

PNC BusinessOptions® Card

ADVANCED Reporting Tool
CARDHOLDER USER GUIDE

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INTRODUCTION

Welcome to the Advanced Reporting Tool (ART) for your PNC BusinessOptions® card!

This service is an online transaction management system presented by 360 Control that enables our cardholders to log on, view and process credit card transactions.

The Advanced Reporting Tool offers useful online features for BusinessOptions cardholders, such as:

- **24/7 access** to your BusinessOptions card program. View transaction detail, credit limit, available credit and current balance.
- **E-Statements** – View up to 13 months of electronic statements in PDF format.
- **Cost Allocation** – Allocate expenses internally to support client or project-level billing

In addition, your company Program Administrator can:

- **Enter real-time updates** to your card's spend limits and merchant restrictions
- **Update account status**
- Access information on transaction spends and **create reports for you.**

For assistance with your account — please call us at 877-459-9801.

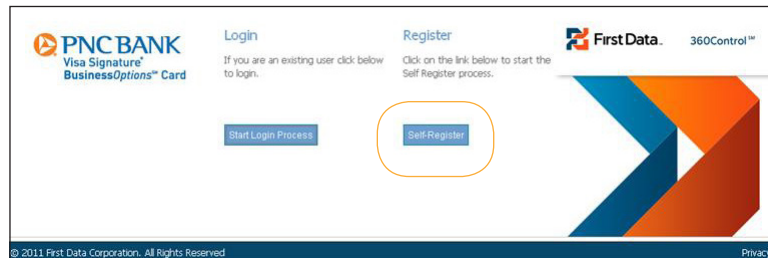
Representatives are available 7am-10pm ET Monday – Friday and 8am-5pm ET Saturday.

SELF-REGISTRATION (FIRST TIME ONLY)

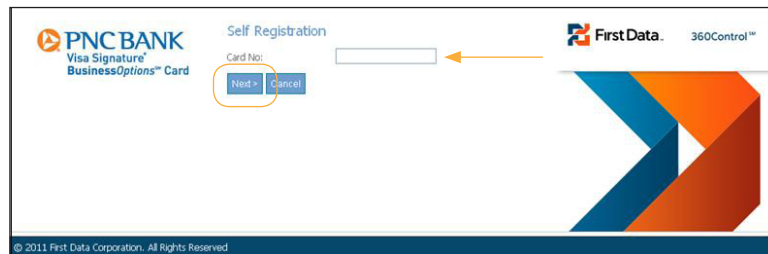
Before you can login to the ART site, you must first self-register as a user. To register for access to the Advanced Reporting Tool, follow these steps:

1. Open Internet Explorer and type in the URL provided to you in the Welcome E-Mail.

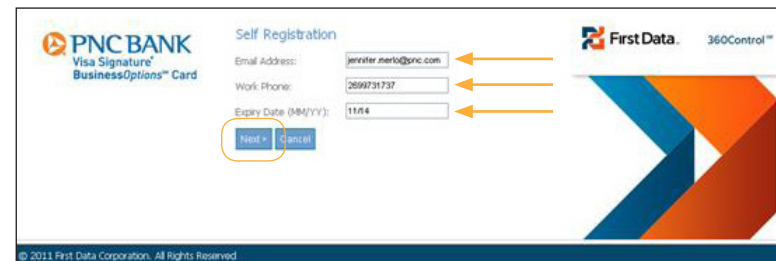
2. Click the **Self-Register** button displayed on the screen.



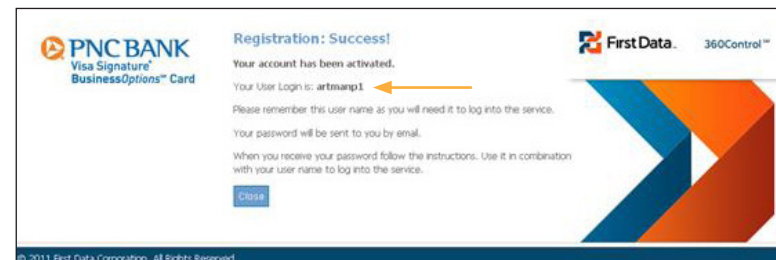
3. Enter your full 16 digit card number in the field displayed. Click the **Next** button.



