Elizabethtown College

ActivePay User Guide

ActivePay Basics

- Username & Password
- Forget Your Username and/or Password
- Login
- Dashboard
- User Roles and Permissions

Transaction Maintenance Module

- Transaction Management
- Transaction Management Action Icons
- Transaction Allocation
- Allocation Deadlines
- Allocation and Card Limits
- Transaction Envelope (Currently Not Required)

PCard Statements

- Accessing Statements
- Statement Action Icons
- Notifications

Card Management

- View Card Activity
- Report a Lost/Stolen Card

Report Studio

- Report Types
- Create A Report
- Schedule A Report
- Download A Report

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October 6, 2010

PNC
ActivePay User Guide

ActivePay Basics

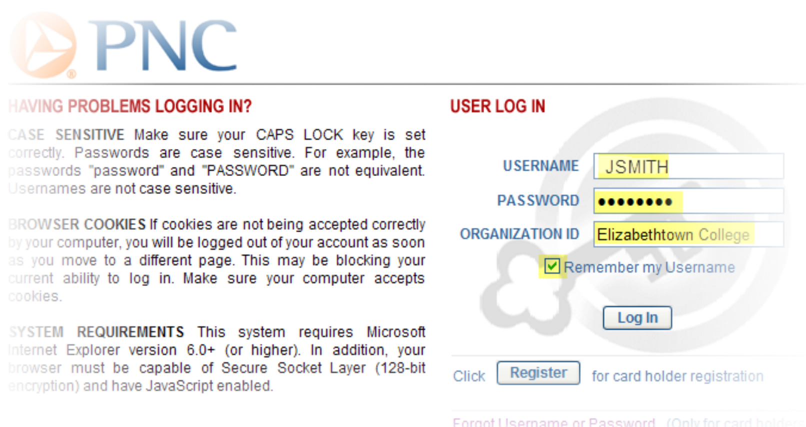
User Name and Password

Cardholders will receive a system generated Welcome email from activepay.notices@pnc.com. The email contains the cardholder's username and password required to access the site. To prevent this email from dumping into your JUNK or deleted folders, please add the address to your safe senders list.

Upon receipt of the Welcome email, visit the ActivePay Allocation website https://www.pncactivepay.com/.

Log In

1. Enter your Username, Password and the organization ID Elizabethtown College.
   These fields are case-sensitive.
2. Select the check box "Remember My Username" to save the Username and Organization ID field data for future log ons.



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ActivePay User Guide

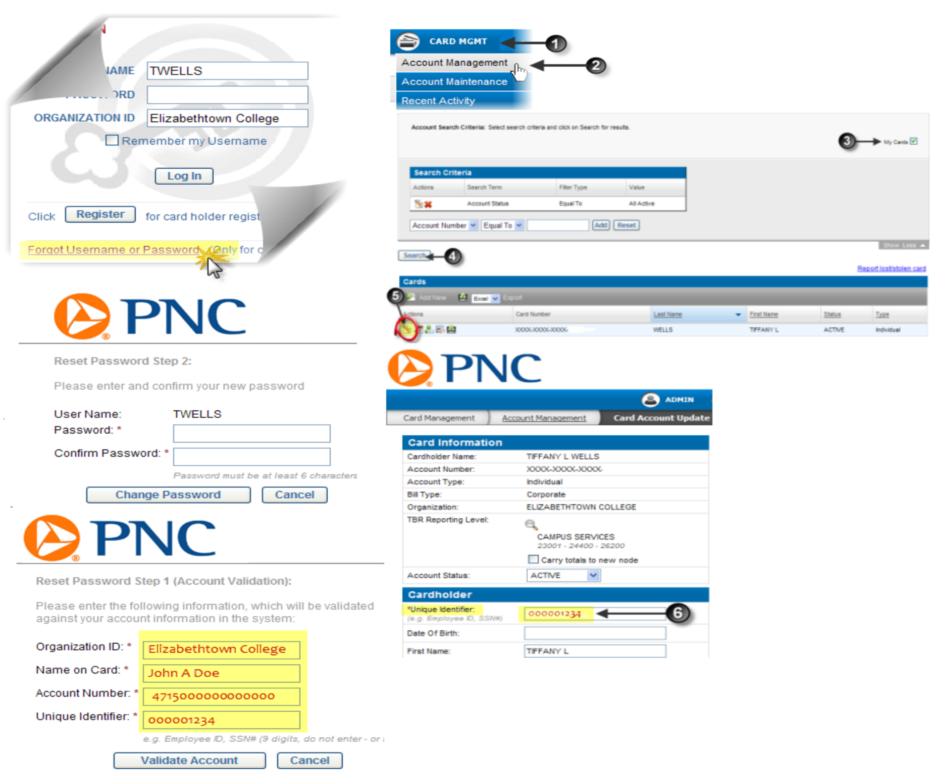
Forget your password or Username?

