



**LOYOLA UNIVERSITY CHICAGO
PROCUREMENT CARD ADMINISTRATION
PROGRAM PROCEDURES – SUPPLEMENT TO PROGRAM POLICY**

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APPENDIX A: CONTACTS

CONTACTS
LUC PROCUREMENT CARD ADMINISTRATION Phone: 312.915.8754 Fax: 312.915.8736 E-mail: ProCard-Admin@luc.edu
PNC BANK – PNC ACTIVEPAY CUSTOMER SERVICE Phone: 800.685.4039 Website: www.pncactivepay.com
ACCOUNTS PAYABLE MANAGER Phone: 312.915.8748 Fax: 312.915.8736 E-mail: Accounts-Payables@luc.edu
PURCHASING – HEALTH SCIENCES: Phone: 708.216.6254 Fax: 708.216.4305 E-mail: glechantre@luc.edu
PURCHASING - LAKESHORE AND WATERTOWER: Phone: 773.508.3607 Fax: 773.508.3610 E-mail: purchlsc@luc.edu
GENERAL ACCOUNTING: Phone: 312.915.8717 Fax: 312.915.8705 E-mail: accounting@luc.edu
SPONSORED PROGRAM ACCOUNTING: Phone: 312.915.8730 Fax: 312.915.8705 E-mail: grntcon@luc.edu
HUMAN RESOURCES: Phone: 312.915.7521 Fax: 312.915.7612 E-mail: mcapulo@luc.edu

APPENDIX B: DEFINITIONS

Accounting Unit & Account: A 6-digit Lawson budget accounting unit with an accompanying 4- digit account identifier, e.g., 100100 (Biology) 6100 (Supplies).

Card Default Accounting Unit: A University accounting unit, assigned by a department administrator during the application process, to which all transactions for a specific Procurement Card will be charged in the University's financial system (Lawson) unless manually reassigned to another accounting unit.

Cardholder: A fulltime University employee issued a Loyola University Procurement Card.

Check Requisition: An Accounts Payable form used to request that a vendor be paid via check.

Code of Ethics: An agreement, signed by authorized Buyers, to comply with University purchasing ethics when making a purchase with University controlled funds.

CVC/CVV Code: This is a 3-digit security verification/validation code printed on the back of all ProCards. Some vendors will require that this code be verified in order to complete a purchase.

Expense Transfer From: A General Accounting form used to request that an expense be transferred from one accounting unit and/or account to another.

Expense Reimbursement Form: An Accounts Payable form used to request reimbursement for expenses that were paid for out-of-pocket.

Federally Allowable Costs: Ordinary and reasonable business expenses that support the mission of the University based on rules defined in OMB A-21, and by LUC. Cardholders with authority to assign transactions to grants (5-series accounting units) must be certain these expenses are "federally allowable costs".

General Procurement Group: Group used by PNC Bank to classify vendors who have Merchant Category Codes associated with General Procurement type of purchases. A budget administrator may limit or restrict cardholder access to purchases falling within General Procurement Group by contacting the PCA.

Merchant Category Code (MCC): A descriptive code chosen by a vendor to indicate the type of business they conduct. These codes are used by PNC Bank to determine if a particular transaction should be considered a Travel & Entertainment type expense or an General Procurement type expense. In PNC ActivePay, the University's 4-digit Lawson Accounts will default based on the MCC associated with the transaction.

PNC ActivePay Organization Identification (Organization ID): A code used by PNC Bank to identify Loyola University Chicago PNC ActivePay users. In addition to a User ID and Pass Phrase, users attempting to access the PNC ActivePay site (www.pncactivepay.com) will be required to enter Loyola's Organization ID: loyola.

Preferred Vendors/Suppliers: A preferred vendor/supplier is one that establishes a contractual relationship with the University for the supplying of goods and/or services to the campus community. These are vendors selected based upon a variety of parameters – quality, special discounts or rebates that may apply. When preferred vendors are used, the institution can leverage purchases to maximize the value to the University (e.g., preferred quality and pricing, enhanced customer service and timely delivery).

Procurement Card (ProCard): The University's credit card, issued by PNC Bank, to which a specific employee is assigned use and responsibility for making acquisitions of goods and services, and the reconciliation thereof.

Procurement Card Administration (PCA): A division of the Accounts Payable Department responsible for administering the ProCard program.

Procurement Card Application: An Accounts Payable form used to request a new ProCard.

Procurement Card Employee/Cardholder Agreement: An agreement, signed by a cardholder, attesting to their being made aware of and their agreement to comply with the ProCard policies and procedures.

Procurement Card Introduction and Training Session: A mandatory training session cardholders must attend prior to ProCard distribution and activation. Cardholders are given information on how to use their ProCards within the limits as described in the ProCard Procedure document. In addition, cardholders are given a quick tutorial of the PNC ActivePay website used by the University to house ProCard transaction data. At the conclusion of the session, cardholders sign the Procurement Card Employee/Cardholder Agreement and receive their new card.

Procurement Card Monthly Reconciliation and Approval Form: An Accounts Payable form used to reconcile ProCard monthly statements with all supporting documentation.

Procurement Card Review and Approval Process: A mandatory, bi-monthly ProCard process whereby cardholders review and verify ProCard transactions so that they can be approved by supervisors and budget administrators. Cardholders also print off monthly statement of ProCard transactions and attach it with appropriate receipts and documentation for submission to PCA..

Purchase Order Requisition: An on-line form within the University's purchasing system (Lawson) used to formally request the purchase of goods and/or services when the Procurement Card is NOT used.

Reimbursement Due Loyola Form: A Human Resources form used to request a payroll deduction be taken to reimburse the University for personal expenses accidentally charged to the ProCard.

Travel & Entertainment Group: Group used by PNC Bank to classify vendors who have Merchant Category Codes associated with Travel & Entertainment type of purchases. A budget administrator may limit or restrict cardholder access to purchases falling within the Travel and Entertainment Group by contacting the PCA.

