MOORE COLLEGE OF ART & DESIGN

PNC Visa Credit Card Program

PNC

Guide for Faculty & Staff

Introduction

This guide contains instructions for both Cardholders and Designated Approvers who have been issued a PNCBank purchase card for use in purchasing goods and services on behalf of Moore College of Art and Design.

Cardholders will find step-by-step instructions on how to code their transactions. Designated Approvers will learn how to approve these Cardholder transactions.

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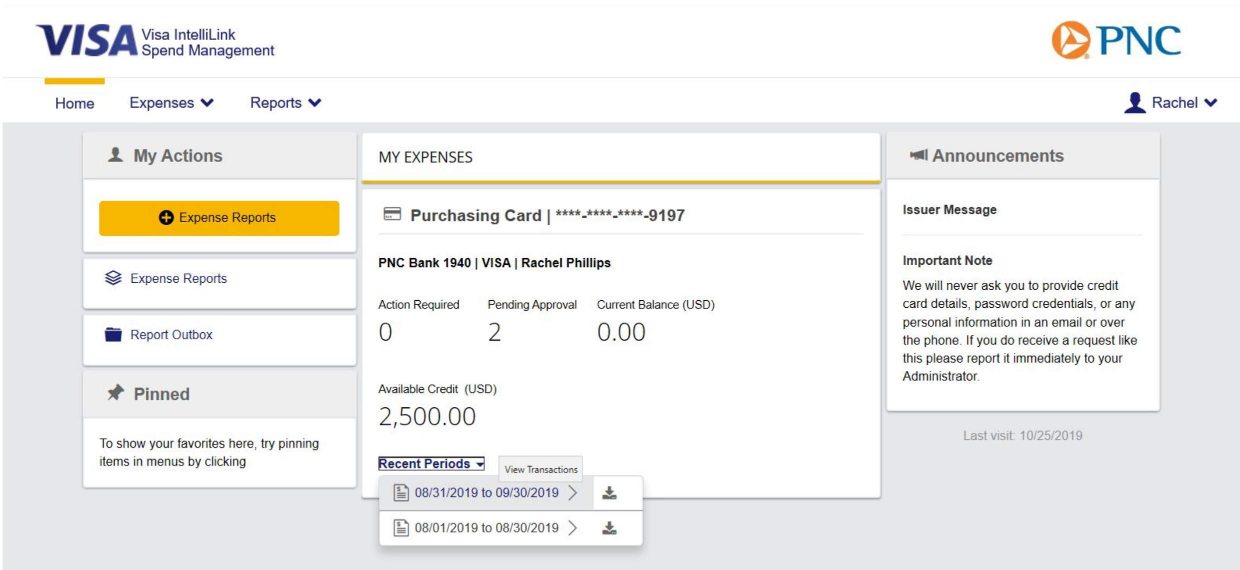
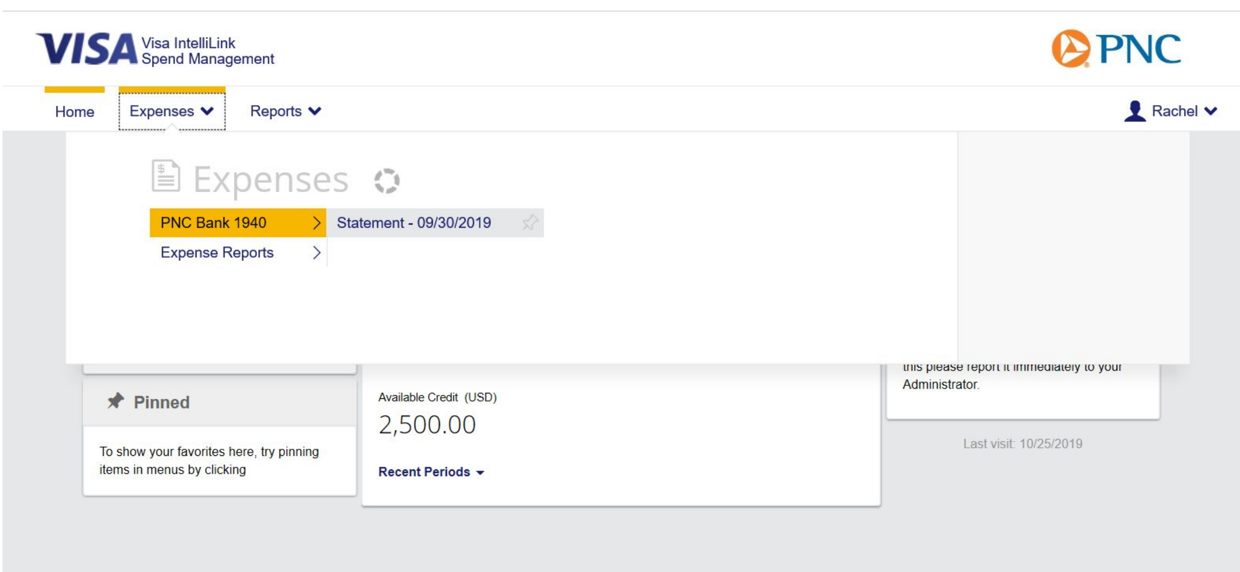
Cardholder Instructions