Users can reset their passwords. It is a good idea for users to locate and make note of the card unique identifier #. This will be needed if a password or username is forgotten.

1. From the ActivePay Log On Screen, Click "Forget Username or Password"
2. Type and confirm a NEW password, Click "Change Password"
3. Enter the following:
   a. Organization ID = *Elizabethtown College*
   b. Name on Card = *Type the name as it appears on the card, include spaces*
   c. Account Number = *Enter the credit card #, exclude spaces*
   d. Unique Identifier = Locate your *Unique Identifier*

   Follow Steps 1 through 6 on the diagram
   1. Card Management
   2. Account Management
   3. Check the "My Cards" box
   4. Click "Search"
   5. Click the Action Icon, "Edit "

Find the card unique identifier



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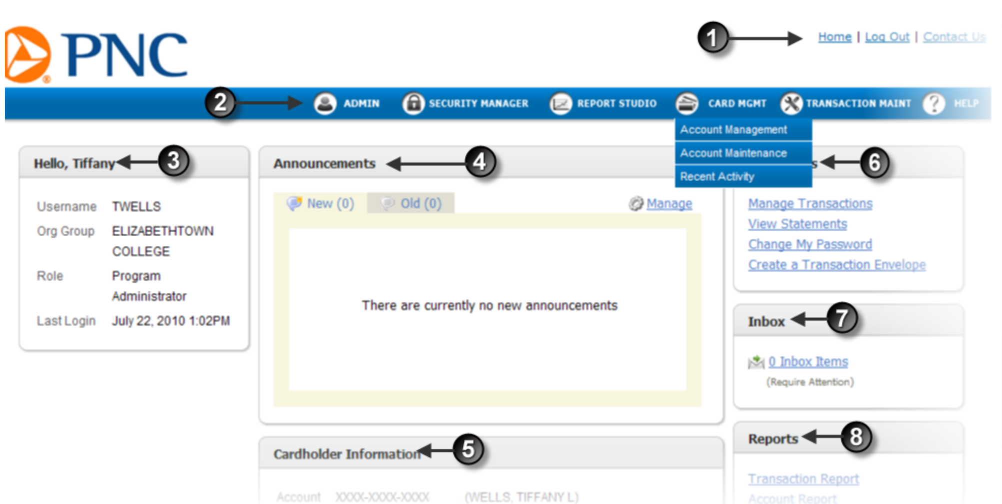
ActivePay User Guide

Dashboard

The Dashboard is a combination of card modules, menu options and Quick "clicks" that give users access to Transaction Management and Report functions.

There are multiple ways to navigate to a module from the home screen. For your convenience links have been created to give users access to frequently accessed functions such as Manage Transactions, View Statements, Create a Transaction Envelope and the Inbox.

Use the diagram and reference number to identify different areas of the Dashboard.