APPENDIX C: FORMS AND DOCUMENTATION

FORMS

Accounts Payable, Procurement Card, General Accounting & Human Resources forms:

www.luc.edu/finance/forms.shtml

- Procurement Card Application
- Procurement Card Monthly Reconciliation and Approval Form
- Expense Transfer Form
- Reimbursement Due Loyola Form (HR Payroll Deduction)
- Expense Reimbursement Form (out-of-pocket)
- Check Requisition Form

Other Related documents:

- Illinois State Sales Tax Exemption Letter
- Procurement Card Employee/Cardholder Agreement
- Billing Inquiry Form (Dispute Form)



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PROCUREMENT CARD APPLICATION AND PROFILE MAINTENANCE FORM

E-MAIL FOR APPROVAL

- ☐ New Applicant (Requires Justification)
☐ Employee Transfer (Requires Justification)

☐ Replacement of Cardholder:

Replacing? _____

Personal Information:

Prefix _____ First Name _____ Middle Name _____

Last Name _____ Suffix _____ Gender _____ (Select)

Mothers Maiden Name (for security purposes) _____ Date of Birth _____

Position/Title _____ E-mail Address _____

Department/Location _____ Extension _____

Supervisor/Budget Administrator Information:

Supervisor/Budget Administrator _____ Extension _____

Supervisor/Budget Administrator E-mail Address _____

Supervisor/Budget Administrator Approval _____

Monthly Credit Limit

Please select a monthly credit limit. Your credit limit should properly reflect your level of spending needs. Should you require a non-standard limit, please contact PCA.

Default Accounting Unit _____

The default accounting unit will be assigned to all transactions for the cardholder. A cardholder may reassign a given transaction to alternative accounting units, based upon security access, when necessary.

Justification – Please provide a detailed explanation indicating a justification (i.e., anticipated spending needs) for any new card request or transfer of an existing card to another department.

***** For PCA Use Only *****

PaymentNet Access Type (select both if applicable):

- ☐ Basic Cardholder ☐ Cardholder and Approver
☐ Manager/Approver ☐ Administrator
☐ Principal Investigator

Unique Identifier _____

Card Number _____ Dept Number _____

EID _____ User Name _____

☐ Account Created: _____

PCA Approval _____ Date _____

☐ Plastic Received: _____

Finance Approval _____ Date _____

☐ Training Held: _____



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PROCUREMENT CARD AUDIT RECONCILIATION

Reconciliation Month: _____

Cardholder Name: _____ Employee ID: _____

Department: _____ Extension: _____

Campus: _____ Building: _____ Room: _____

This document certifies that you, as the cardholder, are in compliance with all Procurement Card policies and procedures for the above reconciliation period. Such compliance pertains, but is not limited, to the following key concepts:

- Cardholders are responsible for following Payment Card Industry Data Security Standards (PCI-DSS). Please see Procurement Card Policy and Procedure Manual for more details.
- Transactions made with a ProCard have ONLY been processed by the person to whom the card was issued.
- All transactions have been reviewed and allocated to the proper Accounting Unit and Account.
- A description and business purpose has been noted in ActivePay for each transaction.
- Notes on hosted events or entertainment expenses list the names of all individuals present, their affiliation with Loyola and the business purpose.
- Sales tax has NOT been charged or reimbursement has been requested for sales tax charged in error.
- While traveling on behalf of the University, I did NOT exceed the specified meal Per Diem rates. *(Please note: any amount over the Per Diem rate is considered contrary to policy and must be refunded to the University.)*
- All expenses have a legitimate business purpose and are in compliance with the University's *Travel and Business Expense Policy*.
- No personal expenses have been charged to the ProCard.
- Support (receipts, invoices and/or confirmation documentation) is present for each transaction and is attached to my ProCard Statement in an organized fashion.
- Copies of my statement and all supporting documentation have been retained for my records.

Cardholder Signature: _____ Date: _____

**Illinois Department of Revenue**

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8881

April 23, 2010

LOYOLA UNIVERSITY OF CHICAGO
OFFICE OF THE GENERAL COUNSEL
820 NORTH MICHIGAN AVE
CHICAGO IL 60611

We have received your recent letter; and based on the information you furnished, we believe

LOYOLA UNIVERSITY OF CHICAGO
of
CHICAGO, IL

is organized and operated exclusively for educational purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Service Use Tax in Illinois.

We have issued your organization the following tax exemption identification number: E9989-4408-06. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on May 1, 2015, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services
Illinois Department of Revenue

STS-49 (R-2/98)
IL-492-3456
11-0000093



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Procurement Card – Employee/Cardholder Agreement

Introduction

Loyola University Chicago (LUC) has entered into a Procurement Card Agreement that provides certain employees (Cardholders) with a Procurement Card at LUC's expense for LUC-related business. All Cardholders will receive a Procurement Card User Manual and training regarding use of the Procurement Card. Each Procurement Card has a pre-set spending limit which is determined by the Cardholder's Budget Administrator. The Procurement Card may not be transferred to, or assigned to, anyone other than the designated Cardholder. The Cardholder should sign the Procurement Card immediately upon receipt. The policies contained in this agreement, in the procurement Card Users Manual, and other applicable LUC policies must be followed by Cardholders. Violations of such policies may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

Payment Card Industry Data Security Standards (PCI-DSS)

It is a violation of the ProCard policy to share the physical card and/or card number with anyone. Transactions made with a ProCard should ONLY be processed by the person to whom the card was issued. Moreover, ProCards cannot be transferred from one employee to another (when someone leaves the University, changes departments or no longer requires a ProCard), as they are issued to an individual and not to a department.

Cardholders should NEVER e-mail their full 16-digit ProCard account number to anyone (including both external merchants and internal Loyola ProCard Administrators, supervisors or budget administrators). When storing ProCard statements and documentation, cardholders must ensure that full 16-digit credit card numbers are not listed on ProCard receipts, invoices or registration/order forms. When full 16-digit account numbers are displayed, cardholders must redact (Strike out) account numbers so that only the last four digits are visible.

Furthermore, cardholders should never photocopy the front and/or back of a ProCard or store ProCard expiration dates or 3-digit CVC/CVV codes. Moreover, ProCard account information (full 16-digit account numbers, expiration dates, 3-digit CVC/CVV codes) may NOT be stored electronically on a University computer, server, electronic flash drive or optical storage device (e.g., CD or DVD).

