WVU PCPS: PREPAID CARDS

HOW TO LOAD CARDS AND REPORTING

Contact pcardadministration@mail.wvu.edu with questions.

LOADING CARDS: ONE AT A TIME

/ Perform a search for the cardholder using the "Cardholders" tab.

/ Select "Funds Transfer" under "Account Management" tab.

/ Click on "Transfer to Cardholder."

/ Enter amount to be transferred in "Transfer Amount" section.

   / NOTE: Transfer amounts must be in the 0.00 format

/ Click on "Transfer Funds." Funds will be available to the cardholder immediately.

REPORTING

REPORTING

- Click on the "Reports" tab.
- Select the "Report Category."
- Select your "Report Name."
  - NOTE: Data will only populate on the report if activity has occurred.

REPORTING

⟋ Enter the date range.
⟋ Select the "Default Program" and "Client Program."
⟋ Select the "Report Format" and click "Export."
⟋ Select the hyperlink that appears to download the report.

Report Viewer

Report Selector △

Report Category   **Report Name**

| Standard ▾ | | Card Load Report ▾ |

Report Parameters △

Please provide below input parameters to view Selected Report.

Start Date (MM/DD/YYYY) * | 04/01/2015 | End Date (MM/DD/YYYY) * | 04/19/2015 |

Select Program * | USB Focus PayCard Visa Non-Portable USB/MP ATM - 87 ▾ |

Select Client Program *   Select
K&K Cleaners - 97094480

Select Report Format * | EXCEL ▾ | **Export**   Card Load Report.xls

REPORTING

/ The Report displays with data available for the reporting period and type of report.

Card Load Report

Reporting Period 12/01/2013 to 12/19/2013

Report Totals:

Total Number of Loads 2
Total Value of Loads $46.12

Client Program	Location	Card ID	Last Name	First Name	Employee ID	Registration Date	Load Date	Load Amount	Trans Type	Trans Desc
Program Name: USB Focus PayCard Visa										
89596558	89596558	2032813723	JacksonGrady	Christine		11/07/2013	12/04/2013	$6.12	2163	U.S. Bank: ACH from Known Remitter
							Sub-Total	$6.12		
Program Name: USB Focus PayCard Visa										
		2022570713	Yentes	Kristin		12/16/2013	12/18/2013	$40.00	2163	U.S. Bank: ACH from Known Remitter
							Sub-Total	$40.00		
							Total	$46.12		