4. Enter the required details on the next screen. Click the **Next** button.



5. Provided that the details that you have entered are correct, you will a confirmation message on the next screen. Your User Name will be displayed on the screen. Please take note of it, as you'll need it to log in to **ART**.



6. A first-time-only password will be automatically E-mailed to you. You will be required to change this password the first time you log in.

LOGIN

After you have registered and received your password email, return to the ART site login screen and choose **Start Login Process**.

1. Enter your User Name. Click the **Next** button.

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Passwords are:

- > Case-sensitive
- > Must be at least 8 digits long
- > Must contain 1 uppercase letter + 1 number
- > Blanks are not allowed

After your new password is confirmed, you'll have to accept the terms and conditions before you can gain access to the site.

2. Enter your emailed password. Click the **Next** button.

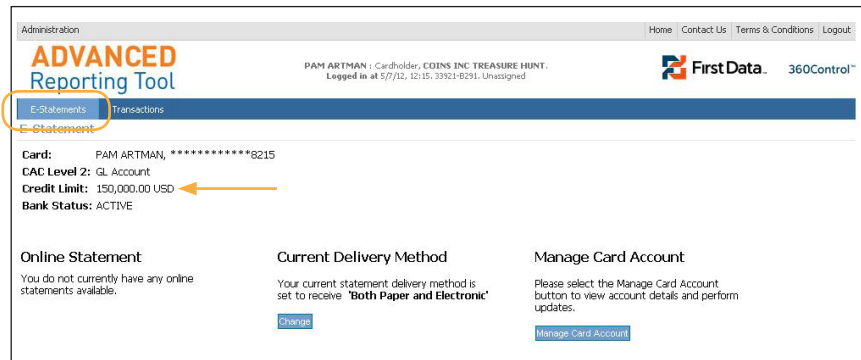
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3. You'll be required to create a new password.

ART HOME PAGE

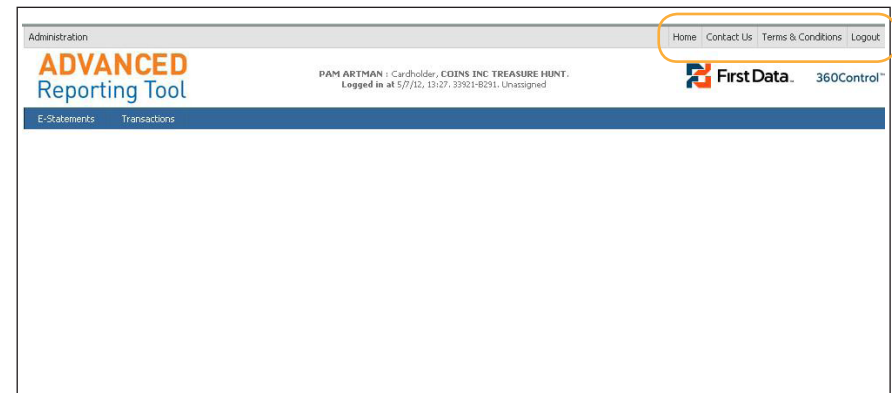
This page is the home page for Advanced Reporting Tool.

The first time, the home page defaults to the E-Statements view (see blue bar near top of page). For subsequent views, it defaults to the last screen you accessed in a previous session.



Note your **company credit limit** on the left side of the screen.

There are links in the Grey Bar at the top right of the screen:



Home – brings you back to this screen.

Contact Us – shows the hours for Online Banking and Customer Service.

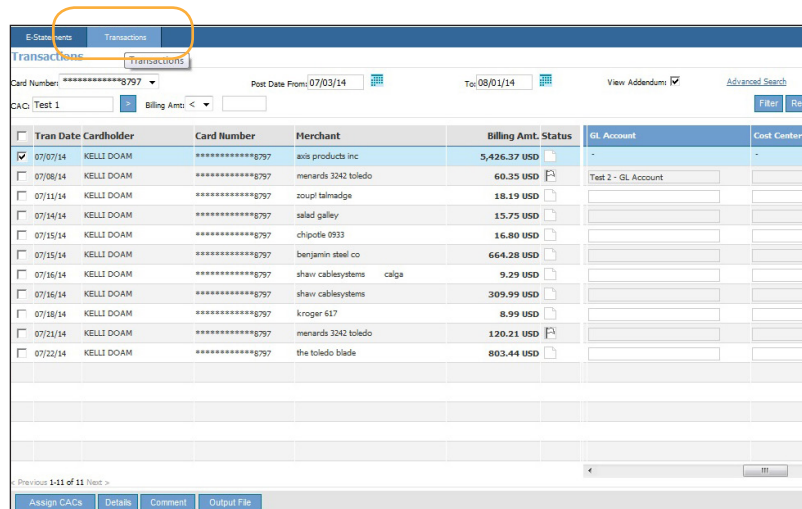
Terms & Conditions – launches the site agreement.