Illinois Sales Tax Exemption

Cardholders should notify merchants or vendors of LUC's Illinois sales and use tax exemption, where applicable. LUC's sales tax exemption may only be used for LUC purchases and may not be used to purchase any items for a Cardholder's personal use. Use of LUC's sales tax exemption to purchase any items for a Cardholder's personal use may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

Termination

LUC may terminate a Cardholder's right to use the Procurement Card at any time for any reason. Cardholders agree to return the Procurement Card immediately upon request or upon termination of employment.

Procurement Card Abuse/Prohibited Transactions

The Procurement Card User Manual describes misuse, fraudulent use and prohibited uses of the Procurement Card, including the use of the Procurement Card to purchase any items for Cardholder's personal use (collectively, the Prohibited Transactions). Use of the Procurement Card for Prohibited Transactions could be considered a misappropriation of LUC fund, and may result in revocation of the Procurement Card and disciplinary action in accordance with LUC's policies.

The undersigned Cardholder understands and agrees that LUC will pursue all available remedies under applicable law to recover the amount of charges resulting from the use of the Procurement Card for such Prohibited Transactions in order to reimburse LUC for such amounts.

The undersigned employee/Cardholder has read the above and will read and become familiar with the Procurement Card User Manual, has attended training regarding use of the Procurement Card and agrees to be bound by these terms and conditions, and LUC policies and procedures.

Cardholder Name (Please Print)

Department Name

Cardholder Signature

Date



Billing Inquiry Form

If you believe an item on your statement is in error, complete and sign this form. We must hear from you no later than 60 days after we send you the first bill on which the error or problem occurred. 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 with the merchant prior to filing a dispute.

Primary Cardholder Name (Please Print) _____

Daytime Phone () _____

Card No. _____ - _____ - _____ - _____

Transaction Date _____

Post Date _____

Amount in question \$ _____

Merchant Name _____

Please send completed form via mail,
fax or email:
PNC
P.O. Box 2859
Kalamazoo, MI 49003-2859
OR
Fax: 269-973-1688
E-mail: billinginquiries@pnc.com

Primary Cardholder Signature _____ Date _____

Check the ONE box below that best fits your situation and supply the requested items or information.

1. A credit for \$ _____ was not applied to my card number. (Attach credit 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 charge listed above was not made by me or any person authorized by me. Nor were the goods or services for this charge received by me or anyone authorized by me. The Card (circle one) is/is not in my possession. (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, which I did not authorize. The valid charge was billed to my 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 hotel cancellation, 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 cancelled check, cash receipt, or card statement showing the transaction.

I have reviewed the above information for Bank action.

X _____ Date _____
Program Administrator

Daytime Phone () _____

APPENDIX D: REFERENCES

REFERENCES

Accounts Payable Policies

- *Procurement Card Policy and Procedures:*
http://www.luc.edu/business_services/purchasing_ProCard.shtml
- *Travel & Business Expense Policy:* <http://www.luc.edu/finance/policies.shtml>
- *Per Diem Rates:* <http://www.luc.edu/finance/policies.shtml>
- *Mileage Reimbursement:* www.luc.edu/finance/milereim.shtml

Purchasing Policies

- *Purchasing Policy & Purchasing Manual:*
http://www.luc.edu/business_services/purchasing.shtml
- *Preferred Vendors & Suppliers Listing:*
http://www.luc.edu/business_services/purchasing_vendors.shtml

General Finance Policies

- <http://www.luc.edu/finance/policies.shtml>
- *Account Code Definitions:* www.luc.edu/finance/pdfs/operrevexpdefs.pdf

Human Resources Policies

- <http://www.luc.edu/hr/index.shtml>

Sponsored Program Accounting

- www.luc.edu/finance/spa/index.shtml

Cash Management

- www.luc.edu/finance/casmgm.shtml

APPENDIX E: PNC ACTIVEPAY: OVERVIEW

The Procurement Card system is a PNC Bank system called PNC ActivePay. PNC ActivePay can be accessed in 2 ways:

1. You can access through the internet at www.pncactivepay.com. This website is not part of the Loyola Network and can be accessed both on and off of the Loyola Campuses.
2. You can access through the Loyola Programs by going to Start>Loyola Software>Administrative Applications>PNC Active Pay

PNC :: PNC Bank Visa Account Maintenance - Windows Internet Explorer

Address: <https://www.pncactivepay.com/>

PNC [Contact Us](#)

HAVING PROBLEMS LOGGING IN?

CASE SENSITIVE Make sure your CAPS LOCK key is set correctly. Passwords are case sensitive. For example, the passwords "password" and "PASSWORD" are not equivalent. Usernames are not case sensitive.

BROWSER COOKIES If cookies are not being accepted correctly by your computer, you will be logged out of your account as soon as you move to a different page. This may be blocking your current ability to log in. Make sure your computer accepts cookies.

SYSTEM REQUIREMENTS This system requires Microsoft Internet Explorer version 6.0+ (or higher). In addition, your browser must be capable of Secure Socket Layer (128-bit encryption) and have JavaScript enabled.

USER LOG IN

USERNAME:

PASSWORD:

ORGANIZATION ID:

☒ Remember my Username

[Click Register](#) for card holder registration

[Forgot Username or Password](#) (Only for card holders)

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Log into PNC ACTIVEPAY using the following information:

USER ID: (your Loyola Universal ID*)

(* IMPORTANT NOTE: PNC Bank requires a user name of a minimum of 6 characters. In order to facilitate this requirement, if your Loyola Universal ID is less than 6 characters, you will need to use your Universal ID followed by LUC. Otherwise you can use your normal Loyola Universal ID. For example, if your name is John Doe and your Loyola Universal ID is jdoe1, your ActivePay ID will be jdoe1luc. If your name is John Smith and your Loyola Universal ID is jsmith1, your Active Pay ID will be jsmith1.