1. When you login to IntelliLink, you will see your landing page with specific details pertaining to your account. This page will include your current balance, available credit, and recent statement periods.

2. Click on the **Recent Periods** link in the middle of the page to access the most recent statement period.



You can also click the **Expenses** tab on the left to view your most recent transactions.



Antanette Mattheiss

Posting Date	Tran Date	Account	Supplier	Amount		
04/15/2019	04/12/2019	0003	Shorebreak Hotel & Zimz	760.75		
04/21/2019	04/18/2019	0003	Southwestair5265555683068	185.40		
04/21/2019	04/18/2019	0003	Dollar Rac Crp	296.04		

Note the symbols on the right. Symbols in the first column indicate the coding status of each transaction, while symbols in the second column indicate the approval status.

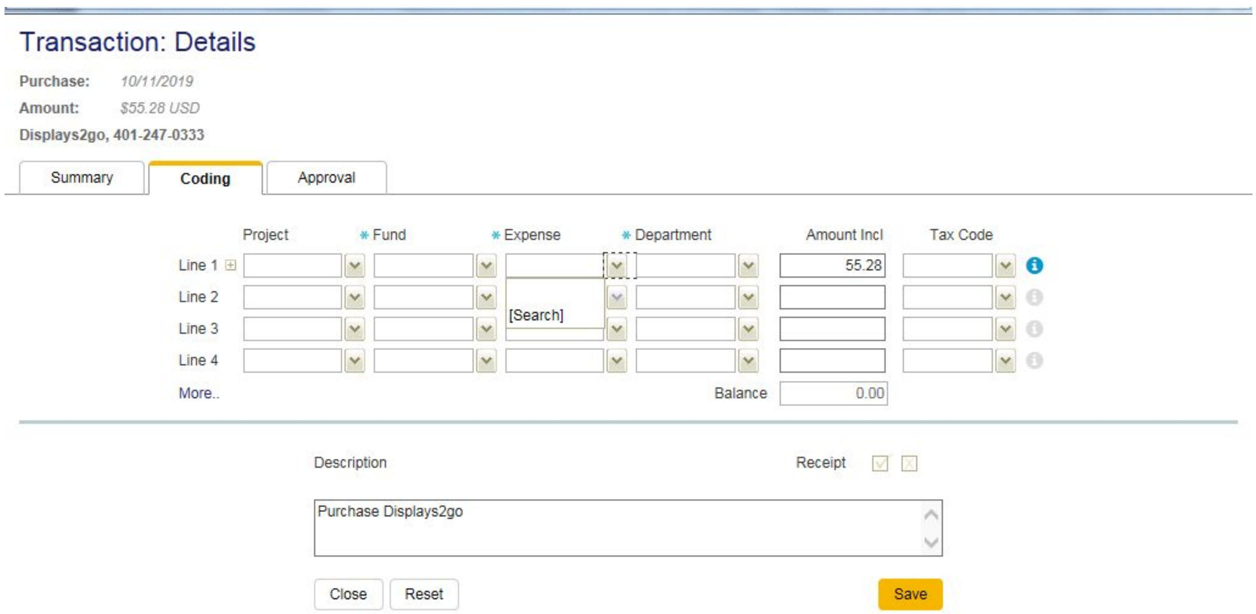
First Column – Coding status

	Red X	Coding needs to be completed for this item.
	Green Checkmark	Coding is complete for this item.
	Green Question Mark	A default code was populated, but the coding needs to be submitted.

