

PNC Active Pay
Purchasing Card Transaction Management

<https://www.pncactivepay.com>

Welcome to PNC Active Pay. Like PaymentNet, PNC will send you an email and a “statement” from PNC at the end of each billing cycle prompting you to log on to review and allocate your transactions. The statement looks like a bill but IS NOT A BILL. This is simply a list of your transactions made during the billing cycle.

Username and temporary passwords were emailed to you in two separate emails from PNC. The Organization ID is and always will be “Muskingum”. You will be immediately prompted to change your password once you are logged in.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://www.pncactivepay.com>. The page features the PNC logo at the top left and a navigation menu. Below the logo, there are several informational sections:

- HAVING PROBLEMS LOGGING IN?**
 - CASE SENSITIVE**
 - Ensure that the CAPS LOCK key is set correctly.
 - USERNAME is not case sensitive
 - PASSWORD is case sensitive
 - BROWSER COOKIES**
 - Make sure your computer accepts cookies. If browser cookies are not accepted correctly by your computer, it may block ability to log on
 - Force log off upon navigation to a new page
 - SUPPORTED BROWSERS and PLATFORMS**
 - Microsoft Internet Explorer version 7, 8, or 9
 - Mozilla Firefox 9 or 10
 - Microsoft Windows XP/Vista/Windows 7
 - BROWSER REQUIREMENTS**
 - Secure Socket Layer (128-bit encryption)
 - Javascript enabled
- USER LOG IN**
 - USERNAME:
 - PASSWORD:
 - ORGANIZATION ID:
 - Remember my Username
 -
 - [Click here for card holder registration](#)
 - [Forgot Username](#) (Only for card holders)
 - [Forgot Password](#)

At the bottom of the page, there is a copyright notice: "Copyright © 2005-2012. Powered by EnCompass, an AOC Solutions, Inc. Proprietary Web Product. All Rights Reserved." and a version number: "2012.R2.019 (1/03/2012) | [Privacy Policy](#)".

From the PNC home page you can view important messages from PNC and administrators, manage transactions, view card statements, change account password information and cardholder information. In the Quick Links box is a list of links that you will most commonly use and are fairly straight forward.

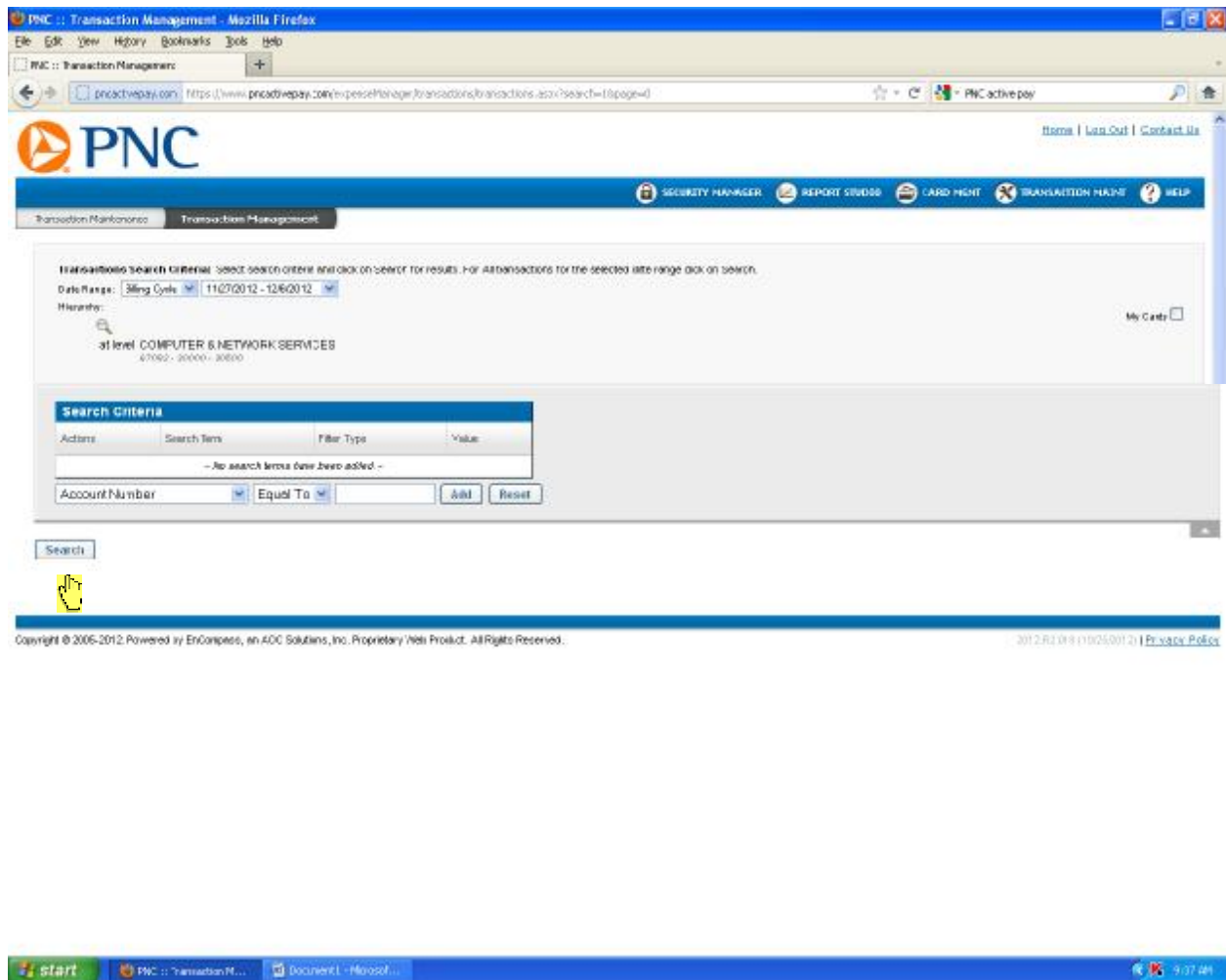
For allocating transactions click on “Manage Transactions” in the Quick Links box.

