

# University of Windsor Scotiabank Visa Purchasing Card CentreSuite Training



# University of Windsor Credit Card Program

- The University has a variety of credit card programs
- This program will outline how the University's Scotiabank Visa Purchasing Card Program works, more specifically on:
  - How to Purchase goods and services via the Purchasing Card
  - How to process and manage transactions incurred on University Credit Cards
  - How to use the Scotiabank CentreSuite card management system



# Purpose of the Purchasing Card

- Allows for holders to buy “low value” goods/services
- Payment for card expenses made directly to the bank by the University
- Transactions on the card are automatically uploaded from the bank to the University's Financial Information System (FIS) once per month
- Convenient web access to view activity through “CentreSuite”
- Real time account monitoring
- Flexibility to reallocate charges to various cost centers/grant numbers



# Purchasing Card Policies

- No individual transaction shall exceed \$2500 (including taxes)
  - Splitting transactions to avoid limit restrictions is strictly prohibited
- Monthly transaction limit is \$10,000
- Certain types of Purchasing Card transactions are restricted (blocked MCC's)
  - Travel related expenses, banking, other high risk merchants
- It is the responsibility of the cardholder to ensure that all transactions are **accurate, legitimate and eligible**
  - Any form of personal use is strictly prohibited and non-compliance could result in disciplinary action
- When an employee leaves the University:
  - The Dean/Department Head is responsible for collecting and destroying the University of Windsor Purchasing Card. They should also notify the Procurement Department to cancel the card.



# Cardholder Responsibilities

- Establish a process whereby on a monthly basis, receipts for purchases are reconciled to the purchasing card statements
- Also on a monthly basis, statements and receipts must be reviewed and approved by the appropriate approval authority.
  - **Grant accounts:** Signing authority of account(s) being charged
  - **Departmental (Non-Grant) Accounts:** “One up” Signing Authority required (i.e. minimum one level of authorization above the cardholder on the account(s) being charged)
- All monthly statements with attached receipts must be filed and maintained for review and audit purposes (must be retained for a 7 year period)
- Utilize Scotiabank CentreSuite purchasing card administration system to reallocate transactions to the proper cost centre and object accounts.



# Recommended Use of Purchasing Card

- Do not purchase goods or services with the purchasing card if:
  - A special permit to cross U.S border is required
  - Special handling (such as chemicals) are required
  - There are complicated shipping/installation issues
  - Are for travel or entertainment related expenses
  - For costs associated with operation of personal vehicles



# Cardholder Issues

- The following issues have been found through recent purchasing card reviews and audits:
  - Personal/inappropriate transactions
  - Split transactions to bypass limit
  - Fraudulent activity (card numbers compromised)
  - Poor cardholder file maintenance (receipts and or statements not kept)
  - One-up approvals not met
  - Cardholder misunderstanding of purchasing card requirements/process



# Recommendations for Compliance

- Ensure that approval for expenditures can be verified (i.e. authorization signature on all statements)
- Ensure timely reconciliation of all receipts with cardholder statement
  - If receipts are missing, cardholders should contact merchant for a replacement
- Depending on the source of funding for the account being charged, ensure that the types of expenditures are allowable according to applicable policies / procedures governing those accounts.
  - For operating accounts and internally funded research accounts, spending should adhere to the University's internal Purchasing Policy and Procedures
  - For research accounts, expenditures should be allowable according to granting agency guidelines





# Vendor Issues/ Disputed Charges

- Cardholders are encouraged to solve any transaction related issues with vendors prior to contacting Procurement or Scotiabank.
- In cases where there are unresolved disputes over purchases, cardholders are responsible to complete and submit a Scotiabank Commercial Card Dispute form.
- You have 90 days from the date of the transaction to dispute a charge.
- Upon successful processing of the Scotiabank commercial card dispute form, any forthcoming credit will automatically be applied to the cardholder account.



# Purchasing Card Statements

- The Scotiabank visa card cycle runs from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month
- Statement sent from the bank will typically be sent electronically 3 days after the 15<sup>th</sup> to the specified University mailbox



# Scotiabank CentreSuite Purchasing Card Administration System

- Scotiabank utilizes the on-line **CentreSuite** card management system to manage all University's Purchasing Card Programs
- CentreSuite can be used to view Purchasing Card statements and individual transactions, manage the cardholder profile, and reallocate Purchasing Card transactions to the proper FIS general ledger account