Second Column – Approval status

	Red Exclamation Point	*The transaction's coding requires approval by your Designated Approver.*
	Green Checkmark	*Designated Approver has approved the transaction.*

3. When you click on the "X" or "?" icons to code a transaction, you will see the transaction **Coding** screen with six columns: Project, Fund, Expense, Department, Amount Incl, and Tax Code.



Project – Do not use unless you are using funds 20, 21, 22, or 30.

Fund – Most departments use fund 10.

Expense – This is the account code you would normally use when deciding the transaction's purpose. For example, if the purchase is for Dues and Fees, the code would be 6810. *Note: you can split transactions between more than one expense code.*

Department – This is where you designate the department to which you would like to charge the expense. *Note: you can split transactions between more than one department code.*

Amount Incl – This is the amount you want to charge each account number.

Tax Code – Do not use.

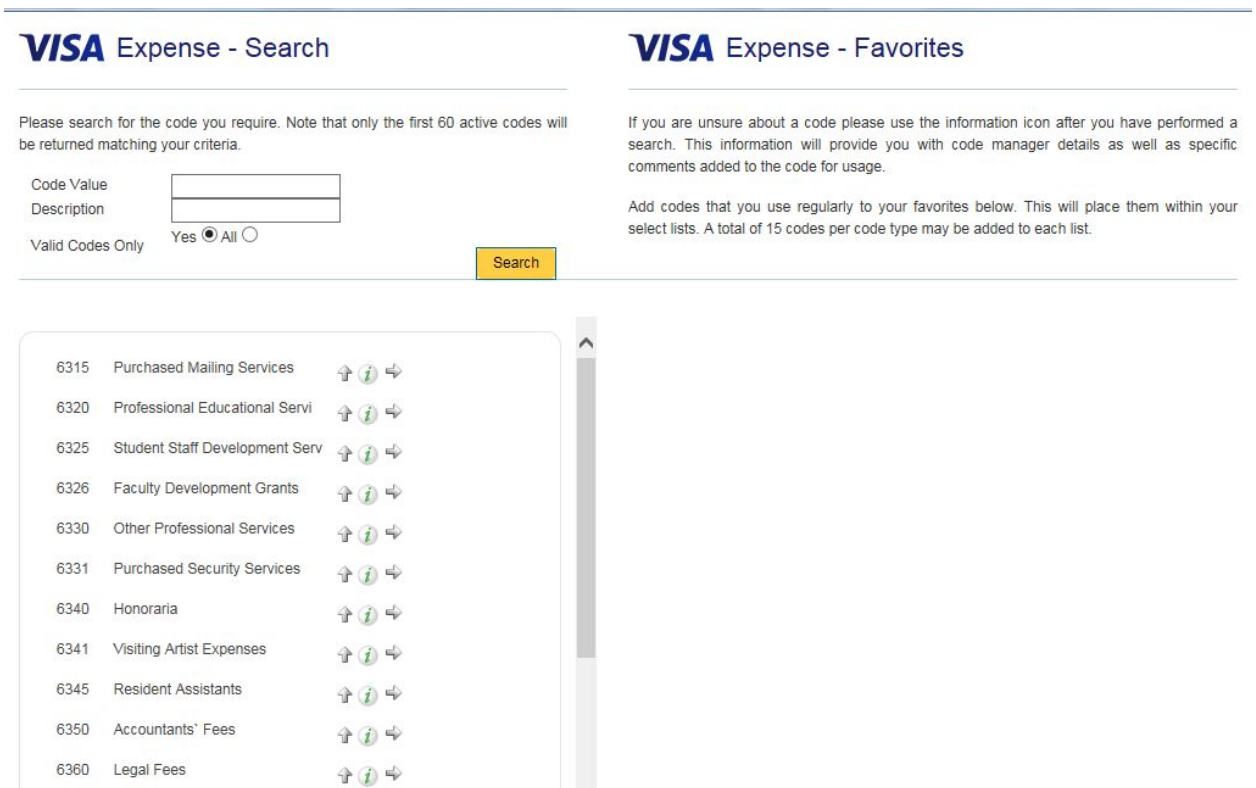
You will need to complete a code for each **Fund**, **Expense**, and **Department** field.

