

ActivePay

For editing CMU Business Credit Card Transactions

CENTRAL MICHIGAN UNIVERSITY

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Related Websites:

<http://www.pncactivepay.com/>

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INTRODUCTION

PNC ActivePay is an online reporting tool that allows you to access your CMU Business Credit Card transactions securely over the internet. It can help you expedite expenses reporting by allowing you to review transactions, assign Cost Centers, GL's, WBS Elements, Internal Order Number and Funds, split transactions and run reports – all online and at your convenience.

This manual will highlight some of the basic functions of ActivePay, provide first steps to take when initially logging into the system, explain how to view transactions, update account codes, create splits, and run reports. In addition, there is an on-line help feature.

GETTING STARTED

Logging In

Go to <http://www.pncactivepay.com/>

STEP ONE

Enter your **Username** and **Password**, the **Organization ID** is **cmu**.

Your Username is your **CMU Global ID** in all lower-case letters (ex. jones1aa).

Your password will be sent to you from ActivePay in the form of an e-mail. (This may go to your junk E-mail so please watch for it). The best way to enter this may be to copy **ONLY** the password (no spaces) and paste to this space. Your organization ID is cmu.

Click **Log In**.

STEP TWO

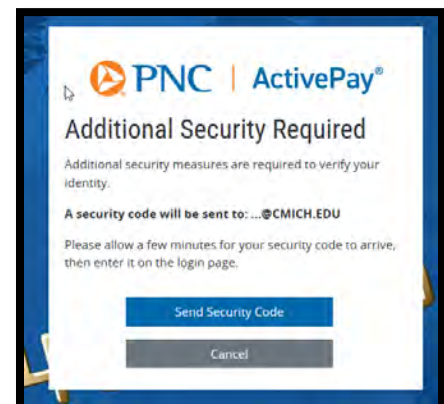
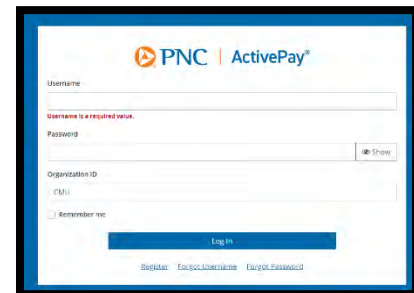
A screen will now come up saying that for security reasons a security code will be requested.

Click on **Send Me a Security Code**.

This code will be sent to you via your e-mail.

When you receive the code in your e-mail, **copy and paste** this security code (NO spaces) into the security code section that has now been added to the screen.

Click on **Log In**



STEP THREE

PNC will require you to create a new password. This password must contain a minimum of six characters. (You can use numbers and symbols)

Enter your username again (ex. jones1aa).
Then create your password. Confirm password.
Type in first name, then tab to next field and type in last name.
Middle name is optional. Type in your e-mail address.

Click **Save**.

STEP FOUR

Challenge Questions

Select a **Question** from each drop-down and enter an **Answer** for each question. (Remember to pick questions and answers that you will remember in the future.) Confirm each answer.

Click **Save** when complete.

Once you have completed these steps, you will be taken to the Homepage.