PASS PHRASE: (your personally selected pass phrase)

ORGANIZATIONAL ID: Loyola

HOME PAGE OVERVIEW:

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1. **GREETING:** This area provides verification of your current session. It shows your User Name, Organizational ID, your Role in the program (Cardholder, Approver or Cardholder/Approver).
2. **ANNOUNCEMENTS:** This area will provide you with important program related details and information. This section will be maintained frequently by the Procurement Card Administrator. You can view New or Past announcements by toggling between the 'New' and 'Old' tabs.
3. **REPORT STUDIO:** This link will connect you to the reporting tools to assist in setting up, scheduling and executing reports for your transactions as a cardholder and/or approver.
4. **QUICK LINKS:** These provided links will assist you in the more frequent applications of the ActivePay system.
 - a. Manage Transactions: This is the area that you will navigate to on a frequent basis to identify transactions that require review or approval.
 - b. View Statements: This link will provide you with access to run "boilerplate" statements of your account. These statements are NOT to be used for your monthly documentation submissions. Those reports can be accessed through the **REPORT STUDIO** (See number three (3) above).
 - c. Change My Password: You can manage your password by following this link.

5. **MY LINKS**: For your convenience, this section will provide you with a list of the 5 most frequented areas that you visit within ActivePay.
6. **INBOX AND REPORTS**: These features are not used in our program and can be disregarded.
7. **CARDHOLDER INFORMATION**: This section provides a variety of information about your personal card and activity.
 - a. A display of your truncated card number along with your name as it appears on your card is provided. This can assist you when making inquiries to PNC ActivePay Customer Service.
 - b. Credit Limit: The Credit Limit of your Procurement Card is provided.
 - c. MCC Summary (Last 30 Days): This graphical presentation is a summary of all of your transactions by MCC code. This is provided to represent the amount of transactions you have in certain transaction categories. This graph represents a total number of transactions and not the total dollars spent.
 - d. Recent Activity: By clicking on 'Show' you can view a recent history of your card activity. This list will show all approved and declined transactions that were attempted against your card.

MANAGE TRANSACTIONS: The Manage Transactions section under QUICK LINKS will allow you to review and/or approve transactions for a specific or customized period of activity.

Clicking on the MANAGE TRANSACTIONS link will bring you to a Transaction Management screen that will ask you to identify the period and/or cardholder(s) transactions to review and approve:

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range:

Card Number:

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


Account Code




Show Less ▲

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1. **DATE RANGE AND CARD NUMBER:** You can select the period type for the transactions that you would like to review. Selection options are Period, Custom or Billing. Once you have been through a complete Billing Cycle, the Billing Cycle Option will default. In addition, if you are an approver, you can select the cardholder(s) that you would like to review.
2. **SEARCH CRITERIA:** In this section you can choose to streamline your query by selecting certain query options. You can elect to search by one, or all of the following:
 - a. Account Code
 - b. Account Code Description
 - c. Accounting Unit
 - d. Accounting Unit Description
 - e. Approved
 - f. Personal Use
 - g. Review Type

Once you identify the period and/or cardholder(s), you will be presented the transaction summary listing. Important items of note are as follows:

 [Home](#) | [Log Out](#) | [Contact Us](#)

Transaction Maintenance **Transaction Management**  SECURITY MANAGER  TRANSACTION MAINT  HELP

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range:

Card Number:

Search Criteria

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













Account Code Equal To

Show Less ▲





Transactions Summary (Payments Excluded)

Reviewed:	4	Approved:	0	Approved2:	0	Total Number of Transactions:	4
Amount:	\$1,135.74	Amount:	\$0.00	Amount:	\$0.00	Total Transactions Amount:	\$1,135.74

Financial Codes: ☒ View ☐ Hide

Actions	REV	App 1	App 2	Post Date	Trans Date	Act#-4	Name	Merchant	Amount	Envelope	Split	Disputed
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/30/2011	8/29/2011	9354	SLAVINSKAS, BRIAN	IOMA/IOMF/IOCS	275.00			
Notes Webinar registration cost for the September 13, 2011 Webinar hosted by the Institute of Financial Management. "IRS Surprise Audits Are Coming: Are You Prepared?" Concentration on Independent Contr												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100810"/>	Account Code <input type="text" value="6310"/>	Personal Use <input type="text"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/31/2011	8/30/2011	9354	SLAVINSKAS, BRIAN	NCOMPLIANCE SERVICES	677.00			
Notes Registration fees for 3 events: Documenting a Vendor/W9 EWebinar being held on 12/5/2011; Hot Topic: 1099/1042S Year End Planning Webinar held on September 8, 2011; and 1099 Year-End Reporting ;												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100810"/>	Account Code <input type="text" value="6310"/>	Personal Use <input type="text"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/1/2011	8/31/2011	9354	SLAVINSKAS, BRIAN	GROOT INDUSTRIES INC O	168.75			
Notes Payment ppor open April 2011 Invoice for Disbursement Services Recycling Services. Invoice # 7517321 dated 4/30/2011.												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100808"/>	Account Code <input type="text" value="6100"/>	Personal Use <input type="text" value="No"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/12/2011	9/9/2011	9354	SLAVINSKAS, BRIAN	AT&T DATA	14.99			
Notes September Disbursement Services Data Plan for iPad.												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100808"/>	Account Code <input type="text" value="6230"/>	Personal Use <input type="text" value="No"/>				

1. **TRANSACTION ACTION ICONS:**

- a.  View and Edit Transaction Details
- b.  Split Transactions
- c.  View Merchant Details
- d.  View Billing Details

- 2. **REVIEW AND APPROVAL STATUS:** Shows whether or not a transaction has been reviewed or approved.
- 3. **NOTES:** Will display the transaction notes as entered by the cardholder.
- 4. **ACCOUNTING UNIT:** Will display the accounting unit to be charged. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.
- 5. **ACCOUNT:** Will display the account to be charged. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.
- 6. **PERSONAL USE FLAG:** This is to be used in the event a cardholder uses their card for a personal purchase. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.



To review and/or approve a transaction, select the View and Edit Transaction Details Icon . This screen will allow you to view the details of a transaction and give you access to review and/or approve.