4. When you click the dropdown box in a column, you will see the **Search** option. Click on this option to find the code you need for this transaction.

The code search screen allows you to search for codes by typing all or part of the code, the description of the code, or simply leaving the search criteria blank and clicking Search.

You can search using the wildcard character "%" anywhere in your search text. For example, "ABC%1" will find any codes starting with "ABC" and with the number "1" located anywhere within it, such as "ABC00100".

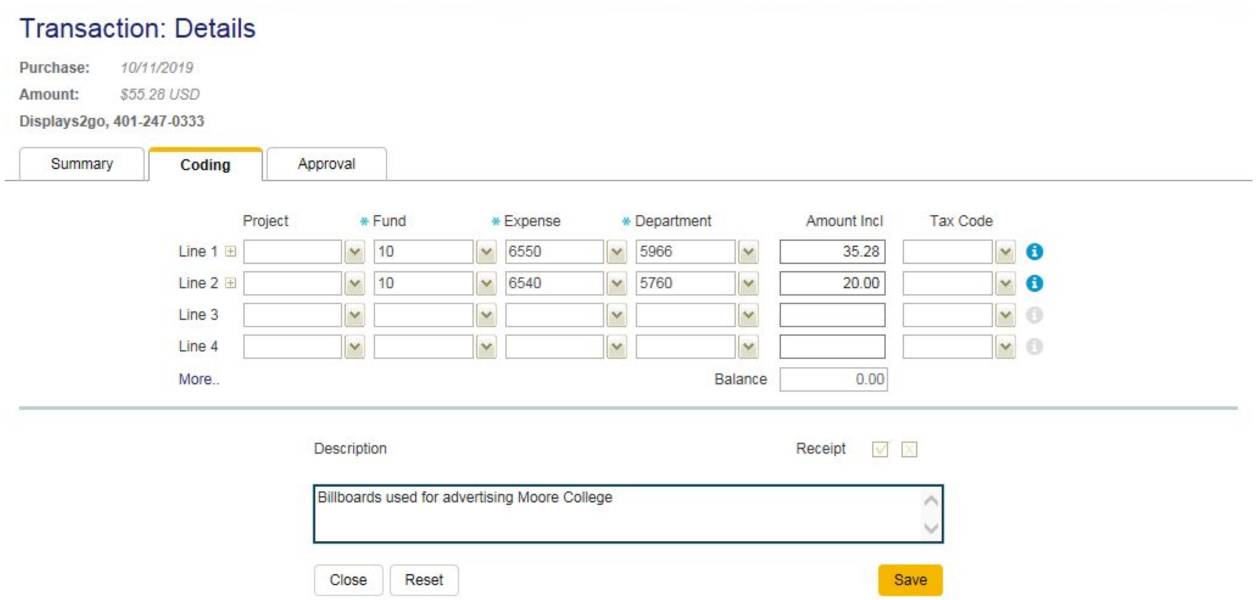
- Click the "Upward Arrow" to select a code.
- Click the "i Icon" to see if a code has an extended description.
- Click the "Right-Hand Arrow" to add the code to your Favorites list, which will place the code as a frequently used option in the drop-down menu on the main Coding screen.



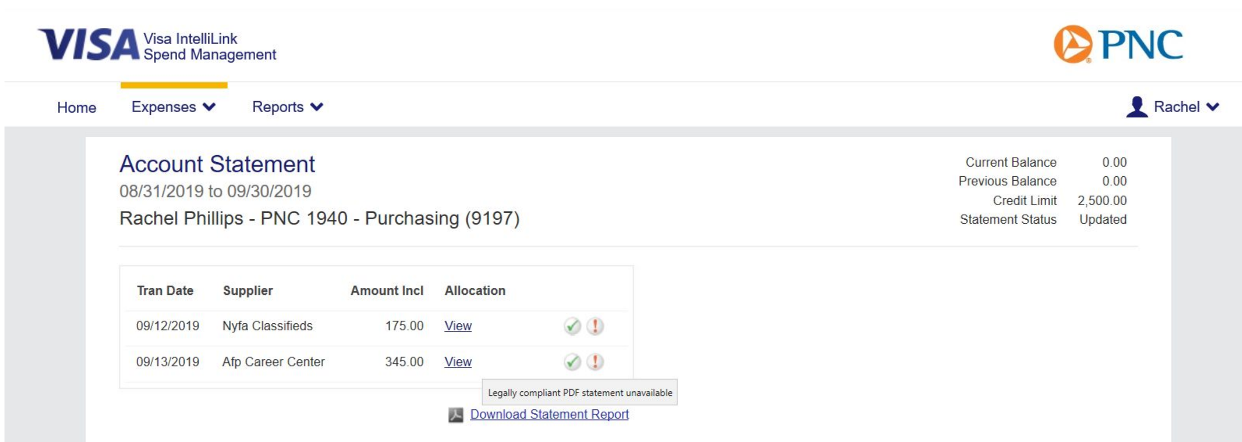
5. Enter a detailed description in the **Description** box so your Designated Approver will know what good or service you have purchased. In many cases, the description will auto-populate, and you will need to add additional information to describe the exact purpose of your transaction.