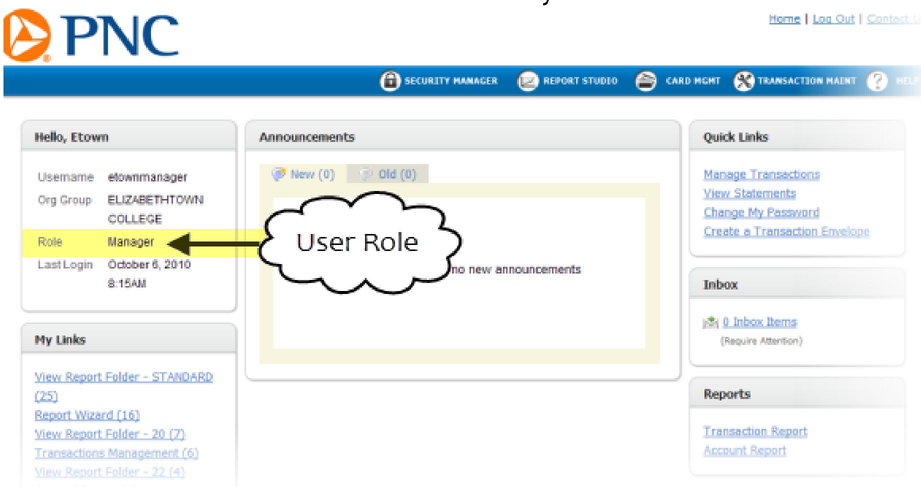


1. Links:
    a. Home – Will bring you back to this page from anywhere in the application.
    b. Log Out – Logs you out of the application.
    c. Contact Us – Displays a message to contact your Program Administrator.
2. Modules: Hover your mouse over any of the items in the Module Bar to display drop down menus.
3. Welcome: Displays your user information.
4. Announcements: This section will display announcements from Elizabethtown College.
5. Cardholder Information:
   This section displays the last four digits of your card account, credit limit, current balance, transactions over the last 30 days, and recent activity.
6. Quick Links: Access to the most commonly used sections of the applications.
7. Inbox: This refers to the Transaction Envelope (Not used/or required at Elizabethtown College).
8. Reports: These are quick links to some of the most commonly used reports.

User Roles and Permissions

ActivePay users are assigned roles that drive what they will see and be able to do on the ActivePay website. All roles are driven by permissions created by Elizabethtown College's Program Administrators.

User roles can be identified on the ActivePay Dashboard.



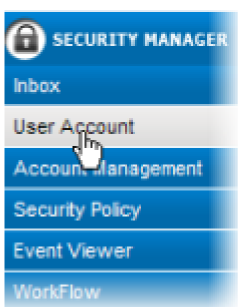
To see a list of roles and permissions click the Excel File below.
[..\..\..\..\Public\Elizabethtown College Purchasing Card\ActivePay\Elizabethtown College ActivePay Roles and Permissions.xlsx]

Update User Information

The User Account allows users to make changes to their own website user accounts. This module does not affect the credit card account. Users can update their information such as email, password and or profile (default Report formats) information.

*Changing the Unique identifier may eliminate the cardholder's ability to see their transactions!

1. Go to the *Security Management Module*
2. Select *User Account*
3. Proceed to make the necessary change(s)
    - Update Account Information
    - Change Account Password
    - Change Profile Options
4. Save



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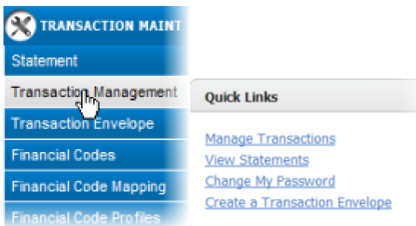
Transaction Maintenance Module

Transaction Management

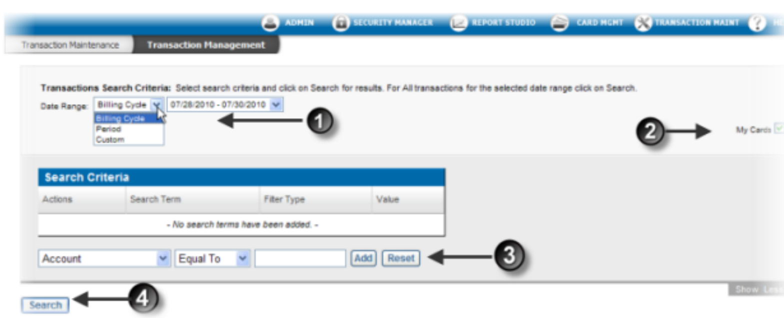
The Transaction Maintenance Module gives users access to the Transaction Management function to display and edit PCard transactions.

Go to *Transaction Maintenance Module* and select *Transaction Management*



Or select *Manage Transactions* under the QUICK links

1. Select a *Date Range* (Billing Cycle, Period, Custom)
2. Check the *"My Cards"* box if you have access to more than one card
3. Enter *Search Criteria*
4. Search