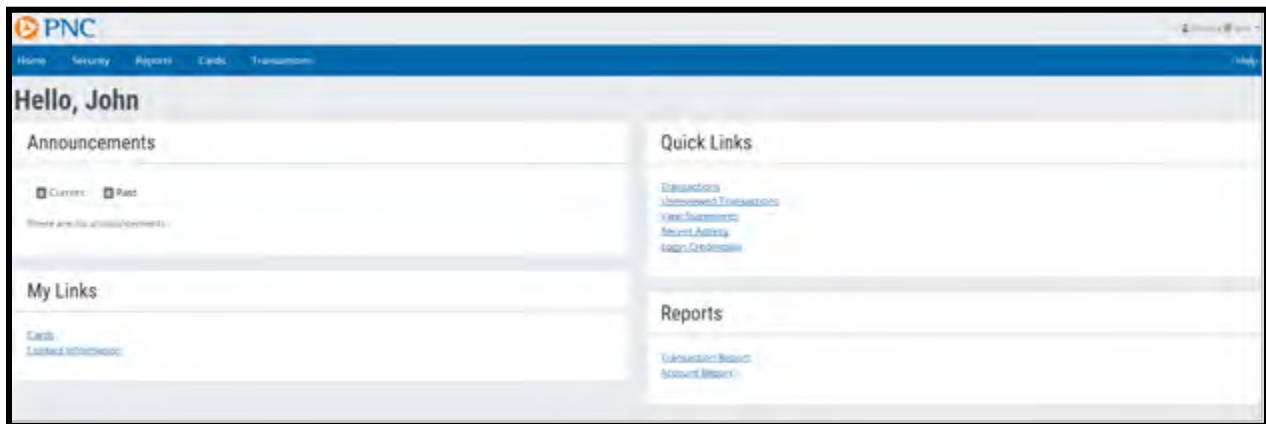
Forgot your password?

If you forget your password, click on **Forgot Password** on the login screen, you will need to re-enter Organization ID, Username and Email.

You will then be asked to answer the three challenge questions you setup during your initial login and you can then reset your password.

Home Page

The Home page is your starting place once you have successfully logged in to the application. The home page has four sections: Announcements, Quick Links, My Links, and Reports.



Tabs

Navigation of the ActivePay Website is made through the tabs listed below. Hovering over each tab will reveal the options for each category.

Home Security Reports Cards Transactions	
Security	Notifications
Report	Standard Reports, Download Reports
Cards	Card Maintenance, Recent Activity
Transactions	Statements, Transaction Management
Help (Not pictured)	Help Center, Tutorials, FAQs

Updating your Contact Information

On the homepage, under My Links, you can update your Contact Information by selecting “Contact Information”. This allows you to change your login credentials, contact information, and challenge questions.

SECURITY

Notifications

The Notifications page provides users the ability to set up e-mail notifications regarding transactions that have been posted and require attention. Users may enable notification for card(s) assigned to the cardholder or the proxy for that cardholder.

Select the desired **Notification Type**:

- 1. Transactions Requiring Review:** Notification generated when a transaction is posted and the **Review** box is not checked in **Transaction Maint**.

2. **Transactions Requiring Approval:** Not applicable at this time.
3. **Statement Notifications:** Notification generated to the recipient email address as indicated in the **To** or **Cc** fields when a statement is produced.

FYI – All cardholders are set up to receive their monthly statement by email and mail. A statement notification only needs to be set up if you want the statement delivered to someone other than the cardholder.

Enter the email address(es) of the primary recipient(s) in the **Recipient Email Address** text boxes. To enter multiple email addresses, separate with a semicolon.

Select the frequency of the notification email delivery using the **Frequency** drop-down menu:

1. **Notify me once:** One email is sent to the recipient(s) when the notification criteria are met – **Daily/Weekly**.
2. **Notify me until resolved:** Emails are sent to the recipient(s) until the notification criteria are resolved. – **Daily/Weekly**.
3. If desired, check the **Include Report** box for a PDF report of the transactions that require attention to be included as an attachment on the notification.

Once the notification preferences are selected, choose the applicable accounts.

1. For a user with a single card account assigned to their account, the last 4 digits of the account number will display at the top of the page.
2. For users with multiple accounts assigned directly or via proxy, a list of account will be displayed at the bottom of the page.

To individually select the card(s) to use for notification settings, select the check box next to the desired card(s). To select all the cards displayed on the page, select “Select all” at the top of the grid.

Click **Save** to save all chosen settings before leaving the page.

REPORTS

Standard Reports

This page allows the user to view and print a variety of reports including card information, transactions, activity and spending and expense information. A summary of the information included on each report is listed below the report title.