6. You have the ability to split a single transaction between multiple codes. This is done by entering an amount on Line 2, Line 3, etc. and adjusting the amounts accordingly.

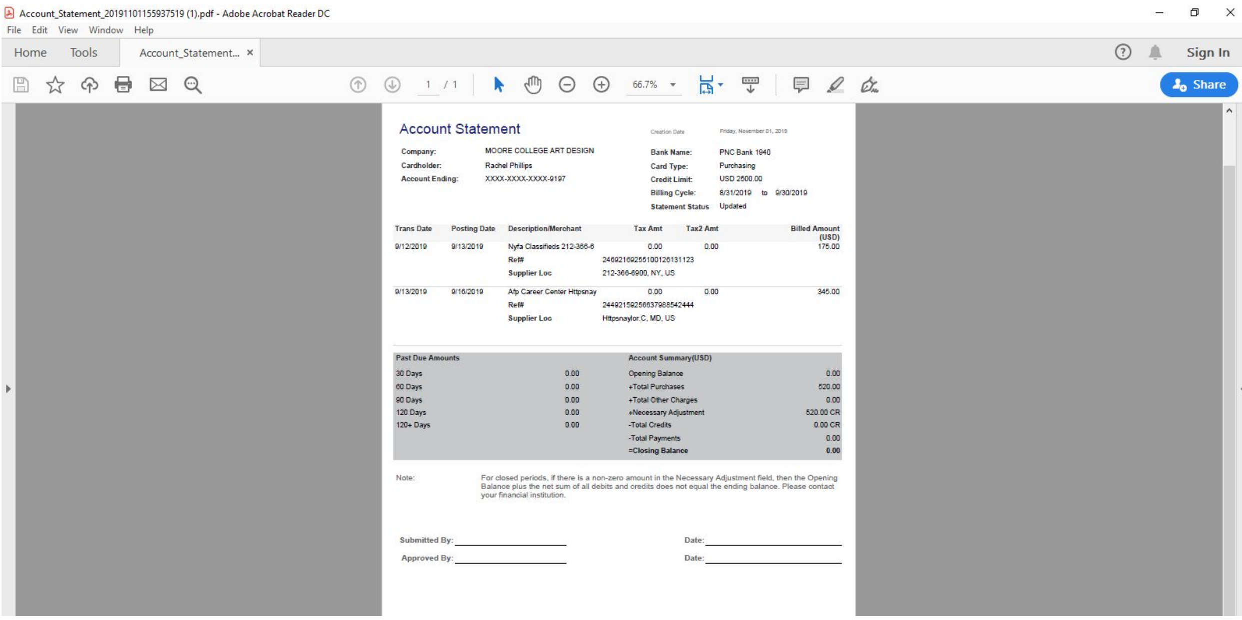
Make sure your split amounts add up to the transaction total amount (which is verified by the system and will show a Balance of 0.00 when the total is correct).



7. After you complete the coding for a transaction, click **Save**. The Red X will become a Green Checkmark in the first column.



