PNC District Purchase Card – Cardholder's Quick Reference

www.pncactivepay.com

Log In Screen – enter Username, Password and Organization ID (warren) – if a Security code is required, follow the screen prompts. Code will be received via user's district email.

Welcome to the Home Screen

Use the home link to return to main page.

Quick Links –

View Statements

Using the drop down select the Statement Closing Date. Download and Print out the Statement.

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.

Manage Transactions

Select Billing Cycle

Transaction Details –

Verify that all of the information on each transaction is correct. Match to the receipt.

Select Entity/Building and ASN, the Magnifying glass will show a list of your selections.

Enter a detailed description in the Notes section for each purchase.

Select the 📝 View & Edit Icon to perform additional actions:

Split transactions and Upload scanned receipts. Check the Reviewed box and Save your entry before moving on to the next transaction. Repeat this process for each transaction.

Notes –

On a monthly basis cardholder is required to print out the statement listing all activity associated with the purchase card issued and verify that all of the transactions are valid. Review all transactions, scan and upload receipts, assign the correct Entity/Building and ASN to each transaction then mark each one Reviewed. Attach all of the receipts to the corresponding statement and send directly to Accounts Payable. This step must be completed within five (5) business days of the Billing Cycle's end date.

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. Failure to do so may result in the inactivation or cancellation of the district purchase card.

For questions regarding credit cards, please contact the Purchase Card Program Administrator, Donna Stadler (ext. 72130) in Accounts Payable or Sue Andrzejewski (ext. 71110) in Business Services.

For temporary single purchase limit increases please email John Lettang at JLettang@wcskids.net and CC: Donna Stadler ([dstadler@wcskids.net)](dstadler@wcskids.net) and Sue Andrzejewski ([sandrzejewski@wcskids.net)](sandrzejewski@wcskids.net).