

CHECKING PROCARD BALANCE ONLINE

The screenshot displays the PNC ActivePay homepage for user MARTIN. The interface includes a top navigation bar with links for Home, Log Out, and Contact Us, and a secondary bar with icons for ADMIN, SECURITY MANAGER, REPORT STUDIO, CARD MGMT, TRANSACTION MAINT, and HELP. The main content area is divided into several sections:

- Hello, MARTIN:** Displays user details: Username MRIVERA1, Org Group Ioyola, Role Admin, and Last Login 6/27/2014.
- Announcements:** Shows 0 new and 1 old announcement, with a message: "There are currently no new announcements".
- Quick Links:** Provides shortcuts for Manage Transactions, View Statements, Change My Password Options, and Recent Activity.
- Inbox:** Shows 0 inbox items requiring attention.
- Reports:** Links to Transaction Report and Account Report.
- My Links:** Lists various management tools with their respective counts.
- Cardholder Information:** Shows account details for XXXX-XXXX-XXXX-8586 (RIVERA JR, MARTIN), including a credit limit of 2,500.00 and 7 transactions in the current cycle. It features an MCC Summary pie chart showing 85.7% for Transportation (6 items) and 14.3% for Business Services (1 item).
- Recent Activity:** A link to view recent activity, highlighted with a yellow circle and an arrow pointing to it.

1. On the PNC ActivePay homepage, scroll to the bottom of the page and click the [\(show\)](#) icon next to 'RECENT ACTIVITY'.

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The screenshot displays the PNC Procurement Card online portal. At the top, the PNC logo is on the left, and navigation links (Home, Log Out, Contact Us) are on the right. Below the logo is a blue navigation bar with icons for ADMIN, SECURITY MANAGER, REPORT STUDIO, CARD MGMT, TRANSACTION MAINT, and HELP.

The main content area is divided into several sections:

- Hello, MARTIN:** Shows user details: Username MRIVERA1, Org Group Ioyola, Role Admin, Last Login 6/27/2014.
- My Links:** Provides quick access to Transactions Management (485), Card Account Management (409), Report Wizard (319), User Accounts (258), and View Report Folder - MY (134).
- Announcements:** Shows 'New(0)' and 'Old(1)' with a 'Manage' link. A message states: 'There are currently no new announcements'.
- Quick Links:** Includes Manage Transactions, View Statements, Change My Password, Options, and Recent Activity.
- Inbox:** Shows 0 Inbox Items (Require(s) Attention).
- Reports:** Includes Transaction Report and Account Report.
- Cardholder Information:**
 - Account: XXXX-XXXX-XXXX-8586 (RIVERA JR, MARTIN)
 - Account Information:** Credit Limit 2,500.00; # of Transactions in Current Cycle 7.
 - MCC Summary (last 30 days):** A 3D pie chart shows Transportation at 85.7% (6 transactions) and Business Services at 14.3% (1 transaction).
 - Recent Activity (hide):** Shows an Available Balance of 2,106.67 and a table of transactions.

The 'Recent Activity' table is highlighted with a yellow circle and a bracket, indicating the focus of the instruction.

Transaction Date	Merchant	Amount	Status
6/26/2014	CITY OF CHICAGO WEB	241.00	Approved
6/5/2014	Federal Express	13.25	Approved
6/5/2014	Federal Express	13.25	Approved
6/5/2014	Federal Express	13.25	Approved
6/5/2014	Federal Express	7.50	Approved

1. The **'AVAILABLE BALANCE'** is the remaining amount for the current billing cycle. Underneath the balance, the last 5-10 most recent purchases will be listed.

Important note: Transactions appearing are deducted from the listed balance.