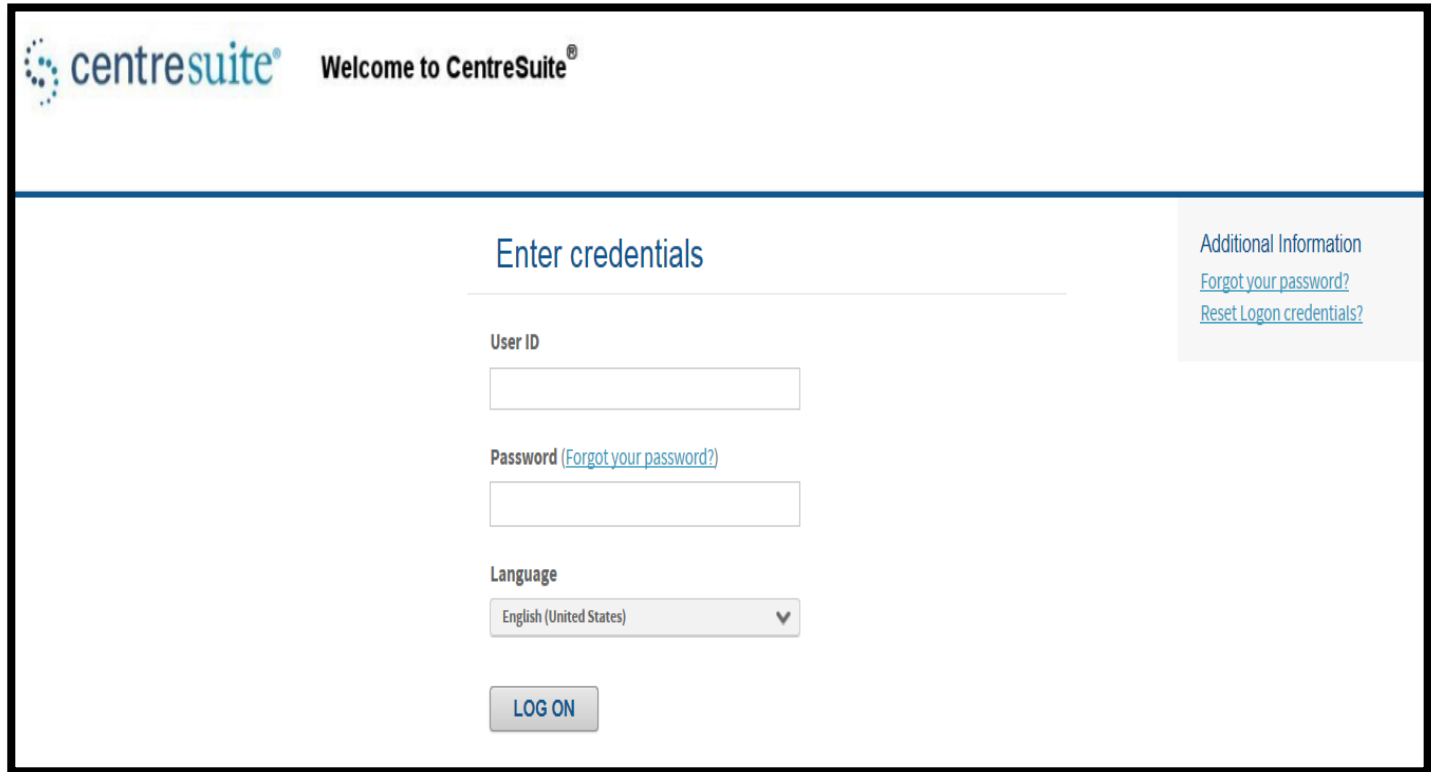
# Logging into CentreSuite

- Log on to CentreSuite at [www.CentreSuite.com](http://www.CentreSuite.com).
- Enter your University of Windsor email address as the User ID.
- Enter temporary password “**Uwindsor1**”
- All users will be required to set up 5 security questions upon initial login to CentreSuite.
- Once security questions are setup, you will be asked to create a new secure password for future use.
- If prompted, accept the user agreement.



# CentreSuite Login Screen

- Please go to: [centresuite.com](https://centresuite.com) to login to CentreSuite. The following screen will appear.
- You may want to save this website in your favourites for future use

