PNC Activepay PCard Program
2015
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1. Using the PCard
   - Business and Travel Expense Policy
   - Travel Portal
2. PNC ActivePay demonstration
   - Online Account Access
   - Reconciliation of Account Activity
   - Allocation of Expenses
3. Proxy Reviewer
4. PNC Interface with Kuali
5. Issues with Reconciliation
   - Missing Receipt Form
   - Billing Inquiry Form
6. Summary
7. Questions
8. Contact information
PCard Program Benefits

• An efficient means for Stevens’ employees to make business purchases, including those related to business travel

• Gives buying power directly to those employees whom the University deems as needing it

• Cardholders and Authorized Approvers have the online ability to allocate expenses to the appropriate KFS account and object code

• Requires review, reconciliation and allocation of expenses

• Receipts will be scanned and uploaded

• Online access to each account, allowing frequent transaction review without waiting for paper statements
• Demonstration of the ActivePay system.  https://www.pncactivepay.com

Cardholder
1) Login
2) Transaction Cost/Expense Allocation
3) Splitting Transactions
4) Creating Transaction Envelopes
5) Submitting Transaction Envelopes

Approver
1) Email Notifications
2) Approving/Rejecting Transaction Envelopes
When should you review, reconcile and allocate expenses?

- Cardholders and Authorized Approvers can access accounts 24/7
- The review process can be done throughout the month

  ✓ Cardholders must complete their monthly review process by the 7th day of the following month
  ✓ Authorized Approvers must complete their review by the 11th day of the following month
• Designated by deans, assistant deans, or department heads

• Permissions:
  ✓ Enter transaction explanations and attach receipts
  ✓ Review submitted envelopes to ensure accuracy prior to action by the Approver
Issues That Might Arise During Reconciliation

- Missing a receipt
- Questions with or do not recognize a specific transaction

Please use the appropriate forms found on the next two slides and on the Stevens website.

http://www.stevens.edu/sit/finance/policies-guidelines
Missing Receipt Form

Purchasing Card Missing Receipt Form

This form is to be completed and scanned into ActivePay as part of the monthly reconciliation in lieu of the original receipt(s).

Cardholder Name: 
Department: 
Card Number (last 4 digits): 

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<tr>
<th>Date</th>
<th>Vendor Name</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Amount</th>
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I certify that the amounts shown above were expended for Stevens Institute of Technology Business purposes:

Cardholder signature:  Date:
Person Responsible for Statement Review
Signature:  Date: 

Administrative Use Only

Notes: 
Billing Inquiry Form

If you believe an item on your on-line statement is in error, complete and sign this form. We must hear from you no later than 60 days from the date of the statement where the error or problem first appears. Please be as complete as possible when explaining your inquiry and remember to include relevant documents. Insufficient documentation may delay the resolution of your inquiry. Also, please be sure to make a good faith effort to resolve the matter with the merchant prior to filling a dispute.

Primary Cardholder Name: _____________________________

Card No. _____________________________

Transaction Date: _____________________________

Post Date: _____________________________

Amount in question: _____________________________

Merchant Name: _____________________________

Primary Cardholder Signature: _____________________________ Date _____________________________

Check the One box below that best fits your situation and supply the requested item of information.

☐ 1. A credit for $ _________ was not applied to my card number. (Attach copy of sales slip)

☐ 2. The amount charged to my card number is incorrect. The correct amount is $ _________ (Attach copy of the sales slip that shows the correct amount).

☐ 3. I certify that the change listed above was not made by me or any person authorized by me. I have not used the goods or services for this charge. (Attach detailed letter outlining your attempts to resolve with merchant)

☐ 4. Although I did participate in a transaction with the merchant, I was billed for additional transactions of which I did not authorize. The invalid charge was billed to my credit card number on _________ (date). (Attach copy of the authorized sales slip)

☐ 5. I have not received the merchandise that was to have been shipped to me. Expected date of delivery was _________ (date). I contacted the merchant on _________ (date) and the merchant’s response was _________.

☐ 6. I have (circle one) returned/cancelled merchandise on _________ (date) because _________ Please provide proof of return/cancellation. If this is a travel reservation, please provide cancellation number.

☐ 7. Merchandise that was shipped arrived damaged and/or defective on ________ (date). I returned it on _________ (date). Please provide merchant response.

☐ 8. My card was used to secure this purchase. However, payment was made by cash, check or other credit card. Please provide a legible copy of front and back of canceled check, cash receipt, or card statement showing the transaction.

I have reviewed the above information for bank action.

Program Administrator’s Signature: _____________________________ Date: _____________________________ Phone: _____________________________

Please send completed form to:

pcard@stevens.edu

Stevens Institute of Technology

Fax: 201-216-8341
The PNC Active Pay system is the data of record for receipts, explanations, and supervisor approval.

Pcard transactions are “lifted” from PNC and processed to KFS on the 12th of each month.

Transactions are grouped by envelope and fiscal officer and route to the FO for approval.

Details and supporting documents are in the PNC system.

Account number and object codes – based on what was entered in the reconciliation or the default account/object.

Transactions will post without checking for sufficient funds – the expense has already been incurred and must be posted.

Changes after the transaction has been fed can be made with a Distribution of Income and Expense (DI).
In accordance with the Business and Travel Expense Policy, PCards may be used for travel. [http://www.campustravel.com/university/stevens/index.html](http://www.campustravel.com/university/stevens/index.html)

Pcards are only to be used for definitive business purposes.
https://www.stevens.edu/sit/finance/policies-guidelines/purchasing-card
Contact Information

- PCard Administrator      pcard@stevens.edu
- Barbara Aris             201-216-5132
- PNC Customer Service     800-685-4039