The screenshot shows the PNC ActivePay website interface. At the top, there is a navigation bar with links for Home, Log Out, and Contact Us. Below this is a secondary navigation bar with icons for Security Manager, Report Studio, Card Home, Transaction Mgmt, and Help. The main content area is divided into several sections:

- Hello, JOHN:** A box displaying user details: Username: bnobody, Org Group: MUSHONGUM, Role: Division, Last Login: 12/9/2012.
- My Links:** A box containing a link to Transactions Management (5).
- Announcements:** A box with a message: "There are currently no new announcements".
- Quick Links:** A box containing several links: Manage Transactions, View Statement, Change My Password/Options, and Recent activity. A yellow mouse cursor is pointing at the "Manage Transactions" link.
- Inbox:** A box showing 0 Inbox Items (Requires Attention).
- Reports:** A box containing links for Transaction Report and Account Report.
- Cardholder Information:** A section providing account details for JOHN MILLER, including Account Number (XXXXXX0006-XXXX-9283), Credit Limit (25,000.00), and # of Transactions in Current Cycle (3). It also features a **MCC Summary (last 30 days)** pie chart with a legend: Wholesale Distributors and... (33%), Utilities (33%), and Business Services (33%).

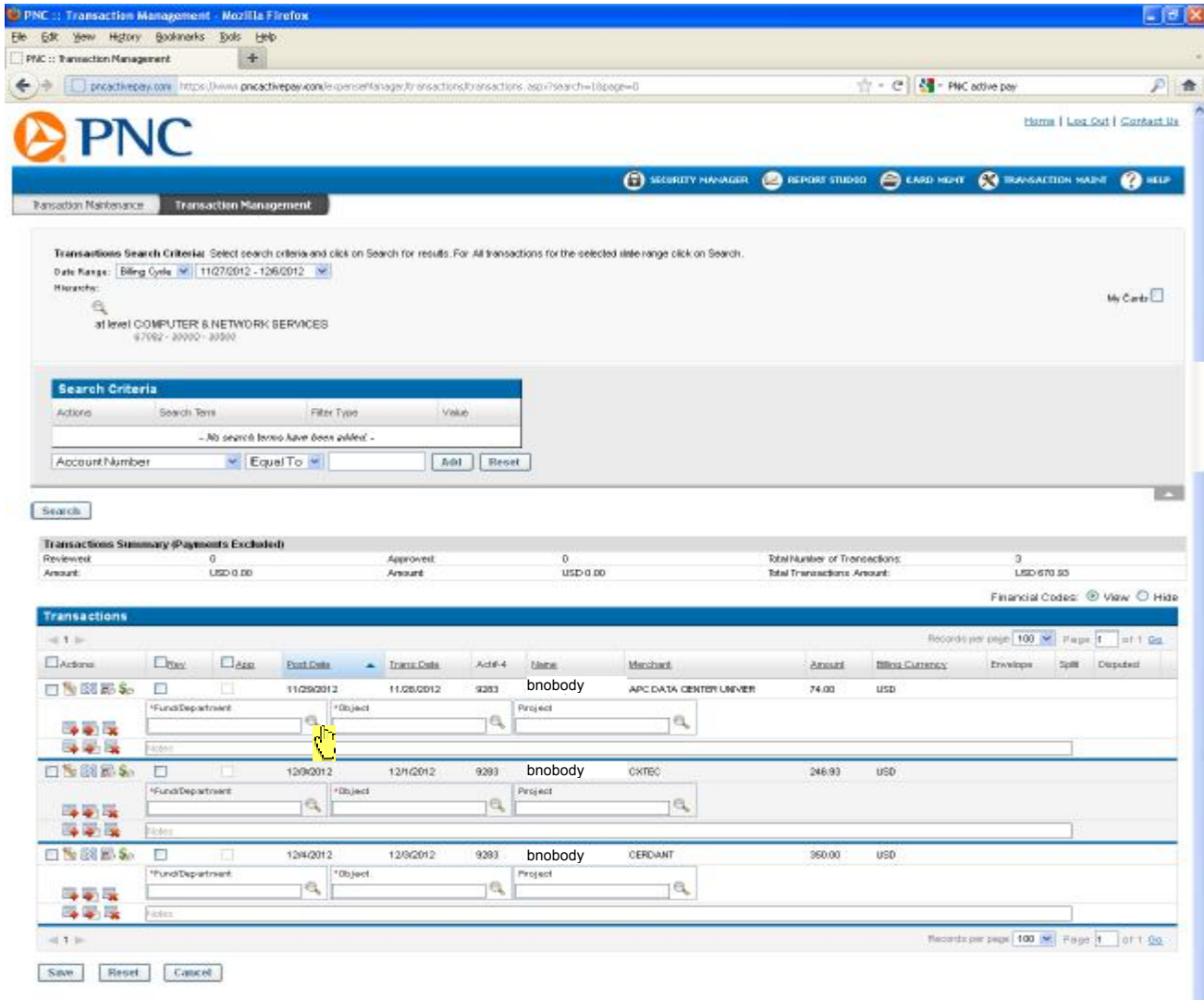
At the bottom of the page, there is a Windows taskbar showing the Start button and open applications: PNC - Home - Mozilla... and PNC - Microsoft word. The system clock shows 3:05 PM.

The default setting under Transaction Search Criteria will always be the current billing cycle. Click "Search" to view all current billing transactions. If you need to view transactions from past billing cycles just chose the appropriate date range from the drop down menu and click "Search".



**** PLEASE NOTE:** If you make any changes to your transactions you must click **SAVE** at the end of the page or all changes will be deleted and must be re-entered.

To allocate your transactions click on the magnifying glass in the “Fund/Department” box.



...a pop up box will appear for you to choose an account number. These numbers are department specific. Choose the appropriate number and it will populate the Funds/Department box.

Repeat this procedure in the “Object” box and the “Project” box (if applicable).

Click **SAVE** at the bottom of the page.



To check off an individual transaction as “Reviewed” click on the square above the “Fund/Department” box.

Actions	Rev	App	Post Date	Trans Date	Act# 4	Name	Merchant	Amount	Billing Currency	Envelope	Split	Disputed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/28/2012	11/28/2012	9283	MILLER, JOHN	APC DATA CENTER UNIVER	74.00	USD			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/3/2012	12/3/2012	9283	MILLER, JOHN	CRTEC	248.93	USD			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/4/2012	12/3/2012	9283	MILLER, JOHN	CERDANT	350.00	USD			

To check off ALL transactions at one time click on the Rev box.


