



University
of Windsor

Scotiabank CentreSuite Manual For Purchasing Cardholders

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University of Windsor Purchasing Card Program

Using the Purchasing Card Online System (CentreSuite)

CentreSuite can be accessed using www.centresuite.com. It is important that every Cardholder reviews his/her P-Card transactions on a monthly basis to ensure validity of the charges. Cardholders should also login in months when they have not made any purchases to verify that no charges have been applied to their account in error.

The CentreSuite website can be accessed 24/7 throughout the month to re-allocate expenses. All transactions that have been posted up to and including the 15th of the month should appear on the expense report.

Access CentreSuite using Microsoft Internet Explorer (Internet Explorer), versions 9 and 10. Chrome and Firefox browsers are also supported. All page navigation within CentreSuite is provided by the application.

Before you log in to CentreSuite, certain setting changes should be made to Internet Explorer for the application to function properly.

- Turn off Internet Explorer pop-up blockers
- Set Active X and scripting options
- Add CentreSuite to your list of Favorites

As a security feature, user sessions are automatically logged out after 12 minutes of inactivity (where "activity" is defined as interaction with the server, such as a save request). At the 10-minute mark, a 2-minute countdown warning will pop up on the screen asking if the user would like to renew their session. It is recommended that users save their work frequently when entering large amounts of data to ensure their session remains active and no data is lost.

Introduction to CentreSuite

Logging in to CentreSuite

- **User ID:** Enter your University of Windsor email address in the ID space.
- **Password: Uwindsor1** (The first time you login to CentreSuite the password will be **Uwindsor1**, this is to be changed once you login.
- If an individual is both a Cardholder and Reviewer, he/she will use a single user ID to access all the aspects of CentreSuite.

The first time a user logs into the system, he/she will be prompted to enter additional security information.

Step Action

1. Enter **your** email address into the **User ID** field. (i.e. smith@uwindsor.ca)
2. Enter the password into the **Password** field. The initial password will be **Uwindsor1. (please note passwords are case sensitive)**
3. Click the **Log On** button.

centresuite® Welcome to CentreSuite®

Enter credentials

User ID

Password (Forgot your password?)

Language
English (United States) ▼

LOG ON

Additional Information
[Forgot your password?](#)
[Reset Logon credentials?](#)

Step Action

- Users will be required to set up Additional Security Information on first login. Select 5 security questions from the options provided and enter and confirm the answers.

Additional Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols. ~`!@#\$%^&*()_+={}|V\"/>

- Click the **Submit** button.

A rectangular button with a light blue background and a thin border, containing the word "SUBMIT" in blue, uppercase letters.

- Users will then be required to re-set the initial password from the default provided. **Note** that "old password" does not represent your Pathway password, rather it is the initial password provided for CentreSuite which was **Uwindsor1**.

Old password:

- The new password must be at least 8 characters and contain at least one uppercase letter, one lowercase letter, and a number.

New password: [?]

- Create a password hint as a reminder.

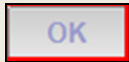
Password hint: [?]

- Click the **Save** button.

A rectangular button with a light blue background and a thin border, containing the word "SAVE" in blue, uppercase letters.

Step Action

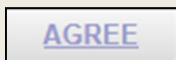
- 10. Click the **OK** button.



- 11. The first time a user signs in to the system, he/she will be asked to accept an End User License Agreement.



- 12. Click the **Agree** button.

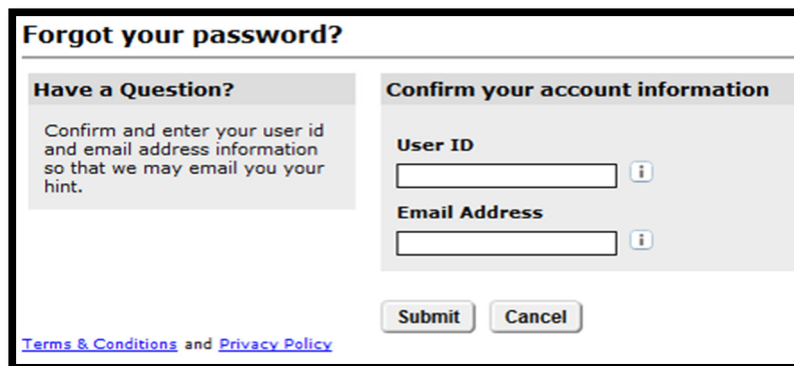


Forgotten, Unlocking, or Resetting Passwords

There is no longer a need to contact the P-Card Administrator due to a forgotten password.