The **Expense Log** Report includes the post date of transaction, amount, cardholder name, account charged, merchant name and any notes that were included on the transaction.

To run this report, go to **Reports** followed by **Standard Reports**. Click on **Expense Log**. Select the cardholders you want included in the report. Select the date range (25th to the 24th) and a Format. (FYI – you do not need to enter a Last or First name if you have selected your cardholders using the check boxes.)

Select **Run**. Your report will appear.

Download Reports

This section is not used by CMU at this time.

CARDS

Card Maintenance

Users can view card information only. Changes can only be made by administrators on the account.

Recent Activity

This page displays current authorizations and declines. The user can view recent account authorizations as well as available balance. Go to **Cards** followed by **History** to view.

Highlight the card information and choose **View Recent Authorizations**. The 20 most recent authorizations are displayed, to view more authorizations, click on the page arrow at the bottom. Click on **Close** to return to the **Recent Activity** page.

The screenshot shows the 'Cards' interface with two tabs: 'Recent Authorizations' (selected) and 'Merchant Category Code Summary'. Below the tabs are navigation controls: a page indicator showing '1' and a dropdown menu set to '10'. The main content is a table with the following data:

Card Number	Employee ID	Last Name	First Name	Status	Type
*[REDACTED]		KOLHOFF	CAITLYN	ACTIVE	Individual

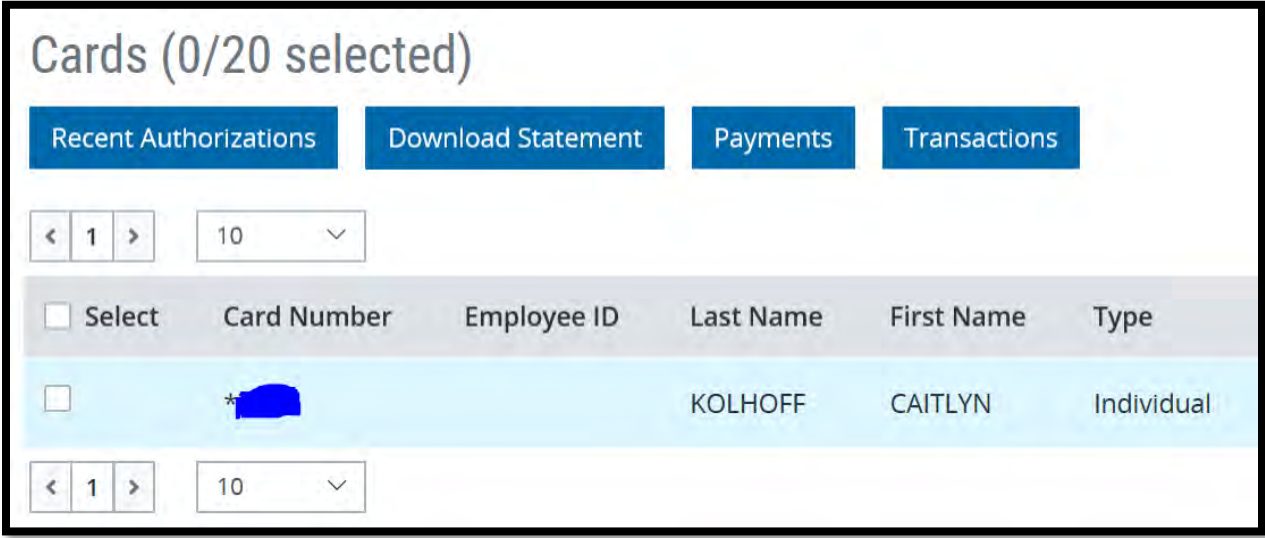
At the bottom of the table, there are additional navigation controls: a page indicator showing '1' and a dropdown menu set to '10'.

TRANSACTION

Statements

The **Statements** screen allows the user to view a statement per cardholder, per cycle. Select a statement closing date. The default date is the last statement date. Select the **statement date** and click **Search**. Clicking on **My Cards** creates a search result of cards assigned to the user.