Actions	Rev	App	Post Date	Trans Date	Act# 4	Name	Merchant	Amount	Billing Currency	Envelope	Split	Disputed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/28/2012	11/28/2012	9283	bnobody	APC DATA CENTER UNIVER	74.00	USD			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/3/2012	12/3/2012	9283	bnobody	CRTEC	248.93	USD			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/4/2012	12/3/2012	9283	bnobody	CERDANT	350.00	USD			

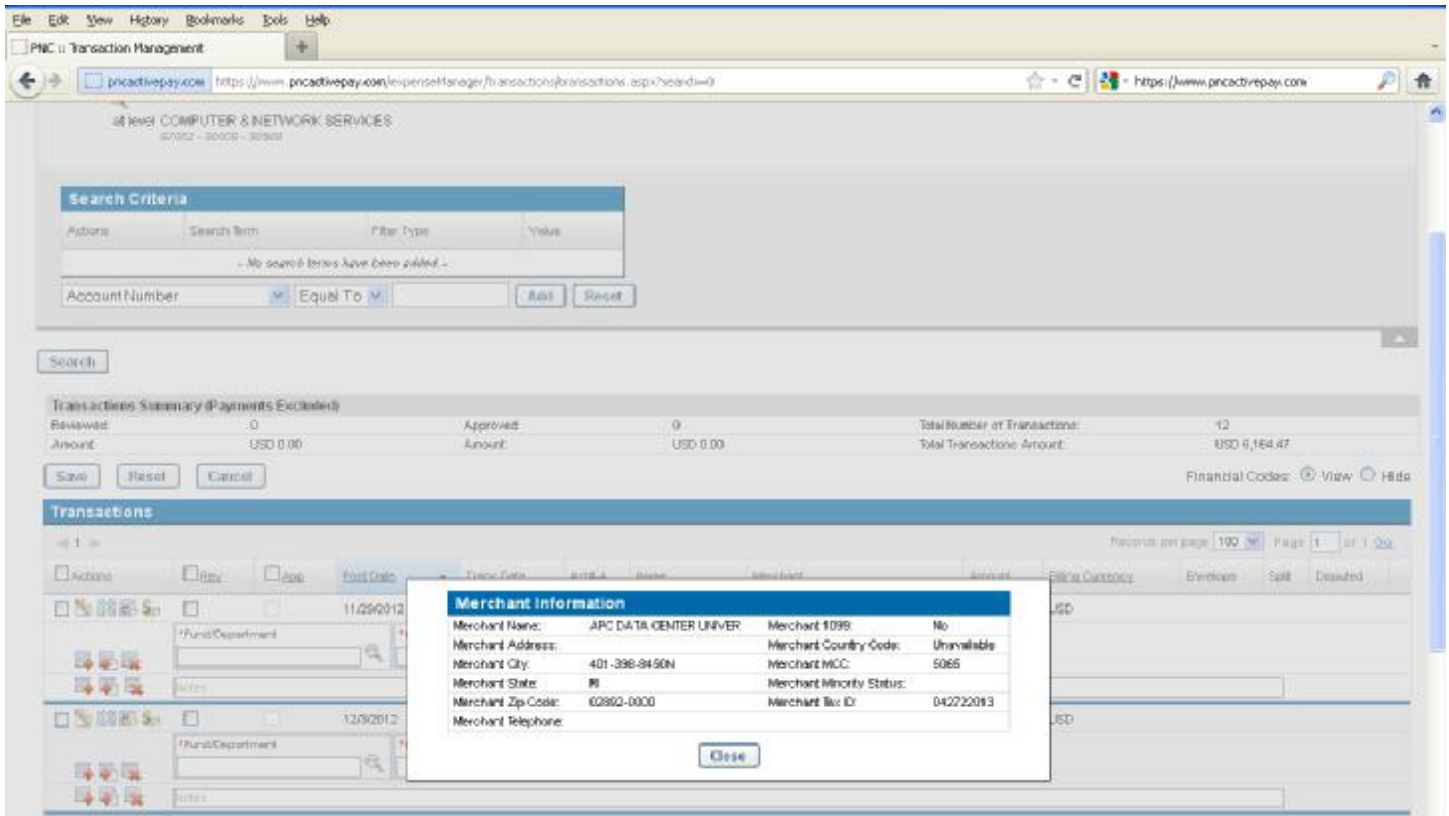
Under the fund allocation area there is a box for transaction specific notes to be entered if needed. Click **SAVE**.