The screenshot shows the PNC Transaction Details screen in a web browser. The page is titled "PNC Transaction Details" and includes a navigation bar with "Transaction Management" and "Transaction Details" tabs. The main content area is divided into several sections, each with a numbered callout:

- 1**: Transaction Details for Account Number: XXXX-XXXX-XXXX-9354. This section includes fields for Post Date (8/30/2011), Reference Number (24807941242207640000019), Amount (275.00), Trans Date (8/30/2011), and Merchant (01A101P10CS).
- 2**: Merchant Information. This section includes fields for Merchant Name (01A101P10CS), Merchant ID (100), Merchant Address (200-888-4970), Merchant City (CT), Merchant State (CT), Merchant Zip Code (06030-0000), Merchant Telephone (272287720), Merchant Country Code (Unavailable), Merchant MCCC (5162), and Merchant MCCC Status (Unavailable).
- 3**: Billing Information. This section includes fields for Merchant Name (01A101P10CS), Transaction Date (8/30/2011), Posting Date (8/30/2011), Billing Amount (275.00), Billing Currency (USD - US dollar), Sales Tax Amount (0.00), Customer Reference Number (64000001), and Purchase Identifier (64000001).
- 4**: Flags & Notes. This section includes checkboxes for Reviewed, Approved, Approved2, and Sales Tax Not Billed. Below these are fields for Note (Webinar registration cost for the September 13, 2011 Webinar hosted by the).
- 5**: Comments. This section is currently empty.
- 6**: Splits. This section includes a table for splitting the transaction. The table has columns for Amount, %, and Description. The first row shows 275.00, 100.00, and a description. Below the table are fields for Accounting Unit (100010), Account Code (0310), and Personal Use. The total amount is 275.00, and the remaining amount is 0.00.
- 7**: A horizontal arrow pointing from the Transaction Details section to the Merchant Information section.
- 8**: A vertical arrow pointing from the Merchant Information section to the Billing Information section.
- 9**: A vertical arrow pointing from the Billing Information section to the Flags & Notes section.

1. **TRANSACTION DETAILS FOR THE SELECTED ACCOUNT:** Section includes the following information:
 - a. Post and transaction date
 - b. Reference Number
 - c. Merchant
 - d. Transaction amount
2. **MERCHANT INFORMATION**
3. **BILLING INFORMATION**
4. **FLAGS AND NOTES:** The flags are the review and approval flags that Cardholders and Approvers will use to manage their transactions. In addition, the notes section will be required for all transactions.
5. **COMMENTS:** This section is to be used by Procurement Card Administration only.
6. **SPLITS:** This section will allow you to Split the accounting distribution of a transaction.

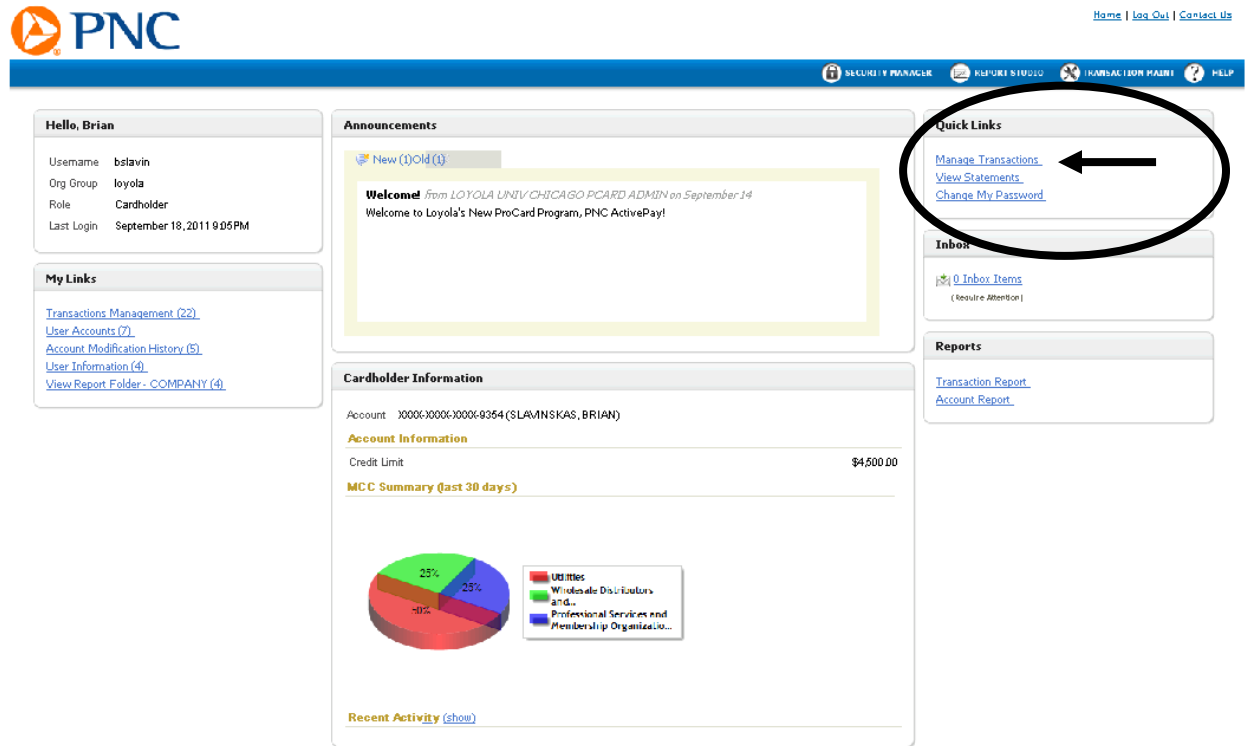
7. **EXPAND/COLLAPSE AND GOTO:** These features will allow you to Expand or collapse each informational section on the detail screen. In addition you can navigate to each section by using the hot links on the right hand side of the transaction detail section.
8. **EXPAND AND COLLAPSE ARROWS:** Allows you to expand and collapse each section separately.
9. **DISPUTE:** If a transaction is in dispute, users can obtain a Dispute Action form from this link.