Transaction Management Action Icons

Split Transactions

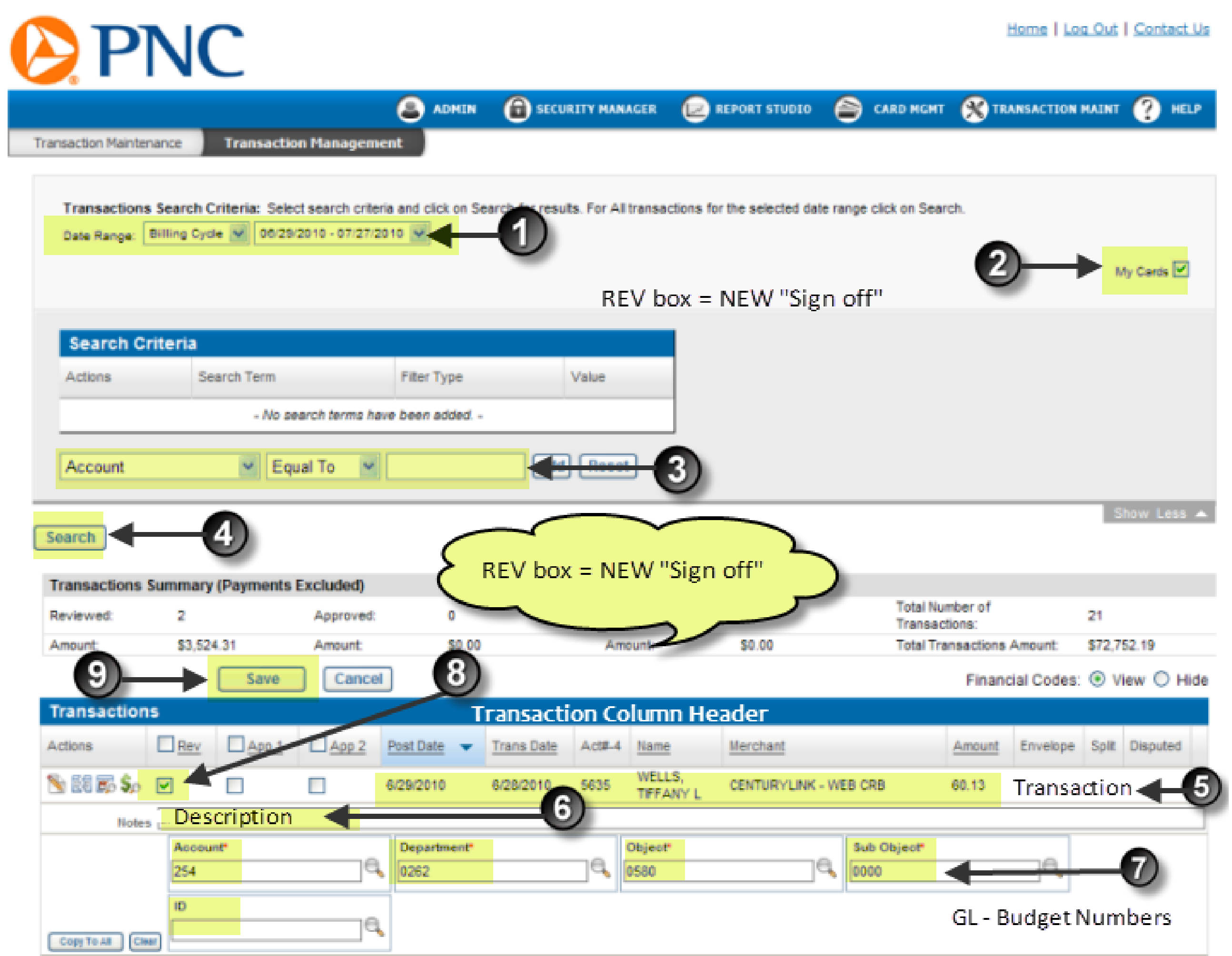
View & Edit Transaction

View Merchant Information

View Billing Details

Transaction Allocation

Cardholders should visit ActivePay on a weekly basis to ensure a card hasn't been used fraudulently or charged in error. However, allocation can be done as-needed but before the allocation dates specified under Allocation Deadlines. *Allocate transactions with your receipts to catch duplicate charges.*



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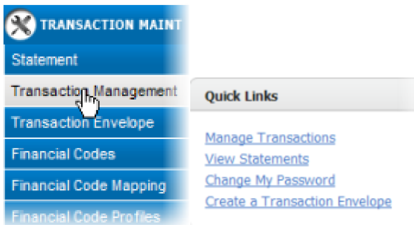
October 6, 2010

TRANSACTION ALLOCATION

Go to *Transaction Maintenance* Module and select *Transaction Management*



Or select *Manage Transactions* under the QUICK links

1. Select a *Date Range* (Billing Cycle, Period, Custom)
2. Check the *"My Cards"* box if you have access to more than one card
   *Note: Steps 1 through 4 will appear differently depending on your ROLE (*see the screenshots*)