Actions	Rev	App	Post Date	Trans Date	Act# 4	Name	Merchant	Amount	Billing Currency	Envelope	Split	Disputed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/28/2012	11/28/2012	9283	bnobody	APC DATA CENTER UNIVER	74.00	USD			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/3/2012	12/3/2012	9283	bnobody	CRTEC	248.93	USD			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/4/2012	12/3/2012	9283	bnobody	CERDANT	350.00	USD			

Save Reset Cancel

****IMPORTANT:** You must click SAVE before leaving each screen you are working on or all changes will be deleted and must be re-entered.

If you wish to view the merchant details click on the  icon to the left of the transaction.



The screenshot shows the PNC Transaction Management web application. At the top, there is a search criteria section with a table:

Actions	Search Term	Filter Type	Value
- No search terms have been added -			

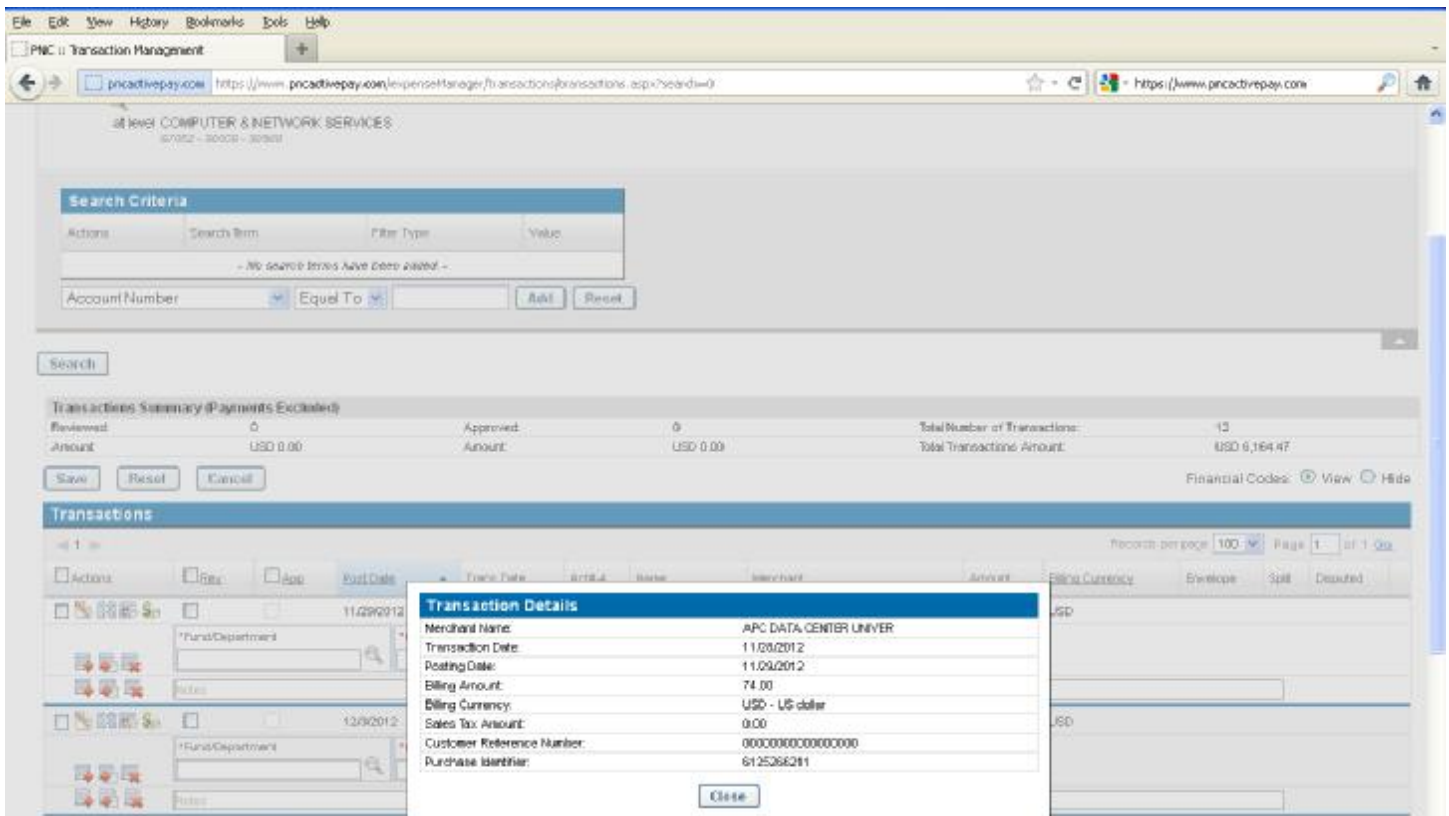
Below the search criteria is a 'Search' button. The main content area displays a 'Transactions Summary (Payments Excluded)' table:

