



## WVU PCPS: PREPAID CARDS

# HOW TO LOAD CARDS AND REPORTING

Contact [pcardadministration@mail.wvu.edu](mailto: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.

**Hello,**  
Last login on 3/13/17 12:13 PM (CST).

**Cardholders**

- Search Cardholders
  - View Cardholder Details
- Enhanced Search
- Register New Cardholder
- Order a Personalized Card

**Recent Accounts**

- 4281 90XX XXXX 6380  
Abby Kutschied
- 4281 90XX XXXX 5464  
Abby Kutschied

**How to Guides**

- How To Transfer Funds
- Glossary

Cardholder: **Kutschied, Abby**  
16-digit Card Number: **4281 90XX XXXX 5464**  
Logo/FIID: **9271**

10-digit Card ID: **2986558100**  
Card Status: **PreActive**

Customer ID: **181538475**

[BACK TO SEARCH RESULTS](#)

**Cardholder Information** | **Account Management**

**Funds Transfer**

- Funds Transfer
- Cancel/Replace Card

Transfer to Cardholder    Transfer from Cardholder

**Transfer from**

Account ID (10-digit): 2170063511  
Account # (16-digit): 4281 90XX XXXX 3542  
Account Balance: \$0.00

**Transfer to**

Cardholder 16-digit Card Number: 4281 90XX XXXX 5464  
Name: Abby Kutschied

Transfer date: March 13, 2017

Transfer amount:

**Transfer funds**

# 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.

The screenshot displays the U.S. Bank Prepaid Administrative Website. At the top left is the **usbank** logo, and at the top right is the slogan "All of **us** serving". Below the logo is the text "U.S. Bank Prepaid Administrative Website". A navigation bar contains the following tabs: Programs, Cardholders, Tools, Reports, My Account, and Help. The "Reports" tab is active.

On the left side, a user is greeted with "Hello, Kristin Yentes." and "Last login on 12/20/13 9:13 AM (CST)". Below this is a "Reports" menu with "Report Viewer" selected.

The main content area is titled "Report Viewer" and contains a "Report Selector" section. It has two dropdown menus:

- Report Category:** Currently set to "Standard".
- Report Name:** Currently set to "NONE SELECTED". A dropdown menu is open, showing the following options:
  - NONE SELECTED
  - Card Load Report
  - Card Order Report
  - Card Activity Summary Report
  - Card Activity Detailed Report
  - Card Status Report
  - Cardholder Information Exception Report
  - Cardholder ID Verification Status Report
  - Inventory Point Level Report
  - Card Account Detail Report
  - Funding Reject Report

# 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	
<b>Program Name: USB Focus PayCard Visa</b>											
89596558	89596558	2032813723	JacksonGrady	Christine		11/07/2013	12/04/2013	\$6.12	2163	U.S. Bank: ACH from Known Remitter	
								<b>Sub-Total</b>	<b>\$6.12</b>		
<b>Program Name: USB Focus PayCard Visa</b>											
		2022570713	Yentes	Kristin		12/16/2013	12/18/2013	\$40.00	2163	U.S. Bank: ACH from Known Remitter	
								<b>Sub-Total</b>	<b>\$40.00</b>		
								<b>Total</b>	<b>\$46.12</b>		