Check the box beside the statement you want and choose the **Download Statement** option. If the download icon is not available, there is no statement available for the cycle selected.



The screenshot shows a user interface for managing cards. At the top, it says "Cards (0/20 selected)". Below this are four blue navigation tabs: "Recent Authorizations", "Download Statement", "Payments", and "Transactions". Under the tabs are two pagination controls, each with a left arrow, a "1" in a box, a right arrow, and a dropdown menu set to "10". Below the pagination is a table with the following columns: "Select", "Card Number", "Employee ID", "Last Name", "First Name", and "Type". One row is highlighted in light blue, showing a checkbox, a masked card number starting with an asterisk, an empty Employee ID field, the last name "KOLHOFF", the first name "CAITLYN", and the type "Individual".

Click on the **Transactions** tab to display a grid of transactions for the billing cycle chosen in Step 1. This grid may be exported in an Excel or CSV format. A page will be presented from which the user can **View Transactions** or export the results in an Excel or CSV format. Click **Back** to return to the **Statements** page

Transaction Management

This page allows the user to review, approve, dispute and split transactions. Go to **Transactions** followed by **Transaction Management**.

- To view all transactions, enter a **Date Range** and click on **Search**
- Choose from:
 - Billing Cycle** – the default is the current billing cycle - this method is strongly encouraged.
 - Period** – The drop-down menu allows user to choose a period
 - Custom** – The user may enter a range of dates
- Select the cardholder you want to review/update in the **Card Number** dropdown. Click **Search** to bring up transactions for that cardholder.



Optional: You can use the **Search Criteria** to narrow the search results. If you are using the **marked as reviewed status field**, you can change the **Review Type** in the **Search Criteria** field to search for cardholders with transactions **Not Reviewed**. Only transactions that need to be reviewed and updated will be displayed.

To combine search criteria, select and click on **Add**. To remove selected criteria, click on the “X” beside criteria. To remove all selected criteria, click on **Reset**. After choosing the desired criteria, click **Search**. Search results can be sorted by clicking on the underlined column headings.

To make a change to a transaction, click on the transaction, it will be highlighted in blue and the following options will appear at the top of the transaction section:

Allocating Transactions

Look over each transaction. Add a description of the purchase in the Notes filed if you would like.

If you need to update the account codes, type in the new value, or click on the magnifying glass  Find  to view existing values. A pop-up window will display **Code Description** and **Status**. Optional fields are labeled.

Note: The user will receive an error message if an incorrect GL Account is entered. ActivePay does not track cost center, WBS, Internal Order or Fund for correctness. If any of these codes are entered incorrectly no error message will appear.

	Cost Center (5,7 or 10 digits)	GL (6 digits)	WBS Element (6 digits)	Internal Order	Fund (8 digits)
Most Users	Yes	Yes	No	Optional	No
WBS Element Account Users	No	Yes	Yes	Optional	No
Bookstore Only	No	Yes	No	No	Yes
Global Campus	No	Yes	No	Yes	No

Account Code Overview

Optional – It is recommended to mark transactions as **Rev** (Reviewed) once you have reviewed and updated them. Click Rev at the top of the page to place a checkmark on *all* transactions on the displayed page. This is for the user’s reference only and will not lock the transactions.

IMPORTANT - You must click **SAVE when done making changes.**

Copy Financial Codes and Notes

To copy **Financial Code** allocations from one transaction to another, enter the financial code segments in a transaction. Select the checkbox next to the other transaction(s) where the financial codes are to be copied.

Click on **Copy Financial Codes** in the original transaction – on the same line as financial codes – and the financial codes from the original transaction will be copied to the transaction(s) with the checkbox selected.

To copy a **Note** from one transaction to another enter the note, select the checkbox next to other transaction(s) where the Notes are to be copied click on **Copy Notes** in the original transaction – on the same line as Notes – and the Notes from the original transaction will be copied to the transaction(s) with the checkbox selected.

