Purchasing Card Approval Process

- Login to https://www.pncactivepay.com/

- Select hyperlink in “Inbox” that will take you to any items awaiting your approval

- Information about “envelopes” awaiting approval will be displayed as follows:
  
  - Includes the following information / options:
    - Actions – where you can select “View history/respond” to review and approve (or reject) envelope or “Print” a copy of the envelope
    - Name – reflects the monthly statement that is being reconciled
    - Submitter – person that did the reconciliation of the card and is submitting for approval
    - Workflow Type – info only – at this point, we will only have transaction envelopes
    - Amount – total amount of the envelope which should match the monthly card statement
    - Billing Currency – info only – ours will be reflected in USD
    - Status –
      - In Progress = envelope is started and routing – approvers primarily will only see this status. Other status indicators are:
        - Rejected – user would see if approver “rejects” for accounting changes or further information,
        - Completed – would be seen in other screens when looking up a status of an envelope that has routed and been approved.
    - Last Change – reflects timestamp of most recent changes
• Select “View history/respond”

![Workflow Search](image)

• Opens up the following screen:

![Workflow Items](image)

• Select “Open Transaction Envelope”

![Security Manager](image)

• Transactions within the envelope will be displayed as follows:

![Workflow History](image)

Note, envelope header at the top includes summary information for the envelope and all transactions contained within the envelope.

- Review all transactions within the envelope for approval, including:
  - Review the supporting documentation (detailed receipts, etc) that was provided by the submitter for all transactions for:
    - Appropriateness of charges (no personal charges, acceptable expenses, etc.)
• Have detailed receipts been included for all transactions in the envelope
• If there is alcohol on any receipts, these charges must be broken out separately and charged to a separate Alcohol account code (56515) to avoid inclusion in calculation of indirect cost expenses for grants. (note, if charge is at a restaurant, the cost of the alcohol/drink is adjusted to included 20% for tax and tip)
  ▪ Alcohol charges also require Senior Officer approval which is attained by the submitter by printing the “envelope” and forwarding for signature or getting email approval and attaching to the supporting documentation.
• Does the total at the top match the monthly statement (i.e. has everything been included within the envelope)
• Is the accounting for each transaction correct, will the expenses be hitting the correct fund/organization/accounts? It’s important these are correct prior to final approval to minimize correcting journal entries after the fact
• Are there sufficient notes included for each transaction? I.e. if there is a meal charge, include purpose, number and who attended

• At the very bottom of the transactions screen, the following options are available:

  ![Options for Transactions Screen]

  • **Save** – usually not used, if approver was editing accounting we would use this option, however any accounting changes should be sent back to the submitter for revision by “rejecting” the envelope.
  • **Approve** – when you agree with all accounting and supporting documentation, select approve and it will route the electronic envelope to the Business Office to be posted by the end of the month. Please note that all supporting documentation should also get routed to Accounts Payable for filing and audit.
  • **Print Envelope** – if a printed version of the transaction envelope is desired. Printed copy will include all accounting as well as comments
  • **Close** – if you want to “reject” envelope for revision or just want to leave this page.

• Selecting “Close” takes you back to the prior screen:

  ![Workflow History]

  • On this screen you can add any comments or guidance and then select from the pull down menu next to “action” to:
    ▪ **Approve** – to route to the Business Office after you have reviewed and agree with all accounting and documentation
    ▪ **Rejected to Submitter** – if you were requesting some accounting changes or additional information/comments on specific transactions.
    ▪ Once you select routing option, select “Save” and it will route accordingly.
    ▪ Forward all receipts and documentation to Accounts Payable in the Business Office (including any necessary additional approvals needed, such as alcohol)