PCard PVS Net

QUICK REFERENCE GUIDE

Logon to PVS Net

1) Go to the UNLV Purchasing website at: http://purchasing.unlv.edu/
2) Select “PCard Program” from the left menu.
3) Scroll to the bottom of the PCard website.
4) Choose “PVS Net Logon” under PVS Net System Questions.
5) At Logon ID enter your case sensitive logon ID.
6) At Password enter your case sensitive password.
7) Click “Logon” icon or hit “Enter” on your keyboard.

Set Your Preferences

1) From the menu (left of screen and in blue) select “Preferences”.
2) On the Preference screen at Records Per Page select the number of records you want to see when reviewing your account.
3) On the Preference screen at Card Fields select:
   a. Card
   b. Cardholder name
   c. Default Card Allocation
4) On the Preference screen at Transaction Field select:
   a. Split Indicator (selecting this option automatically selects Transaction Allocation)
   b. Transaction Date
   c. Post Date
   d. Vendor name
   e. Settlement Amount
   f. Card ID
   g. Cardholder Name
   h. Transaction Allocation (selecting Split Indicator automatically selects this option)
   i. Status
   j. Description on Transaction Record
   k. Description, when blank, on Statement of Account Report

Reconcile Your Transactions

1) From the menu on the left of the screen select “Transactions”.
2) At # 1 from the drop down list select “Detail”.
3) At # 2 from the drop down list select your first sort field (Default is “Post Date”) and how you want it to sort.
4) At # 3 from the drop down list select your sub-sort field (Default is “by No Other”) and how you want it to sort.
5) At # 4 type in your date range of transactions to include. Typically this will be your cycle dates in the following format mm/dd/yyyy.
   • **Note: Cycle end date is the 25th of each month.**
6) At # 5 select “Table” from the drop down list.
7) At # 6 Select the number of records to display per page from the drop down list.
8) At # 7 If you are a singular cardholder you should see the message “You have 1 card(s) currently selected.” Proceed to 10)
9) If you have access to multiple accounts at # 7 you may select the cards you want to review. (E.g. Liaisons have multiple accesses.) Click on “Change Selected Cards”
   a. At the Card Selection screen type in the cardholder’s 3-digit Card ID, Cardholder Last Name or Cardholder First Name or a combination of any of the three search fields.
   b. Click on “Search”
   c. Click on the “Select” check box next to the cardholder account you want to access.
   d. Click “OK” or “Apply”
10) At # 8 select “Online”.
11) At # 9 Skip this step.
12) OPTIONAL. At (Optional) Apply the following conditions: you can select other filters for choosing which transactions you want to review.
13) Click “Run Report” at the bottom of the screen.
14) You are re-directed to the Transaction Review screen.
   • You may make changes to any transaction that does not have an “*” beside the transaction number and whose Fund Area Orgn sections are not highlighted in grey.
15) To change an account enter in the new fund/area/orgn into Fund, Area & Orgn fields.
16) Add object codes in Obj field and sub-object codes in the Sobj field for each transaction.
17) In the Description field, enter your first and last initial and a description of the purchase.
   • If this is a travel transaction the travelers name and Travel Document number must be entered.
18) To split transaction amounts between multiple accounts, click “Split” in the Split column.
   • In the “Desired final number of split items” box, enter the number of splits you want.
19) From the “Select split option” list, select how you want to configure the split.
   • To split the transaction into equal portions, select “Split All Records Equally”.
   • To split the transactions unequally, select “New Records All Zero”.
   • Click “Add” and change your accounts add object and sub-object codes and descriptions.
20) From the drop down list select “Accepted” in the Status field. YOU MUST ACCEPT ALL TRANSACTIONS.
   • Note: “Accepted” is the only selection you should ever choose.
21) Scroll to the bottom and click “Save”.

Run Your Reports (Statement of Account)

1) From the menu select “Reports”.
2) At # 1 select “Statement of Account Report”.
3) At # 2 enter your date range. (Cycle dates)
4) At # 3 select “You have 1 card(s) currently selected”. If you are a singular cardholder proceed to 6)
5) If you have multiple accounts click on “Change Selected Cards”.
   a. At the Card Selection screen type in the cardholder’s 3-digit Card ID, Cardholder Last Name or Cardholder First Name or a combination of any of the three search fields.
   b. Click on “Search”
   c. Click on the “Select” check box next to the cardholder account you want to access.
   d. Click “OK” or “Apply”
6) At # 4 select “store the report for later access through the Report Log”.
7) OPTIONAL. At # 5 you can enter a name for your report.
8) Click “Run Report”.
9) On the Report Log Screen, click “Search”.
10) Scroll to the report you want and click “Download”.
11) Click “Here”. Click “Open”.
12) Your Statement of Account will open as a Microsoft Word document. Print the statement.
13) Have the appropriate signatures added and keep the statement with the receipts for that cycle.