Table of Contents

Logging In ...........................................................................................................................................................................................................1
Reconciling Your Account................................................................................................................................................................................2
Printing Your Monthly Statement ...................................................................................................................................................................6
Statement Approval and Mailing Instructions ...............................................................................................................................................9
Logging Off.........................................................................................................................................................................................................9

Logging In
Go to: https://pvsnet.procard.com/ - the following logon screen will appear.

PVS Net Logon

Please enter your logon identifier and password:

<table>
<thead>
<tr>
<th>Logon Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logon ID</td>
</tr>
<tr>
<td>Password</td>
</tr>
<tr>
<td>Language English</td>
</tr>
</tbody>
</table>

Logon ID: _______________________________________
This is the logon ID for your account, all lower case, no spaces.

Password: ___________________________
This is the current password for your account, case sensitive, first letter is capitalized the rest are lower case with no spaces. The credit card software will prompt you to change this password every ninety days and will not allow you to use the previous 12 passwords. Suggestion: keep the password simple, just change the number sequentially.

*If you forgot your pass phrase, call Evanna Nolte @4313 or Diann Shamburg @4312.

Revision date: 2/13/2007
Reconciling Your Account

From the ‘User’ area on the blue menu bar to the left of your screen click on ‘Transactions’, the “Transaction Review” screen will be displayed.

1. Please be sure data fields are filled out as noted below, once this screen is set you will only need to update line 4. When it is time to reconcile Danielle Peters will send you an email with the correct dates to add to line 4.

Transaction Review

1. Run a Transaction [Detail] report (Summary reports currently unavailable in offline format)

2. Sort Transactions by [Transaction Date] [Ascending] [without] totals

3. Subsort by [No Other] [Ascending] [without] subtotals

4. For transactions posted between [12/01/2006] and [12/31/2006]

5. Formatting the report as a [Table]

6. Number of records to display per page (Table output only) [25]

7. Use the following cards in the report:

   You have 1 card(s) currently selected.

   Change Selected Cards
2. Click the ‘Run Report” button (scroll down to the bottom of your screen).


9. [ ] Store query in Report Log (online reports only). Enter Name: __________

(Optional) Apply the following conditions:

<table>
<thead>
<tr>
<th>Data Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>(none)</td>
<td>(none)</td>
<td></td>
</tr>
<tr>
<td>(none)</td>
<td>(none)</td>
<td></td>
</tr>
<tr>
<td>(none)</td>
<td>(none)</td>
<td></td>
</tr>
</tbody>
</table>

If your request contains many cards or a large date range, it may take a long time to complete.
Do not click Run Report more than once. Doing so can further delay processing.

Run Report

The “Transaction Review” screen will be displayed.
3. How to review each line of ‘Transaction Review.’

**NOTE:** Use the bottom scrollbar to see all columns to the right.

a) **Transaction #** - click on the transaction #, the “Transaction Detail” screen will be displayed. Look at this screen if you want to view additional information about your purchase. Click on your browser back button to return to the ‘Transaction Review.’

b) **Transaction Date** – the date the purchasing card was used to make the purchase.

c) **Post Date** – the date the purchase was authorized by the vendor’s bank and added to your account for payment.

d) **Vendor Name** – the name of the merchant where the purchase was made as registered with merchant’s bank card processor.

e) **Settlement Amount** – The total amount of the purchase which should agree with the receipt you have from the vendor.

f) **Cost Center** – This field defaults to the cost center for your account. You may change this cost center as necessary if you have been previously authorized to use alternate cost centers. Please check next step below if you are blocked from using a cost center that you believe you have authority to use.

i  How to view cost centers you are authorized to use

Revision date: 2/13/2007
1st  Click on “Trans Val” from blue menu bar on the left side of your screen.

2nd  On the ‘Transaction Value Codes’ screen look for your name and the cost center(s) you are authorized to use.

3rd  Use your browser back button to return to the previous screen. Please contact the purchasing department, Evanna Nolte (x4313) or Diann Shamburg (x4312) if you have any questions or need to add a cost center to the “Transaction Value Codes” screen.

g) WBS – Instructions are the same as for cost center above. A WBS is like a cost center but is used mostly for grant accounts.

h) Expense Type Allocation – this is the G/L account number, please change as necessary to one of the account numbers that can be found on the blue menu bar to your left of your screen by clicking on “Exp. Type Val.” Use the back button on your browser to return to the ‘Transaction Review’ and manually key in the G/L number you want to use from the G/L master table.

i) Status - Review choices from the dropdown menu as follows:

i  Not Reviewed – this is the default, please change to one of the three choices below before printing your statement.

ii Accepted – click on this choice if all information is correct.

iii Disputed – You must call National City (866 646-6880) if you are unable to resolve an issue with the merchant and need to withhold payment. Click on this choice after National City agrees to file a dispute with the merchant.

iv Dispute Pending – Click on this choice if National City is disputing a transaction on your behalf from past month and it has not yet been resolved.

j) Description – If you wish, please add your own notes to this field up to 120 characters. For example: ‘Supplies for Dr. John’s class’

4. Click the “SAVE” button when you have completed reviewing all the lines on the ‘transaction review’ screen.
Printing Your Monthly Statement

After reconciling all charges, you will need to print your monthly statement. From the ‘User’ area on the blue menu bar to the left of your screen click on ‘Reports’

1. Fill out data fields as noted below:

   Enter date range for the month you are reconciling. This range will be provided by accounts payable.

   Fill out data fields as noted below:

   - Enter date range for the month you are reconciling. This range will be provided by accounts payable.

   - For transactions posted between [12/01/2006] and [12/31/2006]

   - You have 1 card(s) currently selected

   - Change Selected Cards

   - PVSNet can either store the report for later access through the Report Log or send report via email upon completion.

   - Enter a Name to uniquely identify this report

2. Click the ‘Run Report” button.
3. The “Report Log” screen will be displayed
   a) Fill out data fields as noted below …:

   **Enter the date you are running the report in both boxes.**

   Please enter your search criteria now.

   b) Click on the ‘Search’ button.
c) The “Report Log” screen will appear again with the report you just requested:

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Report Name</th>
<th>Report Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td></td>
<td>Email, Print Only, Log, All</td>
</tr>
</tbody>
</table>

*Report Frequency*

<table>
<thead>
<tr>
<th>Report Output</th>
<th>Multiple (one report/multiple cards)</th>
<th>Both</th>
</tr>
</thead>
</table>

*Reports Created between*


- Click on the box to the far left of the report you want to see.
- Click on the ‘apply’ button
- Click the download button and click “here” from the ensuing screen and follow the instructions for the browser you are using (Internet Explore, Netscape, Firefox).
- Print the statement using your browser Print command

0 records have been selected on this and other pages.
Press Apply to save changes in selections before Resend or Delete or page change.
Statement Approval and Mailing Instructions

1. Have your department head sign and date the statement, attach all receipts related to the statement and forward to Danielle Peters, accounts payable (A/P) supervisor by the due date noted on the email you receive monthly. Keep a copy for your records.

2. A/P will receive a consolidated statement from National City listing the charges on your statement, and those of other cardholders. They will make payment when all cardholder statements are received.

Logging Off

Remember to logoff when you are done with your session. Click the Logoff button.

Revision date: 2/13/2007