3. Enter *Search Criteria*
   - To view transactions not "REVIEWED", select *Review Type = Not Reviewed*
4. Search
   - Transactions can be sorted in Ascending or Descending order according to Column Headings, such as Merchant or Date Posted
5. Select a transaction
6. Enter a description in the Notes field
7. Change the *GL Budget Number fields* if necessary
   - Invalid GL's will Error and changes cannot be saved
   - Default GL's appear in the fields until changed
8. Check the *REV* box
   - Previously referred to as **SIGN OFF**
   - Transactions will not become read-only when checked; they can be changed until they cycle out of the system on the 15th of each month
   - Transactions previously marked REV will be visible unless you change the Search Criteria in steps 1 through 4 above
9. Save

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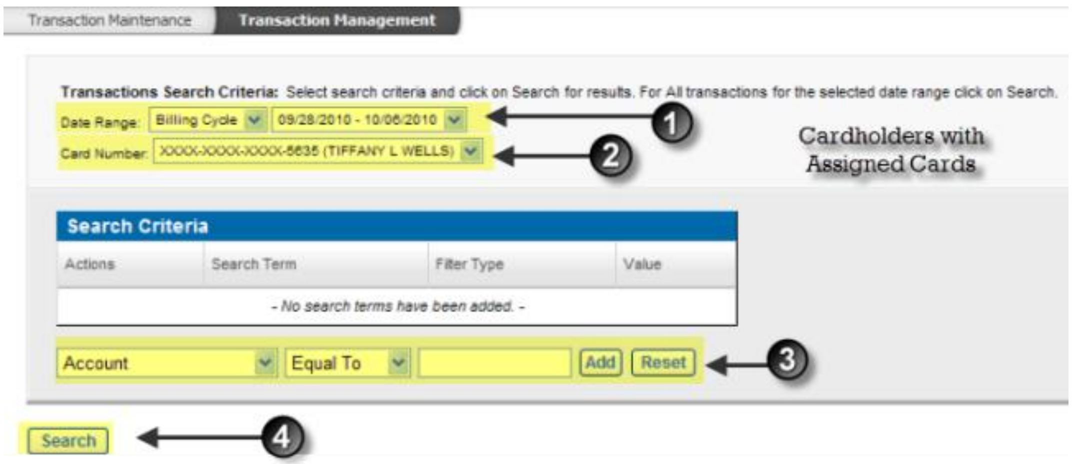
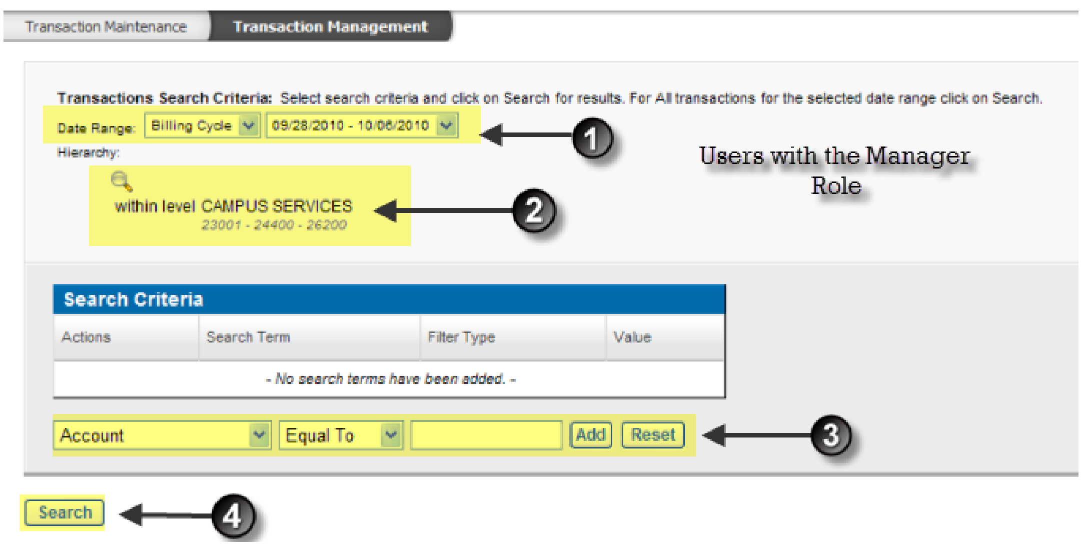
ALLOCATION SCREENSHOTS





Splitting Transactions

Follow steps 1 through 4 above.