APPENDIX F: PNC ACTIVE PAY: REVIEWING AND/OR APPROVING A TRANSACTION

In order to review and/or approve a transaction, the following must be considered:

- Cardholders have followed all Payment Card Industry Data Security Standards (PCI-DSS). (Please see Procurement Card Policy and Procedure Manual for more details)
- Transactions made with a ProCard have ONLY been processed by the person to whom the card was issued.
- All transactions have been reviewed and allocated to the proper Accounting Unit and Account.
- A description and business purpose have been provided in the **FLAGS AND NOTES** section of the Transaction Details screen.
 - Notes on hosted events or entertainment expenses list the names of all individuals present, their affiliation with Loyola and the business purpose.
- Sales tax has NOT been charged or reimbursement has been requested for sales tax charged in error.
- While traveling on behalf of the University, the specified meal Per Diem rates have not been exceeded. *(Please note: any amount over the Per Diem rate is considered contrary to policy and must be refunded to the University.)*
- All expenses have a legitimate business purpose and are in compliance with the University's *Travel and Business Expense Policy*.
- No personal expenses have been charged to the ProCard.
- The appropriate box was checked in the **FLAGS AND NOTES** section of the Transaction Details screen.
- Once complete and all appropriate information is populated and confirmed, the user clicks on Save at the bottom of the page to save any changes made to the transaction.

From the PNC ActivePay Home Page, select MANAGE TRANSACTIONS from the Quick Links window.



The screenshot shows the PNC ActivePay Home Page. The PNC logo is in the top left. The top navigation bar includes links for Home, Log Out, and Contact Us. The main content area is divided into several sections:

- Hello, Brian**: A sidebar on the left showing user information: Username: bslavin, Org Group: loyola, Role: Cardholder, Last Login: September 18, 2011 9:05PM.
- My Links**: A sidebar on the left with links: Transactions Management (22), User Accounts (7), Account Modification History (5), User Information (4), and View Report Folder - COMPANY (4).
- Announcements**: A central section with a welcome message from LOYOLA UNIV CHICAGO PCARD ADMIN on September 14, welcoming Brian to Loyola's New ProCard Program, PNC ActivePay!
- Cardholder Information**: A section showing account details: Account: XXXX-XXXX-XXXX-9354 (SLAMNSKAS, BRIAN), Account Information, Credit Limit: \$4,500.00, and an MCC Summary (last 30 days) pie chart.
- Quick Links**: A sidebar on the right with links: Manage Transactions, View Statements, and Change My Password. This section is circled in black, and a black arrow points to the 'Manage Transactions' link.
- Inbox**: A section showing 0 Inbox Items (Require Attention).
- Reports**: A section with links: Transaction Report and Account Report.

The pie chart in the Cardholder Information section shows the following data:

Category	Percentage
Utilities	25%
Wholesale Distributors and...	25%
Professional Services and Membership Organizatio...	50%

MANAGE TRANSACTIONS: The Manage Transactions section under QUICK LINKS will allow you to review and/or approve transactions for a specific or customized period of activity.


Clicking on the MANAGE TRANSACTIONS link will bring you to a Transaction Management screen that will ask you to identify the period and/or cardholder(s) transactions to review and approve:




1. **DATE RANGE AND CARD NUMBER:** You can select the period type for the transactions that you would like to review. Selection options are Period, Custom or Billing. Once you have been through a complete Billing Cycle, the Billing Cycle Option will default. In addition, if you are an approver, you can select the cardholder(s) that you would like to review.

2. **SEARCH CRITERIA:** In this section you can choose to streamline your query by selecting certain query options. You can elect to search by one, or all of the following:

- a. Account Code
- b. Account Code Description
- c. Accounting Unit
- d. Accounting Unit Description
- e. Approved
- f. Personal Use
- g. Review Type

Once you identify the period and/or cardholder(s), you will be presented the transaction summary listing. Important items of note are as follows:

 [Home](#) | [Log Out](#) | [Contact Us](#)

Transaction Maintenance **Transaction Management**  SECURITY MANAGER  TRANSACTION MAINT  HELP

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range:

Card Number:

Search Criteria

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













Account Code Equal To

Show Less ▲





Transactions Summary (Payments Excluded)

Reviewed:	4	Approved:	0	Approved2:	0	Total Number of Transactions:	4
Amount:	\$1,135.74	Amount:	\$0.00	Amount:	\$0.00	Total Transactions Amount:	\$1,135.74

Financial Codes: ☒ View ☐ Hide

Actions	REV	App 1	App 2	Post Date	Trans Date	Act#-4	Name	Merchant	Amount	Envelope	Split	Disputed
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/30/2011	8/29/2011	9354	SLAVINSKAS, BRIAN	IOMA/IOMF/IOCS	275.00			
Notes Webinar registration cost for the September 13, 2011 Webinar hosted by the Institute of Financial Management. "IRS Surprise Audits Are Coming: Are You Prepared?" Concentration on Independent Contr												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100810"/>	Account Code <input type="text" value="8310"/>	Personal Use <input type="text"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/31/2011	8/30/2011	9354	SLAVINSKAS, BRIAN	NCOMPLIANCE SERVICES	677.00			
Notes Registration fees for 3 events: Documenting a Vendor/W9 EWebinar being held on 12/5/2011; Hot Topic: 1099/1042S Year End Planning Webinar held on September 8, 2011; and 1099 Year-End Reporting ;												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100810"/>	Account Code <input type="text" value="8310"/>	Personal Use <input type="text"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/1/2011	8/31/2011	9354	SLAVINSKAS, BRIAN	GROOT INDUSTRIES INC O	168.75			
Notes Payment ppor open April 2011 Invoice for Disbursement Services Recycling Services. Invoice # 7517321 dated 4/30/2011.												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100808"/>	Account Code <input type="text" value="8100"/>	Personal Use <input type="text" value="No"/>				
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9/12/2011	9/9/2011	9354	SLAVINSKAS, BRIAN	AT&T DATA	14.99			
Notes September Disbursement Services Data Plan for iPad.												
				<input type="button" value="Copy To All"/> <input type="button" value="Clear"/>		Accounting Unit <input type="text" value="100808"/>	Account Code <input type="text" value="8230"/>	Personal Use <input type="text" value="No"/>				

1. **TRANSACTION ACTION ICONS:**

- a.  View and Edit Transaction Details
- b.  Split Transactions
- c.  View Merchant Details
- d.  View Billing Details

- 2. **REVIEW AND APPROVAL STATUS:** Shows whether or not a transaction has been reviewed or approved.
- 3. **NOTES:** Will display the transaction notes as entered by the cardholder.
- 4. **ACCOUNTING UNIT:** Will display the accounting unit to be charged. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.
- 5. **ACCOUNT:** Will display the account to be charged. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.
- 6. **PERSONAL USE FLAG:** This is to be used in the event a cardholder uses their card for a personal purchase. If the transaction has a split charge, it will show a check mark in the Accounting Unit and Account fields to represent a split transaction.



