# Scotiabank CentreSuite Manual
# For
# BTA Cardholders

**Version date: April 5, 2016**

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# University of Windsor BTA Card Program

## Using the Purchasing Card Online System (CentreSuite)

CentreSuite can be accessed using [www.centresuite.com](www.centresuite.com).  It is important that every Cardholder reviews his/her BTA-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. |

**Step   Action**

4. 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. ~`!@#$%^&*()_+=-{}|\/":,;'?/.>,

Help me with this task

**Security Question #1**

| Select a Question                                   ⌄ |
| --- |

**Security Answer #1**

**Confirm Security Answer #1**

5. Click the **Submit** button.

   SUBMIT

6. 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:**

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

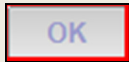   **New password:** [?]

8. Create a password hint as a reminder.

   **Password hint:** [?]

9. Click the **Save** button.

   SAVE

| Step | Action |
|------|--------|
| 10. | Click the **OK** button. |

OK

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

**END-USER LICENSE AGREEMENT**

**IMPORTANT — READ CAREFULLY**
**THIS IS A LEGAL DOCUMENT**

TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING "I AGREE" BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).

SECTION 1    DEFINITIONS

The following defined terms shall have the meanings set forth below:

"EULA" shall mean this End-User License Agreement.

"Application(s)" shall mean the computer software programs offered to you over the Internet or Customer's intranet that are

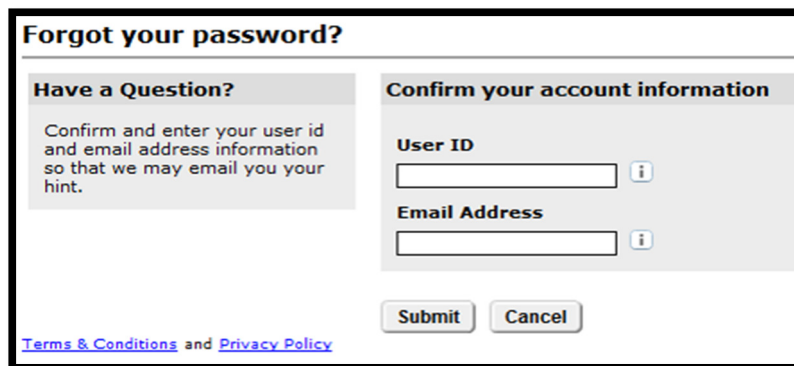| 12. | Click the **Agree** button. |

AGREE

## 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.

**Forgot your password?**

**Have a Question?**

Confirm and enter your user id and email address information so that we may email you your hint.

**Confirm your account information**

**User ID**
[                    ] ⓘ

**Email Address**
[                    ] ⓘ

Submit   Cancel

Terms & Conditions and Privacy Policy

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. |

USER ▼

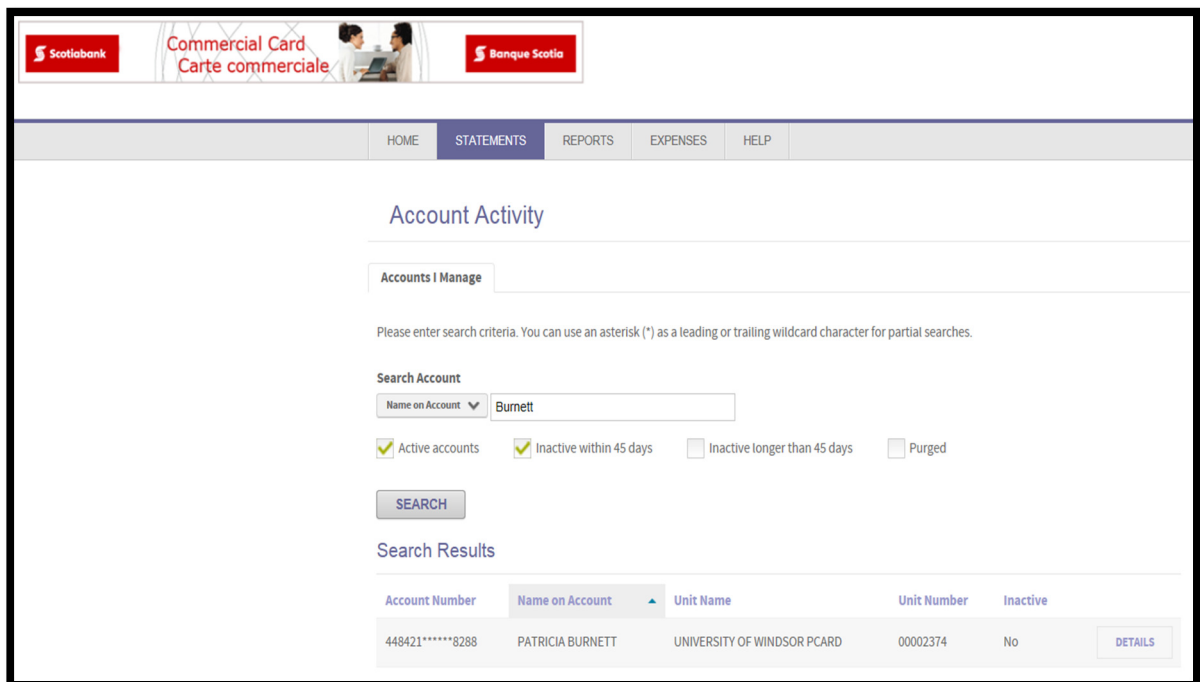| Step | Action |
|------|--------|
| 14. | The **View Account Details** section lists information about Cardholder accounts, including the credit limit and the last transaction posted. |

**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**

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

Scotiabank    Commercial Card / Carte commerciale    Banque Scotia

HOME    STATEMENTS    REPORTS    EXPENSES    HELP

### 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 | DETAILS |

| 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.

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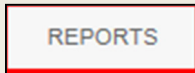
18. The **Help** menu provides access to context-sensitive help ("help on this page") and an index of help topics.  Note that this is generic information.  To find University of Waterloo specific manuals, see the Finance Training SharePoint site.

HELP
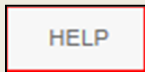
# Allocating Charges for a Single Transaction

## 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.<br><br>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**

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.)

Select Cost Centre [?]                                                    ✕

**Search by:**

Select                        ⌄

**Search for:**

[                              ]        SEARCH

| | Valid code | ▲ | Description |
|---|---|---|---|
| ○ | 11115 | | |
| ○ | 19250 | | Finance |
| ○ | 21613 | | |
| ○ | 22800 | | |
| ○ | 35101 | | |
| ○ | 80280 | | |

OK   Cancel

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.  ⏻ |