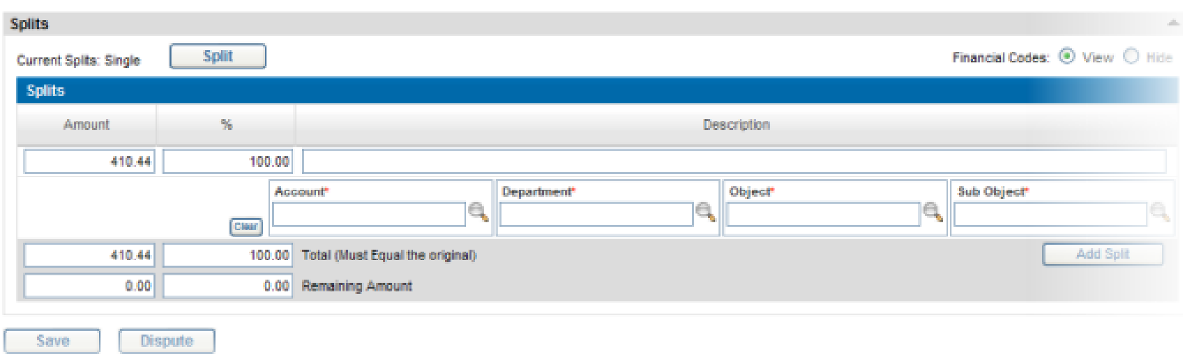
1. Select the transaction
2. Select the Actions icon, *Split Transactions*
3. Enter the *Dollar Amount* or *%*
4. Enter a *Description*
5. Enter the *GL 's*
6. Check the *REV* box
7. Save

Enter Multiple Splits

1. Select *Split*
2. Enter the number of splits
3. Continue
4. Follow steps 3 through 7 above to complete and save the split changes

Enter Single Splits (In the Split Screen)

1. Select *Add Split*
2. Follow steps 3 through 7 above to complete and save the split changes



Elizabethtown College

ActivePay User Guide

Allocation Deadlines

- Transactions must be allocated by the 10th of each month
- All transactions become read-only and cycle out of ActivePay on the 10th day of each month

Transactions not allocated by the 10th will be <u>unavailable</u> for allocation changes via the website or by request of a journal entry.

Allocation and Credit Limits

If you are close to your credit limit at the end of the PCard cycle (27th of the month) and have not "Signed Off" on any or some of your transactions, credit funds will not be restored and available until transactions from the previous cycle have been allocated and check *REV.*

<u>Example 1:</u>
Credit limit: $10,000
Transactions to be marked REVIEW: $8,000
Credit Limit: $2,000

<u>Example 2:</u>
Credit limit: $10,000
Transactions to be marked REVIEW: $0
Credit Limit: $10,000

Dispute Transactions

Go to *Transaction Maintenance Module* and select *Transaction Management*
Or select *Manage Transactions* under the QUICK links

1. Select a *Date Range* (Billing Cycle, Period, Custom)
2. Check the *"My Cards"* box if you have access to more than one card
3. Enter *Search Criteria*
4. Search
5. Select a transaction (Beside the desired transaction)
6. Select the *View & Edit Transaction* Actions Icon
7. Click *Dispute*
8. Complete the form and send a printed or scanned copy to Tiffany Wells.

Transaction Envelope

Function currently not used or required at Elizabethtown College.

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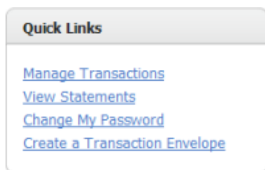
PCARD STATEMENTS

ACCESSING STATEMENTS

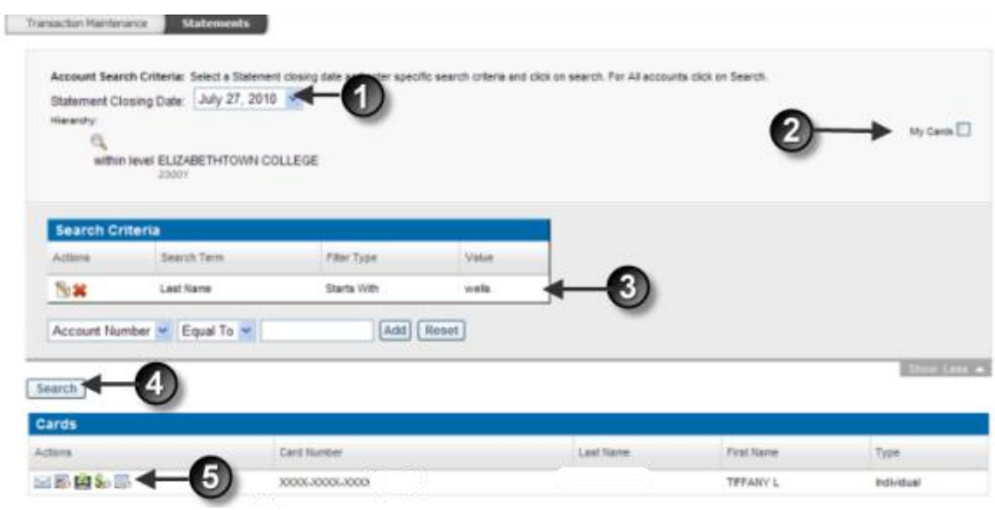
Hardcopy Statements **will not** be mailed to cardholders. Cardholders can access a PDF version of a Statement anytime after the account cycles, typically the 28th of each month.

