NCSU CARD CENTER

PCARD CENTER

INSTRUCTION MANUAL

(Rev. Sept 2016)
The NCSU Card Center is an excellent tool that provides you with access to all the information you need as a cardholder. You have the ability to view the PCard Home Page, the Billing Cycle Calendar, card transactions, monthly statement, card summary and request history. Changes to the card can be requested as well as card replacements or card inactivation.

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.)
To request a NEW PCard, click on the link “Request new Procurement Card”

Before starting the application, contact your business office to obtain information for the default project ID and appropriate reconciler(s).

Once the completed application is submitted, it will route for Supervisor approval and then College approval. Once approved at all levels, the application will route to the PCard Administration office for approval.
Once a credit card has been issued and the data is entered into the Financial System, the Cardholder will see the Card Center screen below:

The Card Center page has links to view the PCard Home Page, the Billing Cycle Calendar.

Under the **ACTIVE CARDS** section, you can view the PCard Receipts, Statements, Transaction listing, Card Summary and Request History. The cardholder can Request changes to Card, Request a replacement card or Inactivate card. **NOTE:** Choosing Inactivate Card will permanently disable your card account.

1) The Billing Data refers to the **current** spending cycle.

2) Statement Data refers to the previous billing cycle that is closed and has a statement due.

The **INACTIVE CARDS** section shows cards that have been closed or cancelled.
**VIEW – PCARD RECEIPTS**

Choose **PCARD RECEIPTS** to navigate to the page where receipts can be Uploaded and/or Matched to the bank transaction.

**Upload New Receipts:** Using your receipt information, type in the merchant name and the amount of the receipt. If there is an approved travel authorization, click on the magnifying glass and select the authorization. Choose a business purpose from the dropdown list.* Click the **Upload** button to import a saved file from a computer to this page.

*NOTE: The business purposes listed are very general categories. Use your best judgment as to which purpose fits the items you purchased. If needed, add information about the purchase in the comments bubble. (or write more detail on the receipt itself)

**Unmatched Receipts:** The uploaded receipt from the above section is now in the section where it is awaiting to be matched to its respective transaction.

**Bank Charges Without Receipts:** Click the **Upload** button to bring saved receipt files from a computer, to directly attach to their respective transaction. Or choose **Match** to match a previously uploaded receipt to the transaction.
**TIP:** Once a receipt is Matched (or Uploaded) to a transaction, the transaction will seem to disappear from the screen. It has been moved to the bottom of the screen to the area called “Matched Receipts”.

Click on the gray triangle to expand the detail, as seen below.

Current Matched Receipts: Click on VIEW IMAGES to review the attached files. Use the eraser to remove an incorrect file. *Files can be removed until the statement has been routed for approval.

Once the approval workflow has been initiated, documents can only be added, not deleted. The Match and Upload features have the same functionality throughout the pages.

By clicking on the Line Details icon, there may be additional information for the transaction.
VIEW – STATEMENTS

Choose **Statements** to navigate to the PCard Statement Submission page:

In this example, there was no card activity for the billing cycle, so the Status indicates “No Stmt Needed”. If there is a statement that has been initiated but not fully approved, the Status will indicate “Pending.”

To see a statement for a previous billing cycle, choose the magnifying glass to look up and select another billing cycle.
This example is a fully “Approved” statement with all approvals completed.
VIEW – TRANSACTIONS

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. OPTIONAL: 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.

<table>
<thead>
<tr>
<th>Trans Date</th>
<th>Posted</th>
<th>Trn Nbr</th>
<th>Merchant Information</th>
<th>Amount</th>
<th>Details</th>
<th>Recon Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/22/2014</td>
<td>11/24/2014</td>
<td>CPS1295148</td>
<td>LOWES #01878*</td>
<td>319.18</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>11/24/2014</td>
<td>CPS1295149</td>
<td>WEED SCIENCE SOC AMER</td>
<td>520.00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>11/24/2014</td>
<td>CPS1295150</td>
<td>WEED SCIENCE SOCIETY OF A</td>
<td>325.00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>11/24/2014</td>
<td>CPS1295151</td>
<td>DROPBOX</td>
<td>99.00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/24/2014</td>
<td>11/25/2014</td>
<td>CPS1295494</td>
<td>LA COCINA #7</td>
<td>19.97</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/25/2014</td>
<td>11/26/2014</td>
<td>CPS1296648</td>
<td>CROSSROADS FORD QUICKLANE</td>
<td>95.12</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/25/2014</td>
<td>11/28/2014</td>
<td>CPS1297238</td>
<td>SPECTROFUGE CORPORATION</td>
<td>800.00</td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td>11/26/2014</td>
<td>11/28/2014</td>
<td>CPS1297240</td>
<td>LOWES #01878*</td>
<td>55.44</td>
<td></td>
<td>Closed</td>
</tr>
</tbody>
</table>

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.

This icon will enable a download of viewable transactions to an Excel file. This file can be customized, saved and emailed to the reconciler for information required on any transaction. Close the window when finished.
**VIEW – CARD SUMMARY**

The next option is the **Card Summary** which allows the cardholder to get an overview of the card spend limits, the allowed spend types (Standard, Travel, Meals), the default project ID, reconciler(s), and Statement Approvers, including Supervisor and Alternates.

![Procurement Card Summary](image)

**NOTE:**
If changes need to be made to the **Supervisor** listed, please contact the HR representative in your department.

If changes need to be made to an **Alternate Statement Approver**, contact your college/division’s Workflow Administrator in the business office.

Click **Go to NCSU Card Center** to return to the main page.
VIEW – REQUEST HISTORY

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 may 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.