Reviewed:	0	Approved:	0	Total Number of Transactions:	12
Amount:	USD 0.00	Amount:	USD 0.00	Total Transactions Amount:	USD 6,164.47

Below the summary is a 'Transactions' table with columns: Actions, Rev, App, Post Date, Trans Date, Bill Date, Name, Merchant, Amount, Billing Currency, Envelope, Split, Detailed. A 'Merchant Information' popup window is open over the first transaction (11/29/2012):

Merchant Information			
Merchant Name:	APC DATA CENTER UNIVER	Merchant ID/99:	No
Merchant Address:	401-398-8450N	Merchant Country Code:	Unavailable
Merchant City:	MI	Merchant MCC:	5065
Merchant State:	02892-0000	Merchant Minority Status:	
Merchant Zip Code:		Merchant Tax ID:	042722013
Merchant Telephone:			

To view billing details click on the  icon to the left of the transaction.



The screenshot shows the PNC Transaction Management web application. At the top, there is a search criteria section with a table:


Actions	Search Term	Filter Type	Value
- No search terms have been added -			

Below the search criteria is a 'Search' button. The main content area displays a 'Transactions Summary (Payments Excluded)' table:

Reviewed:	0	Approved:	0	Total Number of Transactions:	12
Amount:	USD 0.00	Amount:	USD 0.00	Total Transactions Amount:	USD 6,164.47

Below the summary is a 'Transactions' table with columns: Actions, Rev, App, Post Date, Trans Date, Bill Date, Name, Merchant, Amount, Billing Currency, Envelope, Split, Detailed. A 'Transaction Details' popup window is open over the first transaction (11/29/2012):

Transaction Details	
Merchant Name:	APC DATA CENTER UNIVER
Transaction Date:	11/29/2012
Posting Date:	11/04/2012
Billing Amount:	74.00
Billing Currency:	USD - US dollar
Sales Tax Amount:	0.00
Customer Reference Number:	0000000000000000
Purchase Identifier:	612526211

If the transaction is incorrect or fraudulent you may dispute it. Click on the  icon to the left of the transaction. Enter specific notes as to why the transaction is being disputed. Click "Dispute".

PNC :: Transaction Details - Transaction Management - Mozilla Firefox

File Edit View History Bookmarks Tools Help

PNC :: Transaction Details - Transaction Ma... +

https://www.pncactivepay.com/expenseManager/transactions/transactionDetail.aspx?page=0&otid=11519662

Home | Log Out | Contact Us

SECURITY MANAGER REPORT SCHEDULED CARD FRONT TRANSACTION PRINT HELP

Transaction Maintenance Transaction Management **Transaction Details**

Back to Search Transaction 1 of 12 • Next >

Transaction Details for Account Number: XXXX-XXXX-XXXX-9283

Post Date:	11/29/2012	Trans Date:	11/08/2012
Reference Number:	24682162333000697139001	Merchant:	APC DATA CENTER LNNR
Amount:	74.00 USD	Account Transaction ID:	11519662