To review and/or approve a transaction, select the View and Edit Transaction Details Icon . This screen will allow you to view the details of a transaction and give you access to review and/or approve.

The screenshot shows the PNC Transaction Details screen. The interface includes a header with the PNC logo and navigation tabs. The main content area is divided into several sections, each highlighted with a numbered callout:

- 1**: Transaction Details for Account Number: XXXX-XXXX-XXXX-9354. This section includes fields for Post Date (8/30/2011), Reference Number (24807943242207640000019), Amount (275.00), Trans Date (8/30/2011), and Merchant (01A1QDFVDCS).
- 2**: Merchant Information. This section includes fields for Merchant Name (01A1QDFVDCS), Merchant ID (100), Merchant Address, Merchant City (203-888-4970), Merchant Country Code (Unavailable), Merchant State (CT), Merchant City Code (06030-0000), Merchant Country Status (272287720), Merchant Telephone, and Merchant Tax ID.
- 3**: Billing Information. This section includes fields for Merchant Name (01A1QDFVDCS), Transaction Date (8/30/2011), Posting Date (8/30/2011), Billing Amount (275.00), Billing Currency (USD - US dollar), Sales Tax Amount (0.00), Customer Reference Number (64000001), and Purchase Identifier (64000001).
- 4**: Flags & Notes. This section includes checkboxes for Reviewed, Approved, Approved2, and Sales Tax Not Billed. It also has a text area for notes.
- 5**: Comments. This section is for adding comments to the transaction.
- 6**: Splits. This section allows for splitting the transaction into multiple parts. It includes a table with columns for Amount and Description.
- 7**: A horizontal navigation bar with links to Merchant Information, Billing Information, Flags & Notes, Comments, and Splits.
- 8**: A vertical navigation bar on the right side of the screen with links to Merchant Information, Billing Information, Flags & Notes, Comments, and Splits.
- 9**: The bottom of the screen, including the Save and Dispute buttons.

1. **TRANSACTION DETAILS FOR THE SELECTED ACCOUNT:** Section includes the following information:
 - a. Post and transaction date
 - b. Reference Number
 - c. Merchant
 - d. Transaction amount
2. **MERCHANT INFORMATION**
3. **BILLING INFORMATION**
4. **FLAGS AND NOTES:** The flags are the review and approval flags that Cardholders and Approvers will use to manage their transactions. In addition, the notes section will be required for all transactions.
5. **COMMENTS:** This section is to be used by Procurement Card Administration only.
6. **SPLITS:** This section will allow you to Split the accounting distribution of a transaction.

7. **EXPAND/COLLAPSE AND GOTO:** These features will allow you to Expand or collapse each informational section on the detail screen. In addition you can navigate to each section by using the hot links on the right hand side of the transaction detail section.
8. **EXPAND AND COLLAPSE ARROWS:** Allows you to expand and collapse each section separately.
9. **DISPUTE:** If a transaction is in dispute, users can obtain a Dispute Action form from this link.

In order to finalize the transaction and move on to the next transaction, you can perform the following:

The screenshot displays the PNC Transaction Management interface. At the top, there's a navigation bar with tabs for Transaction Maintenance, Transaction Management, and Transaction Details. The Transaction Details tab is selected. Below the navigation bar, there's a header section with the PNC logo and a search bar. The main content area is divided into several sections: Merchant Information, Billing Information, Flags & Notes, Comments, and Splits. The Splits section is currently active, showing a table with columns for Amount, %, and Description. The table contains two rows: one for the total amount of 275.00 and another for the remaining amount of 0.00. The bottom of the screen has a 'Save' button and a 'Dispute' button. The top right corner shows 'Transaction 1 of 4'.

1. Once you have populated the proper information, you must click on the SAVE button on the bottom of the screen to save any and all changes.
2. You can navigate back to the Transaction Summary Listing by clicking on the Transaction Management Tab.
3. Alternatively you can navigate to the next transaction by clicking on the next link at the top right hand side of the transaction detail screen.

APPENDIX G: PNC ACTIVEPAY: GENERATING AND SCHEDULING REPORTS

You can use the ad hoc reporting tool to create your monthly transaction statement for submission to PCA with supporting documentation. In order to begin the process, you will need to navigate to the Report Studio (see item 3 in APPENDIX E: **PNC ACTIVEPAY: GENERATING AND SCHEDULING REPORTS**)

Select **REPORT STUDIO>COMPANY REPORTS**

SELECT MONTHLY STATEMENT

Identify the period for which you would like to run the report data. You can select a pre-determined period or a custom range of dates. If you are an approver with access to multiple cardholders, you can select the cards that you would like to report on by selecting **Cards** in the **Report Parameters** box. Once you complete the date range, you may select execute.

Report Studio | Report Wizard | **Execute Report**

Report: Monthly Statement

1 Select Type | 2 Select Fields | 3 Group Data | 4 Apply Metrics | 5 Design Layout | 6 **Execute Report**

Report Parameters

Cards To Include in the Report

☒ XXXX-XXXX-XXXX-9354 (SLAVINSKAS, BRIAN)

Time Date Range

Data Range Based On: Posting Dt

Data Range: Period | Current Month

Display Options

For Official Use Only

Include Time Report was Run: ☒ Yes N

Records Per Page: 25 | 50 | 100 | 200

The output screen will provide you the data returned.