Click on the **Forgot Your Password?** link on the CentreSuite home page. Enter the **User ID** and **Email Address** associated with the account in the fields provided and click the **Submit** button.

The password hint will be emailed to the user.



To unlock or reset the password, click on the **Unlock/Reset Password?** link on the CentreSuite home page. Enter the **User ID** and **Email Address** associated with the account in the fields provided and click the **Submit** button.

Instructions on how to unlock/reset the password will be emailed to the user.

Explore the Home Page

Step Action

13. In the top right corner is the user drop down menu. From this menu a user can change his/her password.



14. The **View Account Details** section lists information about Cardholder accounts, including the credit limit and the last transaction posted.

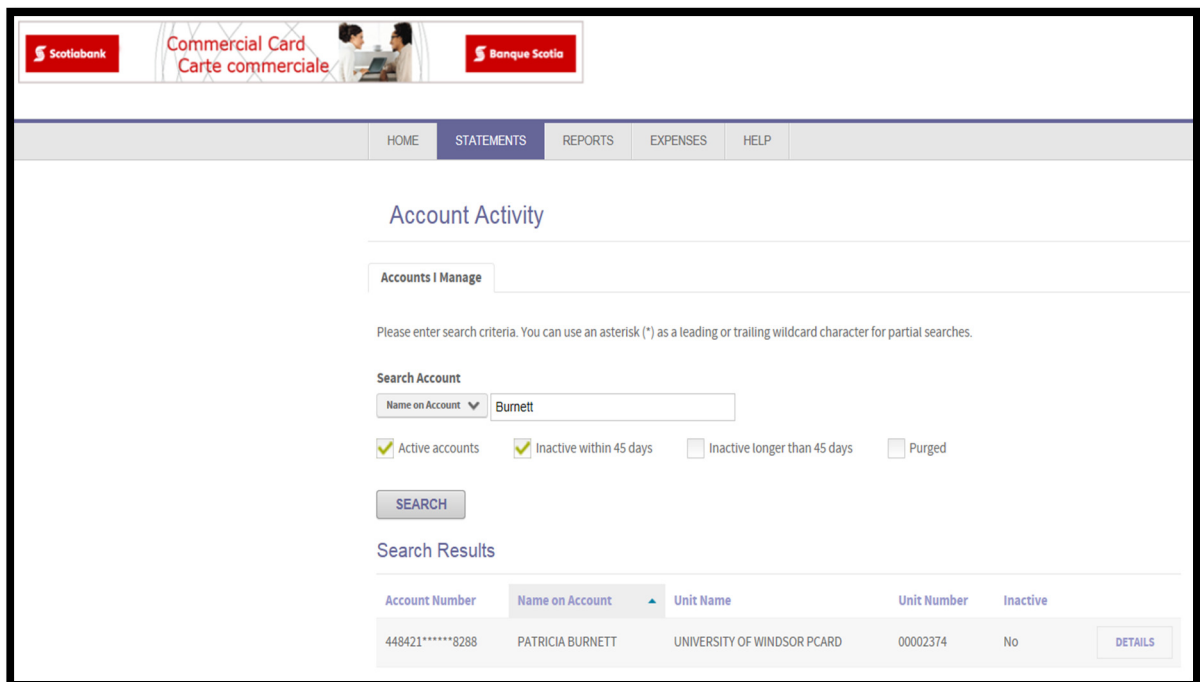
View Account Details

Test User (448421*****1234)
My Account

Credit Limit	\$10,000.00
Last Transaction Posted	\$81.96 8/21/2015
Transactions to Report	None
Unattached Transactions	No