A maximum of 100 transactions are displayed on the page.

Split Transactions

Highlight the desired transaction, click on the **Split Transaction** icon. A new page, **Transactions Details**, will be presented. Click on **Split**, enter the number of Splits (up to 99), click **Continue**.

Transactions can be split by **Amount** or **Percentage**. The remaining **Amount/Percentage** is indicated at the bottom of the page. The transaction cannot be saved until it has been completely allocated. **Example:** \$25 is allocated out of a \$50 transaction. When the user clicks **Save**, an error message is presented indicating the remaining amount must be allocated.

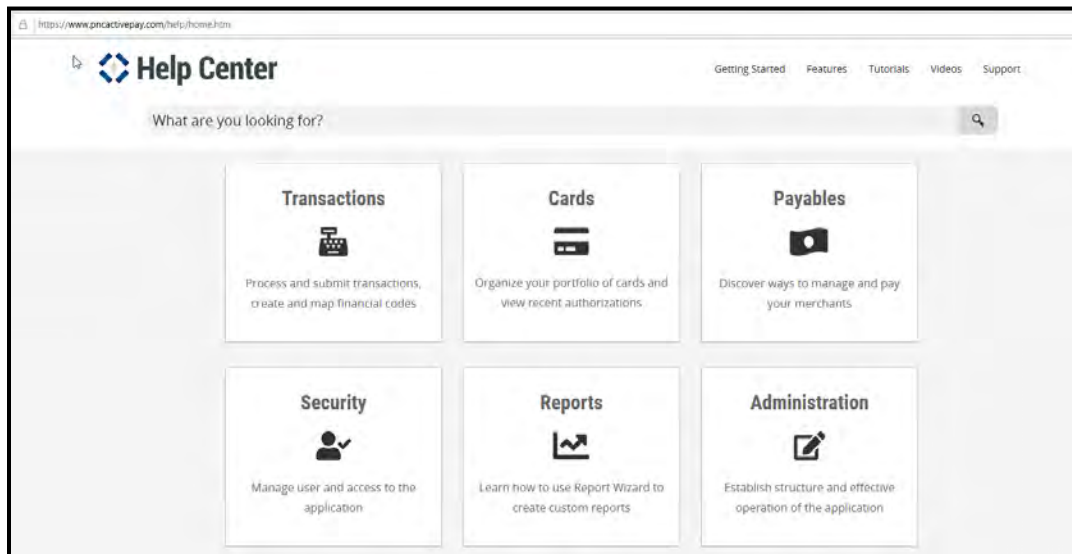
Select financial code values (cost center, WBS, general ledger and internal order) for each split, complete the allocation and click on **Save**. Click on **Next** at the top right of the page to move to the next transaction or click on **Back to Search** at the top left of the page to return to the transaction grid. When using **Notes** while splitting a transaction, all notes and description must be completed when splitting transactions.

Note: When opting to split a transaction, the number of splits is entered by hand at the top of the split screen. After the split information has been entered, if the user clicks on the “Add a Split” button, an additional split will open at the bottom of the screen for zero dollars. If the split is saved like this, the zero transaction will cause an error in the credit card file during month-end. Always double check that you have the correct number of splits and each transaction has a dollar amount and cost codes before saving and exiting the split screen.

Dispute Transactions

In the Action Column next to the desired transaction, click on **Transaction Details** icon, click **Dispute**, a form will be displayed. Complete and submit the form as indicated. It is not necessary to file a separate dispute form on the Credit Card page of the Payroll/Travel Website.

HELP



Help Center

The Help Center can be reached by clicking on “Help” in the upper right corner. The Help Center provides Active Pay site tutorials and answers to frequently asked questions. You can search in the Help Center by selecting one of the six topics: Transactions, Cards, Payables, Security, Reports, Administration. You can also search for a topic by entering key words in the search bar at the top of the screen.