8. Once a month is complete and all transactions for that month have been coded, click on **Download Statement Report**.



Account Statement

Creation Date Friday, November 01, 2019

Company:	MOORE COLLEGE ART DESIGN	Bank Name:	PNC Bank 1940
Cardholder:	Rachel Phillips	Card Type:	Purchasing
Account Ending:	XXXX-XXXX-XXXX-9197	Credit Limit:	USD 2500.00
		Billing Cycle:	8/31/2019 to 9/30/2019
		Statement Status	Updated

Trans Date	Posting Date	Description/Merchant		Tax Amt	Tax2 Amt	Billed Amount (USD)
9/12/2019	9/13/2019	Nyfa Classifieds 212-366-6		0.00	0.00	175.00
		Ref#	24692169255100126131123			
		Supplier Loc	212-366-6900, NY, US			
9/13/2019	9/16/2019	Afp Career Center Httpsnay		0.00	0.00	345.00
		Ref#	24492159256637988542444			
		Supplier Loc	Httpsnaylor.C, MD, US			

Past Due Amounts		Account Summary(USD)	
30 Days	0.00	Opening Balance	0.00
60 Days	0.00	+Total Purchases	520.00
90 Days	0.00	+Total Other Charges	0.00
120 Days	0.00	+Necessary Adjustment	520.00 CR
120+ Days	0.00	-Total Credits	0.00 CR
		-Total Payments	0.00
		=Closing Balance	**0.00**

Note: For closed periods, if there is a non-zero amount in the Necessary Adjustment field, then the Opening Balance plus the net sum of all debits and credits does not equal the ending balance. Please contact your financial institution.

Submitted By: ______________ Date: ______________

Approved By: ______________ Date: ______________

9. Print, sign, and attach receipts to your monthly statement.

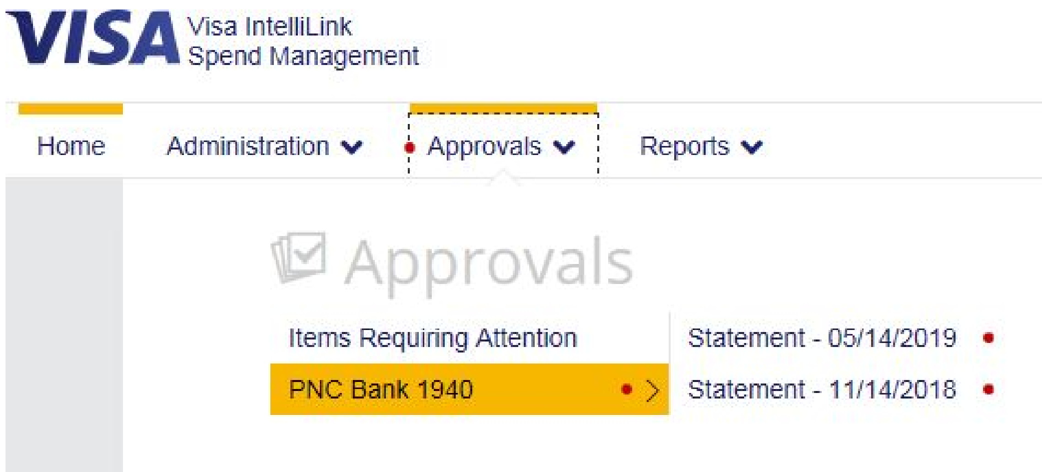
10. Provide your Designated Approver with the signed statement and attached receipts **no later than 15 days after the month's end.**

11. The Designated Approver will review your statement and receipts. They can either approve, ask for additional detail, or decline approval for each transaction.

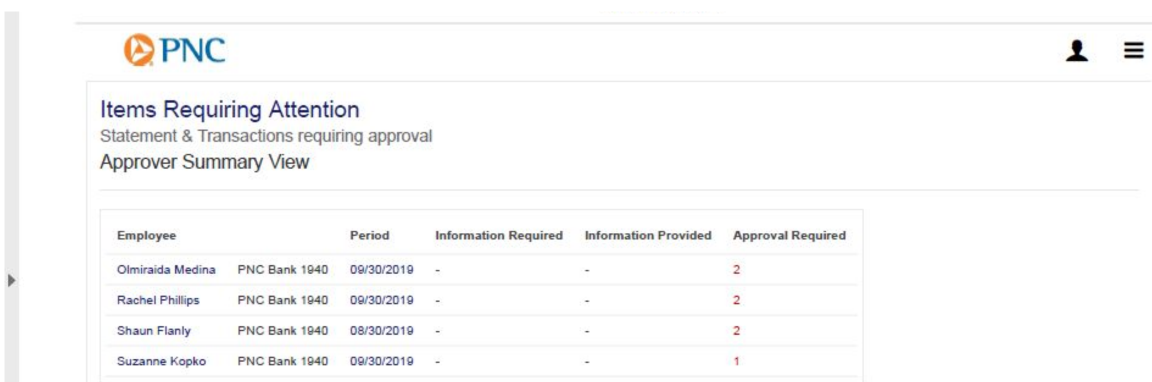
A transaction needs to be approved to change the Red Exclamation Point into a Green Checkmark. You will need to review your transactions after submittal to make sure there is a Green Checkmark in the second column for each transaction.