Access statements using the *Transaction Maintenance Module* or from the *Quick Links* option *View Statement*.

OR



1. Select the *Statement Closing Date*
2. Check the *"My Cards"* box if you have access to more than one card
3. Enter *Search Criteria*
4. Search
5. Select an *Actions* icon to activate a request



Statement Action Icons

- Email
- View Recent Authorizations
- Download Statement
- View Payments
- View Transactions

Statement Notifications

Follow steps 1 through 4 above and steps 5 - 7 below to request a notification email be sent to you when statements are available.

5. Under the *Actions* Icon, click the envelope
6. Enter the email address or addresses
7. Save

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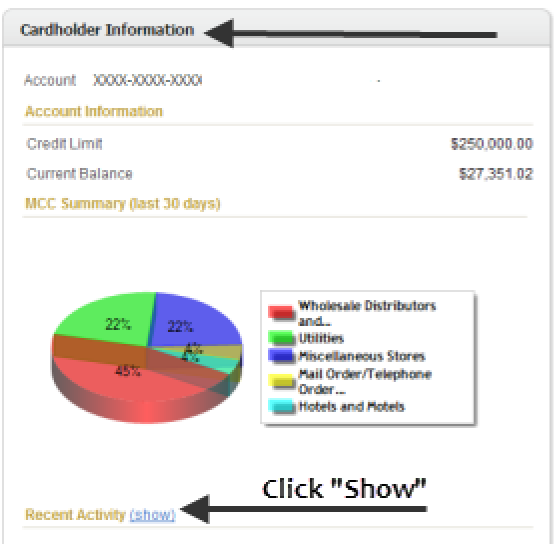
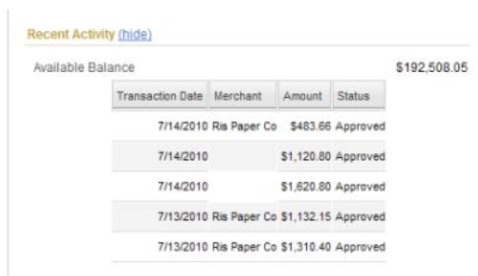
CARD MANAGEMENT

VIEW RECENT CARD ACTIVITY

View recent account authorizations and declines as well as card balances.

1. Go to the Home Screen
2. Under Cardholder Information; Recent Activity, click *show*





Transaction Date	Merchant	Amount	Status
7/14/2010	Ris Paper Co	$483.66	Approved
7/14/2010		$1,120.80	Approved
7/14/2010		$1,620.80	Approved
7/13/2010	Ris Paper Co	$1,132.15	Approved
7/13/2010	Ris Paper Co	$1,310.40	Approved

REPORT A LOST OR STOLEN CARD

- PCards cannot be reported lost or stolen on the website
- Call PNC at 800-685-4039 and the Program Administrator

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Report Studio

Report Studio contains a list of folders as well as Report Wizard, the ad hoc report tool for ACTIVEPAY. Access to folders is based on permissions.

My Reports

This module is where users may store *Personal Reports*. The reports stored here are only visible to the user that created/saved them. It may be helpful to think of this area as the C drive in a personal computer. It is a personal folder. Users may also access Report Wizard directly from this module.

Company Reports

Custom *Company Reports* created by the bank and/or client for company use are saved to this folder. When authorized cardholders execute a Company Report only transactions for cards assigned to them are available for view.

Standard Reports

Standard Reports is a suite of folders containing reports that are standard for bank clients. Every organization has access to these reports which are not available for edit. AOC Solutions and Bank Super Users only may edit these reports. When authorized cardholders execute a Standard Report only transactions for cards assigned to them are available for view.

Scheduled Reports

Scheduled Reports may be selected to be sent via email or to be downloaded.