Logout – the safest and most secure way to exit the site.

VIEWING TRANSACTION DETAILS

Use the **Transactions** link in the blue tool bar to view all cardholder activity for all users, on one screen.

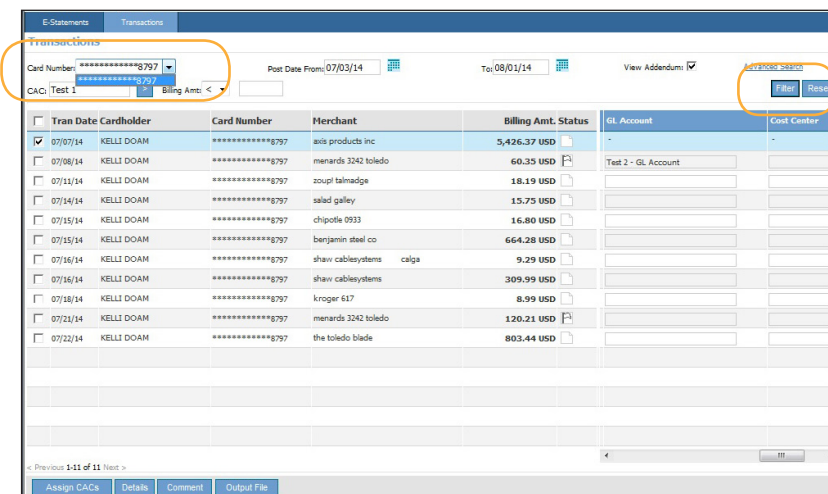
1. Select **Transactions** in the upper left hand corner within the blue bar



The screenshot shows the 'Transactions' page. The top blue bar has 'E-Statements' and 'Transactions' links. The 'Transactions' link is highlighted with an orange box. Below the bar, there's a 'Card Number' dropdown menu with '*****g797' selected. To the right of the dropdown are date filters: 'Post Date From: 07/03/14' and 'To: 08/01/14'. There's also a 'View Addendum' checkbox and an 'Advanced Search' link. Below these are 'CAC: Test 1' and 'Billing Amt: <' dropdowns. A 'Filter' button is highlighted with an orange box. The main table has columns: Tran Date, Cardholder, Card Number, Merchant, Billing Amt, Status, GL Account, and Cost Center. The first row is selected with a checkbox.

Tran Date	Cardholder	Card Number	Merchant	Billing Amt.	Status	GL Account	Cost Center
07/07/14	KELLI DOAM	*****g797	axis products inc	5,426.37 USD		-	-
07/08/14	KELLI DOAM	*****g797	menards 3242 toledo	60.35 USD		Test 2 - GL Account	
07/11/14	KELLI DOAM	*****g797	zoupl talmadge	18.19 USD			
07/14/14	KELLI DOAM	*****g797	salad galley	15.75 USD			
07/15/14	KELLI DOAM	*****g797	chipotle 0933	16.80 USD			
07/15/14	KELLI DOAM	*****g797	benjamin steel co	664.28 USD			
07/16/14	KELLI DOAM	*****g797	shaw cablestems calga	9.29 USD			
07/16/14	KELLI DOAM	*****g797	shaw cablestems	309.99 USD			
07/18/14	KELLI DOAM	*****g797	kroger 617	8.99 USD			
07/21/14	KELLI DOAM	*****g797	menards 3242 toledo	120.21 USD			
07/22/14	KELLI DOAM	*****g797	the toledo blade	803.44 USD			

2. Select the arrow next to the **Card Number** box to select a card number from the dropdown menu.
3. Select **Filter** to pull the transactions associated with the selected card number.



The screenshot shows the 'Transactions' page with the 'Card Number' dropdown menu highlighted with an orange box. The dropdown is open, showing '*****g797' as the selected option. The 'Filter' button is also highlighted with an orange box. The table content is the same as the previous screenshot, but the first row is now selected with a checkbox.

