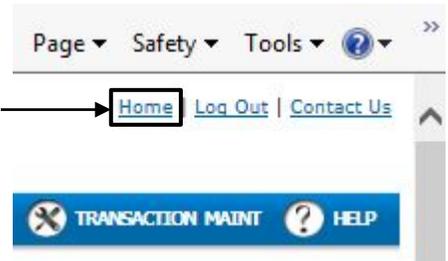
The total must equal 100% or the dollar amount of the transaction.

If it does not, the transaction will not save.

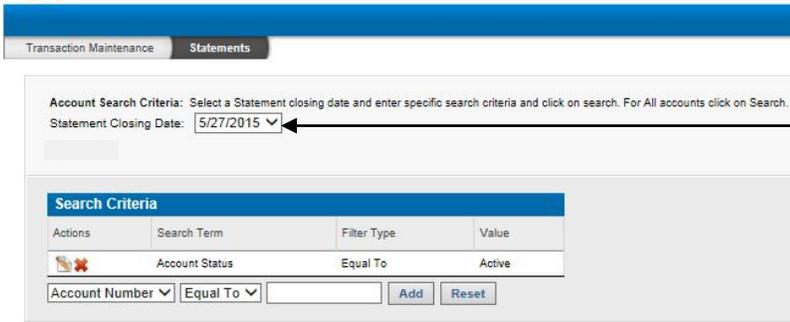
If Notes have not been entered on the Manage Transaction screen they can be entered here. All (red)* items must be complete in order for the application to save the transaction.

PNC District Purchase Card Users Step by Step Guide

Viewing/Printing Monthly Statements - From Home Screen

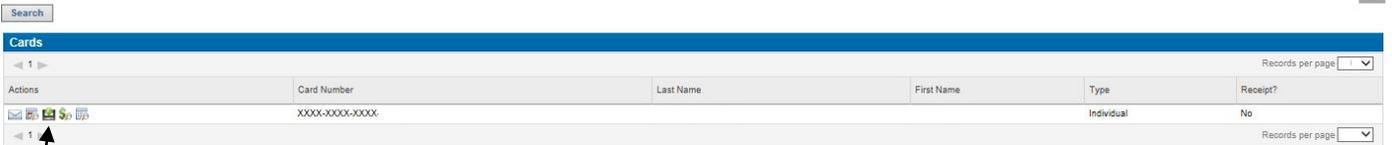


Click on Quick Link to View Statements



Select the Statement Closing Date using the drop down menu

Search



Click on the Download Icon

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:



PNC District Purchase Card Users Step by Step Guide

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, 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 JLettang@wcskids.net and CC: Donna Stadler (dstadler@wcskids.net) and Sue Andrzejewski (sandrzejewski@wcskids.net).