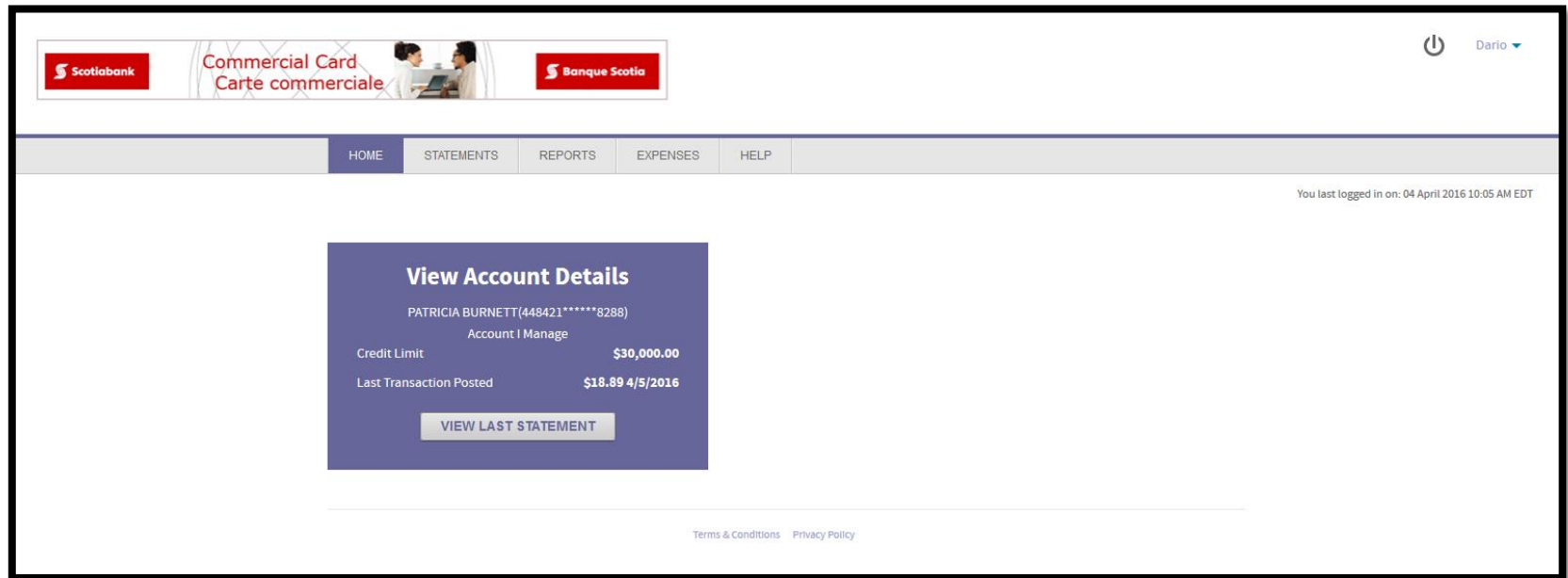


The screenshot shows the CentreSuite login interface. At the top left is the CentreSuite logo, followed by the text "Welcome to CentreSuite®". The main content area is titled "Enter credentials" and contains three input fields: "User ID", "Password" (with a link to "Forgot your password?"), and "Language" (a dropdown menu currently set to "English (United States)"). Below these fields is a "LOG ON" button. To the right of the login fields, there is a section titled "Additional Information" with two links: "Forgot your password?" and "Reset Logon credentials?".




# Accessing the CentreSuite System


- Upon logging into the CentreSuite System, the following screen will appear.



# Viewing Online Statements

- Select Statements Tab and click Account Activity
- Select “Details” next to the account you would like you view

**Commercial Card**  
Carte commerciale



HOMESTATEMENTSREPORTSEXPENSESHELP

Account Activity

Accounts I Manage

Please enter search criteria. You can use an asterisk (\*) as a leading or trailing wildcard character for partial searches.

Search Account

Name on Account ▼

Burnett

☒ Active accounts

☒ Inactive within 45 days

☐ Inactive longer than 45 days

☐ Purged

SEARCH

Search Results

Account Number	Name on Account	Unit Name	Unit Number	Inactive	
448421*****8288	PATRICIA BURNETT	UNIVERSITY OF WINDSOR PCARD	00002374	No	<a href="#">DETAILS</a>



# Viewing Online Statements

- Upon selecting the “Detail” icon the following screen will appear
- Use the Summary, Transactions and Statements tab to retrieve further Purchasing Card information

The screenshot shows a web application interface for viewing online statements. At the top is a navigation bar with tabs: HOME, STATEMENTS (selected), REPORTS, EXPENSES, and HELP. Below the navigation bar is a link to '← Back to results'. The main heading is 'Account Details for PATRICIA BURNETT (448421\*\*\*\*\*8288)'. There are three tabs: Summary (selected), Transactions, and Statements. The 'Summary' tab displays two sections: 'Activity Since Last Statement' and 'Summary of Last Statement (Statement Date: 3/15/2016)'. The 'Activity Since Last Statement' section includes a table with three rows: 'Current balance: \$895.99', 'Available to spend: \$28,752.53', and 'Credit limit: \$30,000.00'. Below this table is an 'EXPAND DETAILS [+]' button. The 'Summary of Last Statement' section includes a table with one row: 'Statement balance: \$4,732.33'. Below this table is an 'EXPAND DETAILS [+]' button. At the bottom of the 'Summary' tab, there is a note: 'The current balance amount includes last payment received and cash advances.' At the very bottom of the page, there are links for 'Terms & Conditions' and 'Privacy Policy'.