Tran Date	Cardholder	Card Number	Merchant	Billing Amt.	Status	GL Account	Cost Center
07/07/14	KELLI DOAM	*****g797	axis products inc	5,426.37 USD		-	-
07/08/14	KELLI DOAM	*****g797	menards 3242 toledo	60.35 USD		Test 2 - GL Account	
07/11/14	KELLI DOAM	*****g797	zoupl talmadge	18.19 USD			
07/14/14	KELLI DOAM	*****g797	salad galley	15.75 USD			
07/15/14	KELLI DOAM	*****g797	chipotle 0933	16.80 USD			
07/15/14	KELLI DOAM	*****g797	benjamin steel co	664.28 USD			
07/16/14	KELLI DOAM	*****g797	shaw cablestems calga	9.29 USD			
07/16/14	KELLI DOAM	*****g797	shaw cablestems	309.99 USD			
07/18/14	KELLI DOAM	*****g797	kroger 617	8.99 USD			
07/21/14	KELLI DOAM	*****g797	menards 3242 toledo	120.21 USD			
07/22/14	KELLI DOAM	*****g797	the toledo blade	803.44 USD			

EXPENSE ALLOCATION

The Advanced Reporting Tool enables you to assign your company's internal accounting codes to each purchase, using up to 3 levels of your unique Cost Accounting Codes (CACs). You will save time reconciling data when you download transactions into accounting software, because the card expenses will be pre-coded.

1. Select **Transactions** in the upper left hand corner within the blue bar.

The screenshot shows the 'ADVANCED Reporting Tool' interface. The 'Transactions' tab is highlighted in the blue navigation bar. The main content area displays cardholder information for KELLI DOAM, including the card number, CAC Level 2 (GL Account), credit limit, and bank status. There are also sections for 'Online Statement', 'Current Delivery Method', and 'Manage Card Account'.

2. Select a transaction by checking the empty box on the left hand side of the transaction bar.

The screenshot shows the 'Transactions' table with columns: Tran Date, Cardholder, Card Number, Merchant, Billing Amt., Status, Original Amt., Net Amt., and Discount. The first row is selected, and a dropdown menu is visible next to the 'Select row 1' button.

Tran Date	Cardholder	Card Number	Merchant	Billing Amt.	Status	Original Amt.	Net Amt.	Discount
07/07/14	KELLI DOAM	*****8797	axis products inc	5,426.37 USD		5,426.37 USD	5,426.37 USD	0.00 USD
07/07/14	KELLI DOAM	*****8797	menards 3242 toledo	60.35 USD		60.35 USD	60.35 USD	0.00 USD
07/14/14	KELLI DOAM	*****8797	zoupt talmadge	18.19 USD		18.19 USD	18.19 USD	0.00 USD
07/14/14	KELLI DOAM	*****8797	salad galley	15.75 USD		15.75 USD	15.75 USD	0.00 USD
07/15/14	KELLI DOAM	*****8797	chipotle 0933	16.80 USD		16.80 USD	16.80 USD	0.00 USD
07/15/14	KELLI DOAM	*****8797	benjamin steel co	664.28 USD		664.28 USD	664.28 USD	0.00 USD
07/16/14	KELLI DOAM	*****8797	shavi cablesystems calga	9.29 USD		9.29 USD	9.29 USD	0.00 USD
07/16/14	KELLI DOAM	*****8797	shavi cablesystems	309.99 USD		332.44 CAD	332.44 CAD	0.00 CAD
07/18/14	KELLI DOAM	*****8797	kruger 617	8.99 USD		8.99 USD	8.99 USD	0.00 USD
07/21/14	KELLI DOAM	*****8797	menards 3242 toledo	120.21 USD		120.21 USD	120.21 USD	0.00 USD
07/22/14	KELLI DOAM	*****8797	the toledo blade	803.44 USD		803.44 USD	803.44 USD	0.00 USD