Folder

Back

Print

Export

Report Information

Report Name: Monthly Statement

Report Mode: RECORD VIEW

Record(s) Found: 2

Report Run Time: 09/18/2011 9:34 PM

Comment: For Official Use Only

Created Date: 09/06/2011 10:47 AM

Last Modified Date: 09/13/2011 1:04 PM

Monthly Statement Records

Actions	First Name	Last Name	Posting Dt	Merchant Name	Transaction Amount	Sales Tax	Accounting Unit	Account Code	Note
	BRIAN	SLAVINSKAS	08/30/2011	IOMAIOMF/IOCS	275.00	0.00	100810	6310	Webinar registration cost for the September 13, 2011 Webinar hosted by the Institute of Financial Management. "IRS Surprise Audits Are Coming: Are You Prepared?" Concentration on Independent Contractor Classification.
	BRIAN	SLAVINSKAS	08/31/2011	NCOMPLIANCE SERVICES	677.00	0.00	100810	6310	Registration fees for 3 events: Documenting a Vendor/WG EWebinar being held on 12/5/2011; Hot Topic: 1099/1042S Year End Planning Webinar held on September 8, 2011; and 1099 Year-End Reporting Seminar being attended by Patrick King on September 21, 2011.

You can click on **PRINT** to print the report in .pdf or you can select **EXPORT** to export the file to Excel or other file types. An example of the .pdf file type is below:

Monthly Statement
9/18/2011 9:36:10 PM
For Official Use Only

First Name	Last Name	Posting Dt	Merchant Name	Transaction Amount	Sales Tax	Accounting Unit	Account Code	Note
BRIAN	SLAVINSKAS	08/30/2011	IOMAIOMF/IOCS	275.00	0.00	100810	6310	Webinar registration cost for the September 13, 2011 Webinar hosted by the Institute of Financial Management. "IRS Surprise Audits Are Coming: Are You Prepared?" Concentration on Independent Contractor Classification.
BRIAN	SLAVINSKAS	08/31/2011	NCOMPLIANCE SERVICES	677.00	0.00	100810	6310	Registration fees for 3 events: Documenting a Vendor/WG EWebinar being held on 12/5/2011; Hot Topic: 1099/1042S Year End Planning Webinar held on September 8, 2011; and 1099 Year-End Reporting Seminar being attended by Patrick King on September 21, 2011.

In efforts to provide a more user friendly interface, you can also schedule your report to run and be delivered to your e-mail address or other e-mail addresses of your choice (for example, you can schedule the report to be delivered to your e-mail and the e-mail address of your assistant or department budget administrator). In order to schedule your report, click on the **REPORT STUDIO>COMPANY REPORTS** link to show the company reports.

Select **SCHEDULE** in order to set the schedule criteria.

Home | Log Out | Contact Us

Report Studio Company Reports

Company Reports Folder
Folder Name: Company Reports Fold... Description: Company reports fold...


Monthly Statement
Monthly Statement to be used with documentation submissions.
Created On: 9/6/2011
Created By: Super Administrator
Last Modified: 9/13/2011
Options: (Execute | Schedule)

Transactions with no Approval
Returns transactions that do not have approval box checked
Created On: 8/26/2011
Created By: Super Administrator
Last Modified: 8/26/2011
Options: (Execute | Schedule)

Report Schedule for "Monthly Statement"

Schedule Nickname:

Schedule Description:

Frequency: Daily, starting on 9/19/2011 

Output Type: Excel Document

Report Delivery Options:

☐ Download
☒ Email
☐ Only Create If Records Found

Send To This Email Address
(For Multiple Addresses Use a Semicolon —;— to Separate Them)

* Leave this field blank to have your report be sent to your email address as entered in your user information pages.

Encryption Password

Confirm Password

* This password is used to encrypt your data. You will need it to be able to read the output file. If you leave this field blank, your password from the login page will be used.

Schedule Report Parameters

Use Default Report Conditions

Specify Custom Report Conditions

Scheduled Report Date Range

Previous Month based on the Posting Dt

Scheduled Report Conditions

This Report Has No Special Conditions

Schedule Report

Close

SCHEDULE NICKNAME: Identify a report nickname. The nickname will be provided in the subject line of the e-mail when sent to the designated recipients.

SCHEDULE DESCRIPTION: Identify a description for your report.

FREQUENCY: Schedule the frequency for which you would like the report to run. Reports can be scheduled to run Daily, Weekly, Monthly, Quarterly or Annually.

OUTPUT TYPE: Identify the output type for your report. PCA recommends using .pdf to accompany your Monthly Documentation Submissions.

DELIVERY OPTIONS: You can also identify how to schedule this report. You can elect to have the report created for access in PNC ActivePay or access in your e-mail box. In addition, you can also elect to have the report run only if there are transactions that meet the scheduled criteria.

SEND TO E-MAIL ADDRESS: You can assign the e-mail addresses to which you would like the report delivered. You can assign multiple e-mail addresses by separating them by a semicolon (;).

ENCRYPTION PASSWORD: In order to schedule a delivery of reports to an e-mail address, an encrypted password must be assigned. If you assign more than one e-mail address to receive your report, this password will be used by all recipients of the report.

APPROVERS ONLY: Click the **SPECIFY CUSTOM REPORT CONDITIONS** tab and select **CARDS** to receive a statement with only your transactions.

Once you have confirmed the password, you can click on **SCHEDULE REPORT**. You will receive a confirmation screen that details the report schedule criteria.

Report Schedule for "Monthly Statement"

Report Schedule Details

Report Schedule Updated!

Nickname	Monthly Report
Description	Monthly Transaction Report for Documentation Submission
Run Report	MONTHLY9202011
Output Type	PDF
Report Sent To	bstavin@lucc.edu;kcobb@lucc.edu
Encryption Password	Custom Password
Scope & Conditions	Report Defaults
Scheduled Report Scope	
Previous Month based on the Posting Dt	
Scheduled Report Conditions	

[Close](#) · [Edit Schedule](#)

You will receive an e-mail from activepay.notices@pncactivepay.com with your report. Please be sure to add this e-mail address to your trusted addresses so that it will not be sent to your SPAM folder.