Designated Approver Instructions

1. From the IntelliLink home screen, click on **Approvals** and then **Items Requiring Attention**.



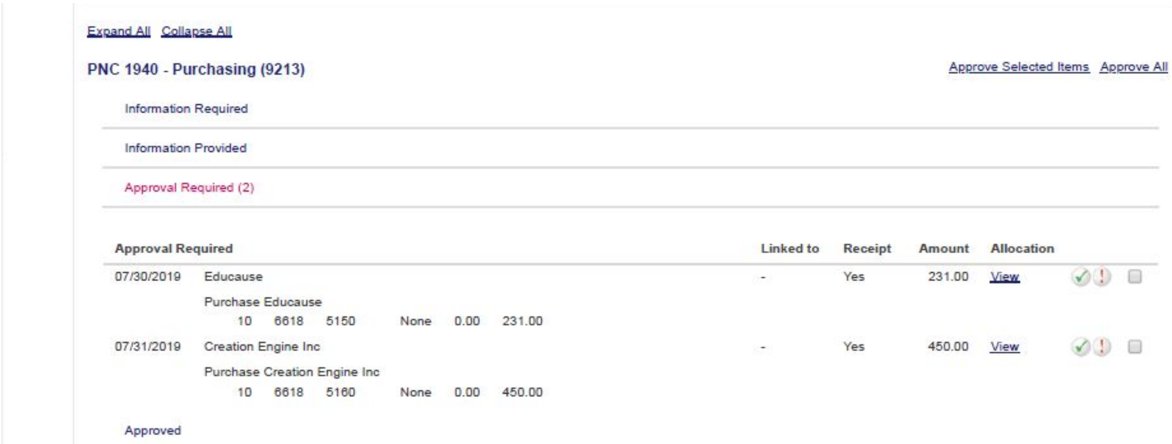
2. You will now see all transactions with **Information Required**, **Information Provided**, or **Approval Required** status for any employees that report to you.