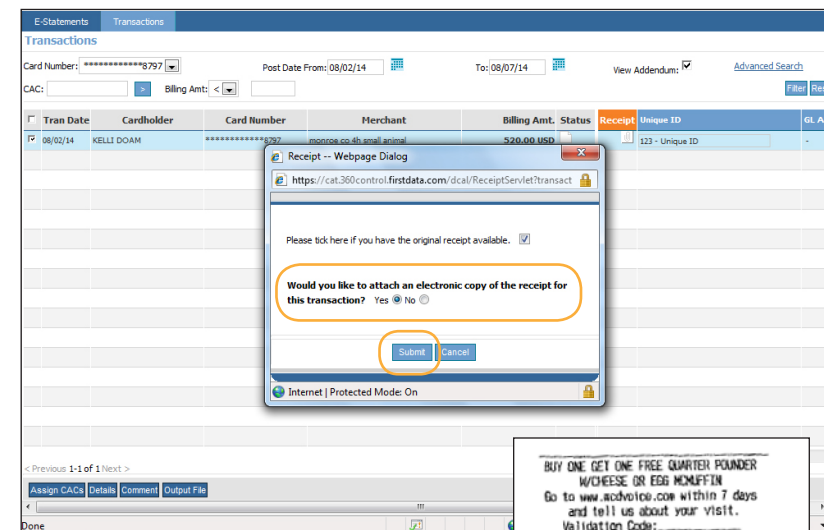
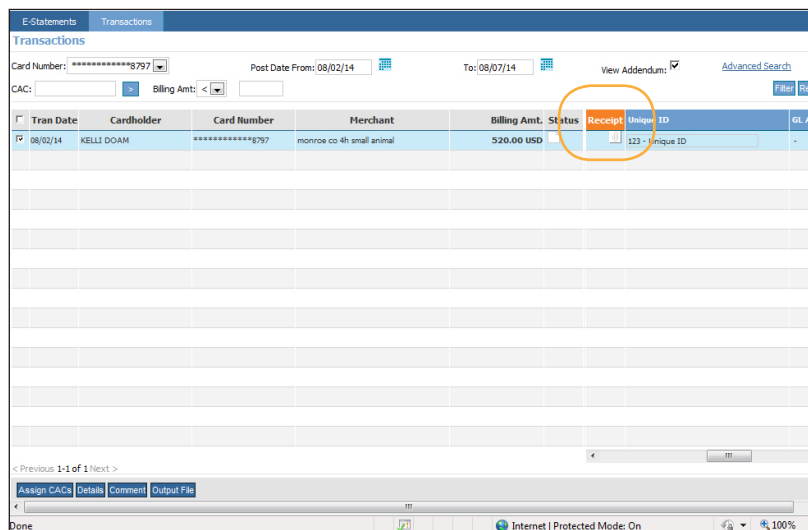
3. Click the dropdown bar next to **Select a Level** to select which level of transaction and create a name for that transaction in the box below.

The screenshot shows the 'Select a Level' dropdown menu with 'Level 2 GL Account' selected. Below it is an 'Enter Text' box with the text 'Test 2' entered. At the bottom, there are buttons for 'Submit', 'Submit and Close', and 'Close'.

4. Click **submit**.

ATTACH RECEIPT

1. In the transaction box on the bottom left hand side, drag the scroll bar to the right until you see the column labeled **receipt**.
2. Click the **paperclip icon** underneath the receipt column.
3. Check the box if you have receipt available and then click **Yes** to attach an electronic copy of the receipt to the transaction.
4. Click **Submit**



VIEWING RECEIPT

1. In the blue bar at the top of the page, select **Transactions**.

Tran Date	Cardholder	Card Number	Merchant	Billing Amt.	Status	Original Amt.	Net Amt.	Discount
07/07/14	KELLI DOAM	*****797	axis products inc	5,426.37 USD		5,426.37 USD	5,426.37 USD	0.00 USD
07/08/14	KELLI DOAM	*****797	menards 3242 toledo	60.35 USD		60.35 USD	56.40 USD	0.00 USD
07/11/14	KELLI DOAM	*****797	zouptal maddie	18.19 USD		18.19 USD	18.19 USD	0.00 USD
07/14/14	KELLI DOAM	*****797	salad galley	15.75 USD		15.75 USD	15.75 USD	0.00 USD
07/15/14	KELLI DOAM	*****797	chipotle 0933	16.80 USD		16.80 USD	16.80 USD	0.00 USD
07/15/14	KELLI DOAM	*****797	berjamin steel co	664.28 USD		664.28 USD	664.28 USD	0.00 USD
07/16/14	KELLI DOAM	*****797	shavi cable systems calga	9.29 USD		9.29 USD	9.29 USD	0.00 USD
07/16/14	KELLI DOAM	*****797	shavi cable systems	309.99 USD		332.44 CAD	332.44 CAD	0.00 CAD
07/18/14	KELLI DOAM	*****797	kruger 617	8.99 USD		8.99 USD	8.99 USD	0.00 USD
07/21/14	KELLI DOAM	*****797	menards 3242 toledo	120.21 USD		120.21 USD	112.35 USD	0.00 USD
07/22/14	KELLI DOAM	*****797	the toledo blade	803.44 USD		803.44 USD	803.44 USD	0.00 USD