Downloaded Reports

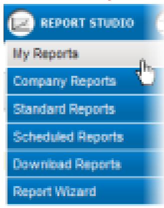
In the case of a downloaded report the user receives an email notification that the report is ready for viewing on the website.

Report Wizard

Report Wizard is a user-friendly interface to build an ad-hoc report. There are over 800 reportable items that come across the data exchange file. In six well-defined steps the user may create a one-time report or choose to save the report to run again and again. The user may also decide where to keep a saved report.

Creating a Report

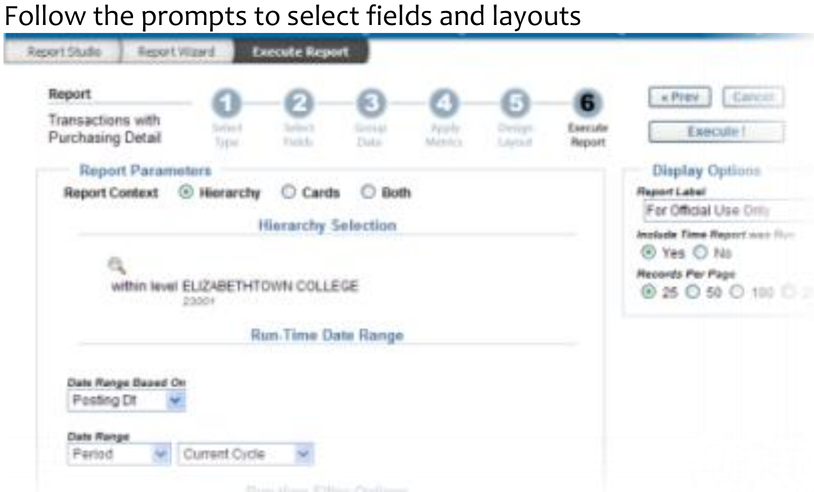
Go to *Report Studio* Module



Select the *Report Type*

- My Reports
- Company Reports
- Standard Reports
- Scheduled Reports
- Download Reports
- Report Wizard

Follow the prompts to select fields and layouts



Field categories determine **Available Fields.**

<u>*Group Data*</u>: Data is grouped together based on the selected criteria.
<u>*Apply Metrics*</u>: Determine any applicable filters.
<u>*Design Layout*</u>: Change field order and column headers. Choose sort criteria.

Note: You can reorder the Display Order by clicking and holding on the up/down arrows in the applicable fields. Rename the field by clicking Rename.

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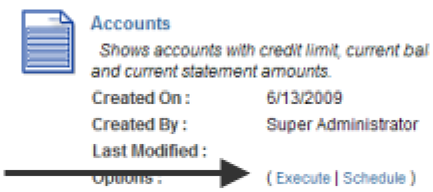
Schedule a Report

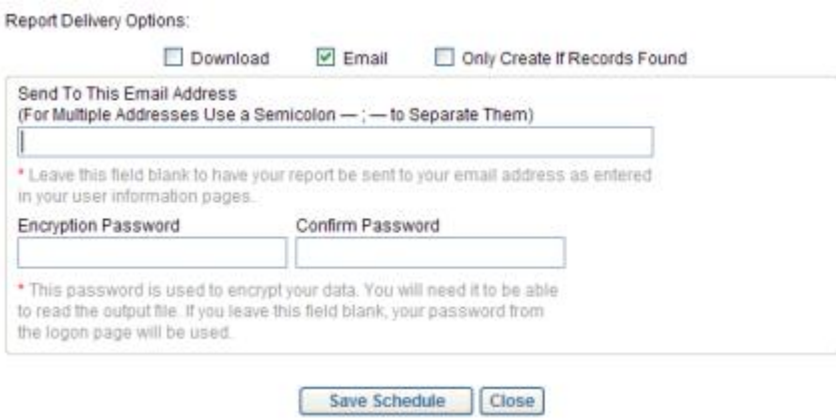
Go to *Report Studio* Module

1. Select the *Report Type*
2. Click *Schedule* beside the report



3. Determine report options

4. Select *Delivery Options*



- *Download:* Saves the report in the download folder on website
- *Email:*
  - ✓ Sends the report as an attachment in the email, user must enter password to extract the report
  - ✓ If no email is entered, it will default to the user's email address. If no password is entered it will default to the user's log in password.
- *Only Create if Records Found*

5. Click *Save Schedule*

View a Downloaded Report

Go to *Report Studio* Module

1. Select *Download Reports*
2. Complete search criteria as necessary
3. Search

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