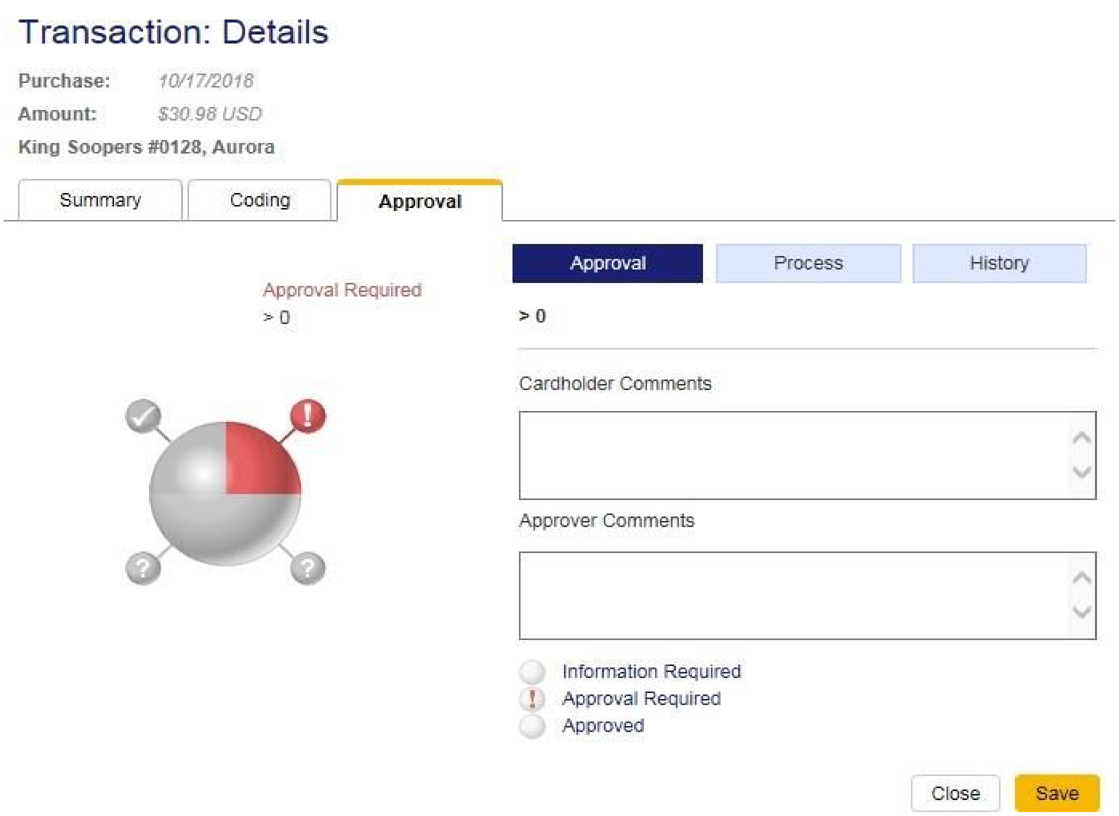
Employee		Period	Information Required	Information Provided	Approval Required
Olmiraida Medina	PNC Bank 1940	09/30/2019	-	-	2
Rachel Phillips	PNC Bank 1940	09/30/2019	-	-	2
Shaun Flanly	PNC Bank 1940	08/30/2019	-	-	2
Suzanne Kopko	PNC Bank 1940	09/30/2019	-	-	1

3. Click on the cardholder's name or the statement period date to view the transactions requiring approval.

There are two options on the top right for multiple approval: you can **Approve Selected Items** or **Approve All** by using the checkboxes to the right of the transactions.



4. Click on the Red Exclamation Point to begin approving an individual transaction. This will bring up the **Approval** tab.



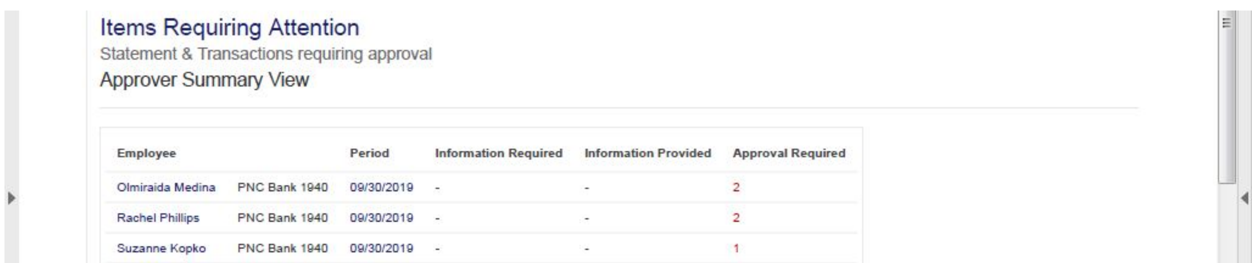
Prior to approving, click on the **Coding** tab at the top left to see the transaction's allocation and description. After reviewing these, you can click back to the **Approval** tab.

The approval screen will provide you with two options: you can either approve the item or require additional information. If additional information about the transaction is required, leave your comments to the Cardholder in the **Approver Comments** box (for example, “Receipts are missing,” or “A more detailed explanation of this transaction is needed.”)

After you have completed the approval process, click **Save**.

Once saved, you can see the transaction was approved.

After approving the statement, you will no longer see it in your **Approver Summary View**.


Items Requiring Attention

Statement & Transactions requiring approval

Approver Summary View

Employee		Period	Information Required	Information Provided	Approval Required
Olmiraida Medina	PNC Bank 1940	09/30/2019	-	-	2
Rachel Phillips	PNC Bank 1940	09/30/2019	-	-	2
Suzanne Kopko	PNC Bank 1940	09/30/2019	-	-	1

In order to complete the Approver process, repeat the above steps for each of your Cardholders for each statement period.