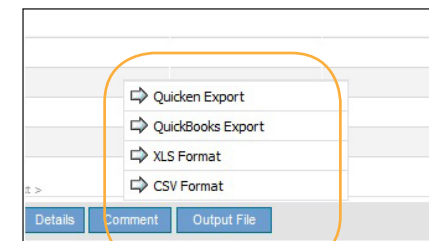
2. Underneath the list of transactions, select the blue button that says **Details**. This will allow you to view the transaction receipt.

Transaction Date: 7/7/14
Post Date: 7/7/14
Transaction Type: Top line detail
Cardholder: KELLI DOAM
Card Number: *****797
Structure: 434062-0208
Merchant: AXIS PRODUCTS INC
Merchant Order Number:
Supplier VAT Number:
HICG: 25 : Vehicles, Servicing And Spares
HICG: 5533 : Auto Parts/Accessory Stores
Customer Reference Code:
Stan Ref: 2424760418910059368382
Tran ID: 2807486
Status: New
Tax: Not Applicable
Tax Error/Desc: Transaction Originated In A Non-accredited Country
Tax Implementation:
Comments
Top Line Details
Country of Purchase: United States Tax Reg Country:
Previous Page 1 of 1 Next >
Print Close

EXPORTING TO QUICKEN

The Advanced Reporting Tool allows you to export financial data to Quicken or QuickBooks.

1. In the bottom left hand corner, run the mouse pointer over the blue **Output File** button to initiate a popup menu. From the pop-up menu, select the **Quicken Export** link.



2. In the Quicken Export pop up page, enter the data range to begin the download process to your financial software.

DATES:
☒ Calendar Periods From/To: Please select a Date
☐ From: To: 08/01/14
Download Cancel

STATEMENT DELIVERY OPTIONS – ON HOME PAGE

In the body of the home page there is information on how your monthly statements are being delivered.

The **Online Statement** section on the left lets you know if a new statement is available online.

Online Statement

You do not currently have any online statements available. Please note there is a 72 hour waiting period to generate the first statement.

Under the **Current Delivery Method**, there is a button to change your statement delivery from paper to electronic, so that you can view your statement online. (*Statements are accessed via the E-Statements tab in the transactions section.*)

Current Delivery Method

Your current statement delivery method is set to receive **'Paper'**

Change

Click **Change** to activate this feature.

You'll see a dialog box with three preferences for Statement delivery. You can choose your preference by clicking on the radio button in front of the method you prefer.

You can change this at any time, but it will take up to 72 hours to be effective.

Statement Delivery Method -- Webpage Dialog

https://cat.360control.firstdata.com/HTML/826/EStatement/EMessenger/EMessengerStatementDelivery.jsp

Your current statement delivery method is set to receive **'Both Paper and Electronic'**

☐ **Receive Electronic Statement Only**
A paper statement will no longer be sent. You can view the card account's legal statement each month from this screen. A monthly email will be sent to the email address on record for this account when the statement is available to view online.

☒ **Receive Both Paper and Electronic Statement**
A paper statement will be sent to the card account's statement billing address. You can also view the card account's legal statement each month on this screen. A monthly email will be sent to the email address on record for this account when the statement is available to view online. A valid email address is required. If the email address has changed, please update it using the Manage Card Account screen.

☐ **Receive Paper Statement Only**
You do not participate in the electronic statement service. A paper statement will be sent to the card account's statement billing address each month.

The email address for this card is: JENNIFER.MERLO@PNC.COM

Submit Cancel

https://cat.360control.firstdata.com/HTML/826/EStatement/EMessenger/EMessengerStatementDelivery.jsp Internet

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Periodic revisions to this manual are issued to reflect technical changes and enhancements to the System, and to ensure that all information contained herein remains current and accurate.