Activity Since Last Statement	
Current balance:	\$895.99
Available to spend:	\$28,752.53
Credit limit:	\$30,000.00

[EXPAND DETAILS \[+\]](#)

Summary of Last Statement (Statement Date: 3/15/2016 )	
Statement balance:	\$4,732.33

[EXPAND DETAILS \[+\]](#)

*The current balance amount includes last payment received and cash advances.*

[Terms & Conditions](#) [Privacy Policy](#)





# Changing Expense Allocation

- CentreSuite provides you with the ability to revise the expense allocations assigned to the Purchasing Card purchases by CentreSuite.
- All cardholders are encouraged to review the expense allocations within CentreSuite to ensure that they are appropriate based on the purchase/expenditure incurred.
- If you do not agree with the default expense allocation assigned to your transaction by CentreSuite you can manually go in and adjust the allocation codes to the proper Business Unit and Object account.
- If the allocation (i.e. cost centre and object code) is correct, no further action is required and transactions will be posted to the general ledger in FIS.
- To conduct this allocation process go to the “Expenses” tab select “View Transactions”.



# Changing Expense Allocation

- The following screen will appear
- Select a date range for transaction or statement cycle, click “run search”.

ScotiabankCommercial CardCarte commercialeBanque Scotia





HOMESTATEMENTSREPORTSEXPENSESHELP

[← Back to Search](#)

Search Results [?][EXPORT](#)

Date Range3/21/2016 - 3/31/2016

With unsplit transactions show:  
☒ Split Transactions ☐ Split Detail ☐ Split Transactions and Split Detail

Action: [?]     Display format: [?] Default [GO](#) [EDIT](#)

[SAVE](#) [Undo](#)

<input type="checkbox"/>	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"/>



# Changing Expense Allocation

- From drop down select new business unit or object account and click OK. Once you are happy with the selection, Click “Save”.
- Your change on expense allocation will now be saved and will be reflected within FIS once uploaded by Finance.

Select Cost Centre [ ? ]

Search by:  
Select

Search for:

	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	



# Changing Expense Allocation

- Not all cost centers or object accounts exist in the CentreSuite system. If you do not see the cost centre or object account you are looking for, contact Patty Burnett, Purchasing Clerk (x2085) to have this account set up.
- Charges to cost centres/grant numbers can only be reallocated to accounts to which cardholders have signing authority.
- If a cardholder wishes to have one person in their area perform the reallocations online for other cardholders within their department, Procurement can set up this designated person.



# Changing Expense Allocation

- Transactions can be reallocated via the CentreSuite System within current Purchasing Card Cycle
- If reallocations are not completed prior to transactions being uploaded in FIS, a journal entry within FIS will be required to reallocate charges.



# Summary of Important Points

- Card has a transaction limit of \$2500 and a monthly limit of \$10,000.
- Payment of card expenses is made to the bank by the University.
- Monthly card statements are sent to the card holder's uwindsor email address mid month. Statement should be printed and kept with attached receipts for audit purposes. These should be maintained for a period of 7 years.
- All card statements must be reviewed and approved by the proper authorizing representative.
- Certain types of transactions are prohibited. It is the card holders reasonability to know which transactions are permitted. See "Purchasing card information package and Application".
- Transactions made on the card are uploaded to FIS once per month and charged to the holders operating or grant account. The holder has the option to edit where these expenses will be posted to within FIS. This can be completed within the Scotiabank CentreSuite card management system.



# Purchasing Card Reference Materials

- All purchasing card program information is available at on the **Procurement** website
- Other resources include:
  - **Purchasing Card Information Package & Application**
  - **Quick Tips for Purchasing Card**
  - **How To Guide for Purchasing Card Allocations**
  - **Scotiabank Commercial Card Dispute Form**
  - **University of Windsor CentreSuite Manual**

For administrative questions on the Purchasing Card or with the CentreSuite program please call Patty Burnett, Purchasing Clerk at extension 2085.



# Key Contacts

## Card Activation:

- Call the toll free number on the red sticker on the front of your new Scotiabank VISA credit card (1-888-514-2924) and follow the prompts.

## Card Administrative Questions:

- **University of Windsor Purchasing Services:** For administrative questions on the Purchasing Card or with the CentreSuite program please call Patty Burnett, Purchasing Clerk at extension 2085.
- **Scotiabank Visa Customer Services:** 1-888-823-9657 (Canada/USA). This is available 24 hours a day, 7 days a week. They are responsible for answering your questions about:
  - Account balances
  - Reporting lost or stolen cards
  - Account disputes

