NCSU CARD CENTER

PCARD CENTER

INSTRUCTION MANUAL

(Rev. Sept 2015)
Login to the MyPack Portal with your Unity ID.
Click on “For Faculty and Staff” and find the “Employee Self Service” area.

Click on the NCSU Card Center

Choose the PCard Center for regular credit card transactions. (Choose the Fleet Card Center to enter WEX Fleet card requests.)
This brings you to the Cardholder page. This page has links to view the PCard Home Page, the Billing Cycle Calendar, your transactions, your monthly account Statement, your Card Summary and Request History. You can request changes to your card, request a replacement or inactivate the card. NOTE: Choosing Inactivate Card will permanently disable your card account.

Click View Transactions to find your transaction listing as seen below.

To see your transactions, simply click on the words VIEW TRANS, highlighted in yellow on the far right side of the page. You can see transactions for active cards only.
The transaction details are listed on this screen: Transaction date, Posted date, Tran number, Merchant Info, Amount, Details icon and the Reconcile status. Record this Tran number, either CPS or CPC on your receipts.

You can also click on a vendor’s name in the Merchant Information column to get their phone number, or city and state, as shown below. In this sample, we clicked on Culligan of the Triangle.
If the phone number was provided to VISA, the Financial System will capture it and report it here for your convenience. This can be used to contact the merchant regarding discrepancies and/or missing/misplaced receipts. Click Return to get back to the VIEW TRANS page.

Some vendors also send itemized Detail as to what was purchased. Larger companies will provide this detail, but they are not required to do so. For example, if you click on the details icon for Lowe’s, you will see what was purchased.
Here you can see the “line item detail” which shows the exact items purchased, the quantity and unit price. Airlines will usually display the traveler’s name.

Click **Cancel** to go back to the transaction listing page.

Click **Cancel** to go back to the VIEW TRANS page.
Click Go to NCSU Card Center to return to the main page.

**TIP:** Another useful feature is the download icon (grid with red arrow). This icon will enable a download of viewable transactions to an Excel file. This file can be customized, saved and emailed to your reconciler for information required on any transaction. Close the window when finished.
The next option is to View Statements.

The printer icon on the LEFT hand side of the screen tells you that the monthly account statement is available for printing. In this example, the August statement is available, but has not been scanned yet. (See n/a under the View Image column)

The September cycle is in progress, and is not yet available for printing. The billing cycle calendar contains the published dates.

Click on the printer icon to view and print the statement.
A PDF version of the statement is opened. Statements should be printed to a good printer so that the barcode quality is good for scanning. It is advised to print to the Wolfcopy copier for best quality. Choose File >Print to print the statement. Close the PDF to return to the main page.

In the far right column is an Image hyperlink that will open up a PDF of the completed, signed, credit card statement and receipts submitted. The statement data is available for active credit cards. See sample statement on next page.
You can see that the Travel authorization numbers were entered during the Reconciliation process and are printed on the Statement. Close this window to return to the previous page.

Click Go to NCSU Card Center to return to the main page.
The next option is the **Card Summary**. This allows you to get an informational view of what spend limits you have, the spend types (Standard, Travel, Meals), the default project ID and reconcilers.

Sample Card Summary:

Click **Go to NCSU Card Center** to return to the main page.
Click on **Request History** to view all changes that have been made to this card.

Other Options on this page include:

**Request Changes to Card.** Changes could include changing or adding a reconciler, changing the card spending limits, or adding or removing a spend type (Standard, Travel or Meals). All changes route to the College/business office level for approval and then come to Purchasing for processing. Once the change is complete, you will be notified by the PCard Administrator that the change is effective.

**Request Replacement Card.** Use this option if the card has become worn or the stripe is not readable. Please contact the PCard Administrator at 515-6130 if your card is Lost or Stolen.

**Inactivate Card.** Use this option to permanently close your account if you leave the university or transfer departments. Once the card administrator has closed the account, it cannot be reopened.

NOTE: The reconciler can do ALL of the Financial System actions that a cardholder can do – View the transactions, view/print the statements, see the request history and card summary. A reconciler can also request changes to a card, request a replacement card or inactivate a card.