[VIEW LAST STATEMENT](#)

15. One of the menu options includes **Statements** where account activity can be accessed. Click on detail button.



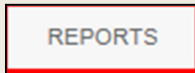
The screenshot shows the Scotia Bank Commercial Card web interface. At the top, there are logos for Scotiabank, Commercial Card / Carte commerciale, and Banque Scotia. Below the logos is a navigation menu with options: HOME, STATEMENTS (highlighted), REPORTS, EXPENSES, and HELP. The main content area is titled "Account Activity" and includes a search section. The search section has a "Name on Account" dropdown menu set to "Burnett" and a search input field. Below the search field are four checkboxes: "Active accounts" (checked), "Inactive within 45 days" (checked), "Inactive longer than 45 days" (unchecked), and "Purged" (unchecked). A "SEARCH" button is located below the checkboxes. The search results are displayed in a table with the following columns: Account Number, Name on Account, Unit Name, Unit Number, and Inactive. The table contains one row of results for Patricia Burnett at the University of Windsor PCard. A "DETAILS" button is located to the right of the last row.

Account Number	Name on Account	Unit Name	Unit Number	Inactive
448421*****8288	PATRICIA BURNETT	UNIVERSITY OF WINDSOR PCARD	00002374	No

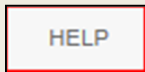
Step Action

16. **Expense menu** is to view transactions and allocate accounts.

17. **Reports** menu is to access standard reports, to schedule reports, and to view the output log for report requests. Print out transaction report.



18. The **Help** menu provides access to context-sensitive help ("help on this page") and an index of help topics. Note that this is generic information. To find University of Waterloo specific manuals, see the Finance Training SharePoint site.



Allocating Charges for a Single Transaction

Allocate Transaction Information

Each account has default coding which is assigned to each transaction. Transactions will be automatically debited to those defaults unless otherwise specified within CentreSuite. Cardholders are restricted only to the accounts to which they have permission to charge.

The Cardholder is ultimately responsible for ensuring the transactions are allocated appropriately.

Step Action

21. Expense Menu –View Transactions – the Search for Transaction window will appear, select the date range for the search criteria and Click Run Search. (If you have multiple cards you will need to select which card number you would like to review first).
22. This will display all the transactions for the time period/cardholder selected.

Click the ellipses icon in the **Detail** column to access further details for each transaction.



23. To change Cost Centre/Object Account/Sub Object click on the drop down menu next to each of these fields.

NOTE: YOU ARE NOT ALLOWED TO SPLIT TRANSACTIONS

Split	Details	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Cost Centre	Object Account	Sub-Object
<input type="checkbox"/>	● ...	3/21/2016	3/18/2016	\$29.74	MONARCH BASICS	PATRICIA BURNETT	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	● ...	3/23/2016	3/22/2016	\$21.01	MONARCH BASICS	PATRICIA BURNETT	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	● ...	3/24/2016	3/23/2016	\$37.97	MONARCH BASICS	PATRICIA BURNETT	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	● ...	3/25/2016	3/24/2016	\$39.06	AMAZON.CA	PATRICIA BURNETT	<input type="text"/>	<input type="text"/>	<input type="text"/>

The below window will appear when the drop down menus is selected. Click in circle next to Cost Centre/Object Account you want to allocate to and click OK. (If an account you are looking for is not in your list, please contact the Credit Card Co-coordinator to have this account set up.)

	Valid code	Description
<input type="radio"/>	11115	
<input type="radio"/>	19250	Finance
<input type="radio"/>	21613	
<input type="radio"/>	22800	
<input type="radio"/>	35101	
<input type="radio"/>	80280	

Click Save to save changes.

Logging out of CentreSuite

Step Action

19. Click the circular icon in the top right corner of the screen to log out of CentreSuite.

