

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.