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 Sales Tax Not Billed Sales Tax: 0.00

Note

Comments

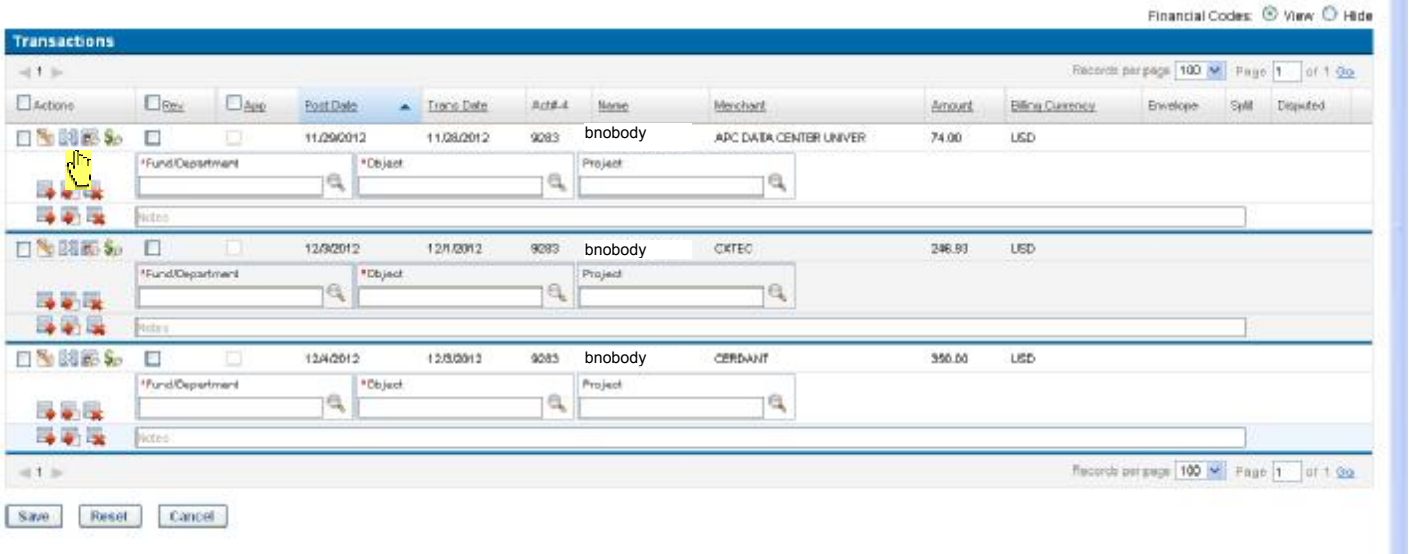
Splits

Save Dispute

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start Removable Disk (E:) Transaction Manag... PNC :: Transaction D... 2:23 PM

To split a transaction click on the  icon on the top left of the transaction.



