### www.pncactivepay.com



Username – same as previous

**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

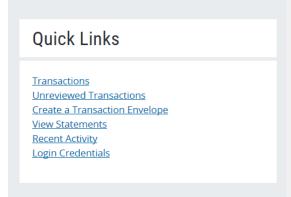
Log In button

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				🛓 dkuble	2 @ warren 👻
Home Administration Security Payable	is Reports Cards Transactions				Help
Hello, DONNA M					
Announcements	Cardholder			Quick Links	— Quick Links – Access
Current Past There are no announcements.	Card *3694 (STADLER, DONNA M)			Transactions Unreviewed Transactions Create a Transaction Envelope View Statements	the most frequently used screens
Create	1,000.00 USD	O Transactions •	O Unreviewed transactions @	Recent Activity Login Credentials	Information at a
My Links		Show More		Reports	glance – Unreviewed
Card Account Management (144) Users (70) Report Woard (47) Yiew Report Folder - COMPANY (46) Financial Allocation Codes (25)				Merchant Log Report Transaction Report Account Report Accounts Payable Reconciliation	Transactions, Credit Limit, etc.
	Roman Copyright © 2005-2018. Powered by EnCompania. # MEX.Inc.	er Requirements Contact Us Privacy Poli Proprietary Web Product. All Rights Reserved.			

### **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.

Using the Manage Transactions Quick Link:

PNC									🛓 dkubie2 @ warren 👻
e Administration	Security	Payables	Reports	Cards	Transactions				Help
n Consolidated Schools Group	/ Transactio	ons / Transacti	ion Manageme	int					
ansaction M	lanag	jemen	t						
									Select the billing cy
Hierarchy									Select the binning cy
Q Find or enter a hierarch	iy level						Select	My cards	/
within level WARREN C	ONSOLIDATE	D SCHOOLS							
Date range									
Billing Cycle						~	3/28/2019 - 4/23/	2019	¥ ~
Category					Constraint			Search term	
Account Number				~	Equal To		~		Add
Clear Search									
						∧ Col	lapse		
×									
```	$\mathbf{\mathbf{N}}$				Brows	er Requirements	ensact Us Privacy Policy		
	<b>\</b>		Com	wight @ 2005-201	19. Powered by EnCompass, a WEX Inc.	Proprietary Web Prod	uct. All Rights Reserved. 19	1.4-Prod20190409.25815   04-09-20	019 ( (mac.03)

Select search once the cycle has been selected

						~(	Collapse							
	All fields must be comp	leted unless marked	d (optional).											
	Transactions													
1	Merchant Details	Billing Details	Transaction Details	Split Transaction	Receipts	Copy Financial Codes	Clear Financial Codes Cop	y Notes Clear Notes			г		7	
	< 1 > 100	✓ Hide Finan	icial Codes									4		
5	Reviewed	Approved	Second approva	Post Date 🔺	Transaction Date	Acct @ Name	Employee	D <u>Merchant</u>	Billing Amount	Envelope	Receipts	Split	Disputed	
				3/28/2019	3/27/2019			NAESP-PEAP	120.00 USD		✓ Yes	× No	×No	
	Entity/Building	Add	ASN	Add					Г		1			
	34 Notes	Add		Add			_			6				
3														

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.)

### **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.

Receipts	×
Valid types are:.doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total canno KB.	pt exceed 4096
Upload receipt	
	Browse
Cancel	Upload Receipt
	Browse drive to fin the file to upload
Upload receipt	the me to upload
onfirmation of successful upload Receipts	×
File(s) 'DOC020617-02062017061114.pdf' successfully uploaded.	
Valid types are:.doc, .docx, .pdf, .tiff, .jpg, .gif, .png, .bmp. Attachments file size total can KB.	not exceed 4096
Upload receipt	
	Browse

**Uploaded Receipts** 

Select a row to perform an action.

Uploaded Date 💌	Filename	<u>Type</u>	Size
4/23/2019 4:26:43 PM	DOC020617-02062017061114.pdf	PDF	225.0 <u>KB (kilobyte)</u>
		Car	ncel Upload Receipt

### **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**

			<b>^</b> Co	llapse						
All fields must be completed unless ma	rked (optional).									
Transactions		$\frown$								
Merchant Details Billing Details	Transaction Details	Split Transaction Receipts	Copy Financial Codes	Clear Financial Codes Copy N	otes Clear Notes					
< 1 > 100 ¥ Hide F	inancial Codes	$\smile$								
Reviewed Approv	ed Second approval	Post Date   Transaction Dat	e Acct 🛛 Name	Employee ID	Merchant	Billing Amount	Envelope	Receipts	Split Dispu	ted
		3/28/2019 3/27/2019	3		NAESP-PEAP	120.00 USD		✓ Yes	×No ×No	
Entity/Building	ASN									
	Add	Add								
Notes										

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

✓ Splits						
All fields must be completed unless marked (o	ptional).					
Number of splits						
2		Undo Split				Hide Financial Codes
Split Transaction						^
Actions	Amount				Percent	
	54.20			USD	100.00	%
Copy to All Clear Codes	Entity/Building	Add	ASN		Add	
	Notes (optional)	Add			Add	
Copy to All Clear Notes						
	0.00			USD	0.00	%
Copy to All Clear Codes	Entity/Building	Add	ASN		Add	
	Notes (optional)					
Copy to All Clear Notes	-					

### Viewing/Printing Monthly Statements –

× 📆 Conve	t ≠ ∰Select	🗙 Google 🗸 🖓 Search • More 🍽 Sign In 🔦
OP	NC	å diuble2⊜ warren ≭
Home	Administration Security Payables Reports Cards Transactions	Help
ron	n Home Screen	
	<u> </u>	
	Quick Links	
	Transactions	
	<u>Unreviewed Transactions</u>	
	<u>Create a Transaction Envelope</u>	
	View Statements	Click on Quick Link to View Statemen
		Click on Quick Link to View Statemen
	Recent Activity	
	Login Credentials	

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

		to select the date
Constraint	Search term	· · · · · · · · · · · · · · · · · · ·
► Equal To	~	Add

- 3 Then click the search button
- 4 Click "Download Statement"



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 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 <u>sandrzejewski@wcskids.net</u>, and CC: Traci Elliott (<u>telliott@wcskids.net</u>) and your administrator.