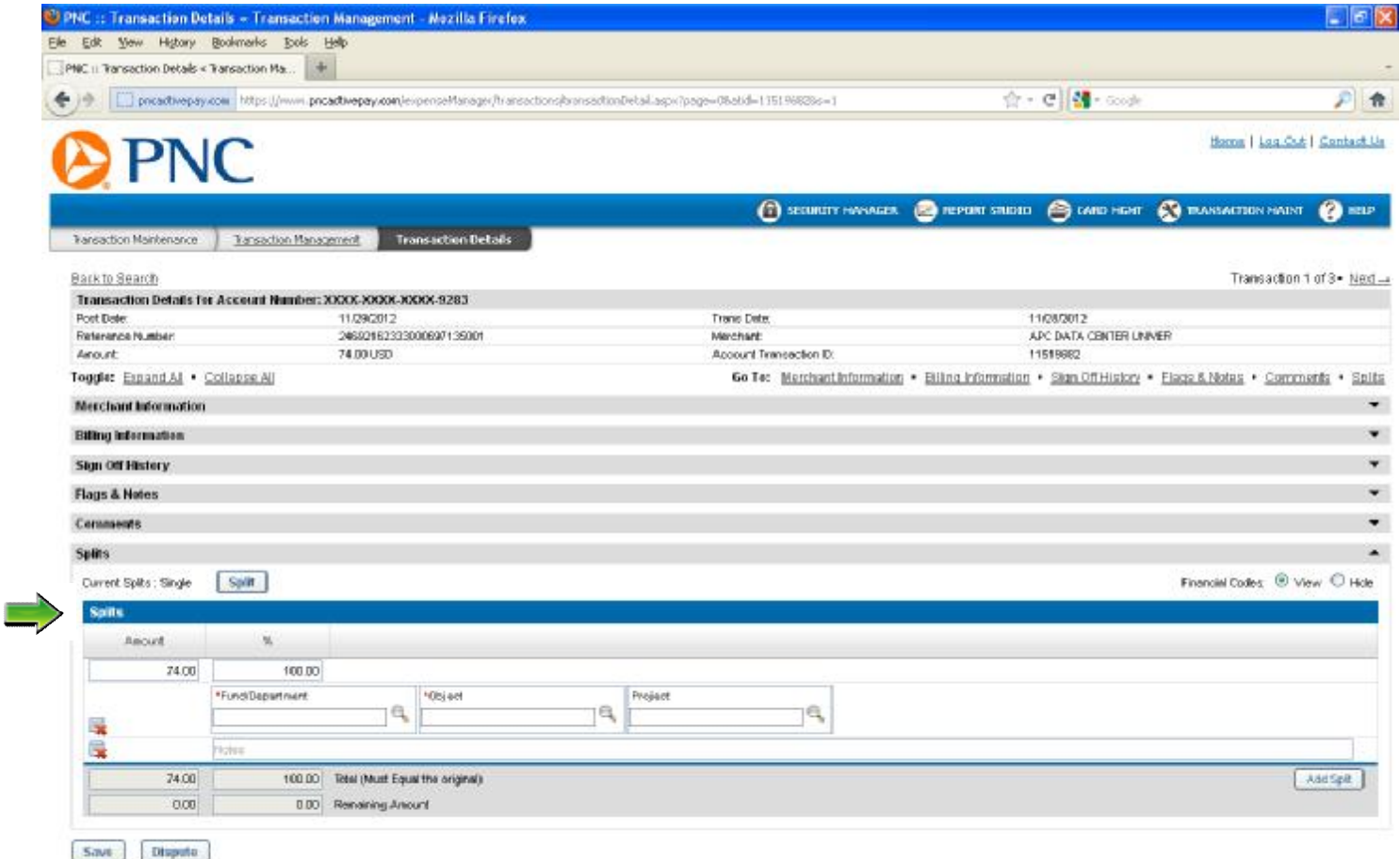
Financial Codes: View Hide

Records per page: 100 Page 1 of 1 Go

Actions	Rev	App	Post Date	Trans Date	Act#	Name	Merchant	Amount	Billing Currency	Envelope	Split	Deleted
	<input type="checkbox"/>	<input type="checkbox"/>	11/29/2012	11/28/2012	9083	bnobody	APC DATA CENTER UNIVER	74.00	USD			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/9/2012	12/1/2012	9083	bnobody	CRTEC	346.93	USD			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/4/2012	12/5/2012	9083	bnobody	CERDANT	350.00	USD			

Save Reset Cancel

Follow the previous directions for allocating transactions. Click **SAVE**.



PNC :: Transaction Details - Transaction Management - Mozilla Firefox

Transaction Details for Account Number: XXXX-XXXX-XXXX-9283

Post Date: 11/29/2012 Trans Date: 11/28/2012

Reference Number: 24502162333000697135001 Merchant: APC DATA CENTER UNIVER

Amount: 74.00 USD Account Transaction ID: 11519982

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

Comments

Splits

Current Splits: Single Financial Codes: View Hide

Amount	%	
74.00	100.00	
		*Fund/Department *Object Project
		Notes
74.00	100.00	Total (Must Equal the original)
0.00	0.00	Remaining Amount

Save Disposit

Congratulations! You have successfully allocated and reviewed your transactions! Should you have any questions and/or concerns please feel free to contact Dee Hopkins at 8132.