



University  
of Windsor

# **Scotiabank CentreSuite Manual For BTA Cardholders**

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# University of Windsor BTA Card Program

## Using the Purchasing Card Online System (CentreSuite)

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CentreSuite can be accessed using [www.centresuite.com](http://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
- 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. (Remove @sign) (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. - ` !@#\$%^&\*()\_ -=- ()|/";,;?!./>,'

[Help me with this task](#)

Security Question #1  
Select a Question

Security Answer #1

Confirm Security Answer #1

- Click the **Submit** button.

- 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: [?]

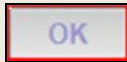
- Create a password hint as a reminder.

Password hint: [?]

- Click the **Save** button.

## 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.

A screenshot of an "END-USER LICENSE AGREEMENT" window. The title bar reads "END-USER LICENSE AGREEMENT". Below the title bar, the text reads: "IMPORTANT — READ CAREFULLY THIS IS A LEGAL DOCUMENT". Below that, a larger text block states: "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)." Below this, the text reads: "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

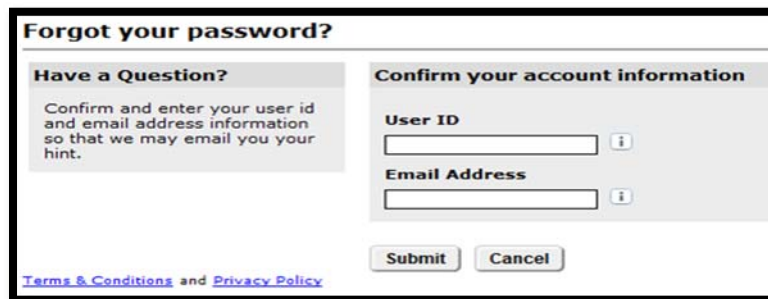
12. Click the **Agree** button.



## 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.

A screenshot of a web form titled "Forgot your password?". The form is divided into two main sections: "Have a Question?" and "Confirm your account information". The "Have a Question?" section contains the text: "Confirm and enter your user id and email address information so that we may email you your hint." The "Confirm your account information" section contains two input fields: "User ID" and "Email Address", each with an information icon (i) to its right. Below the input fields are two buttons: "Submit" and "Cancel". At the bottom left of the form, there are links for "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.

If your account becomes locked due to multiple log in attempts or entering in your security questions incorrectly, then a company coordinator or Scotia can unlock the account.

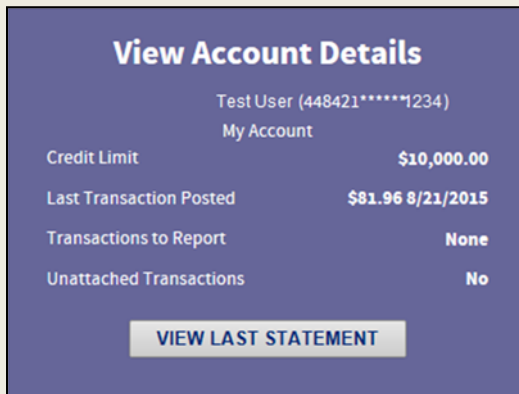
## Explore the Home Page

### 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.



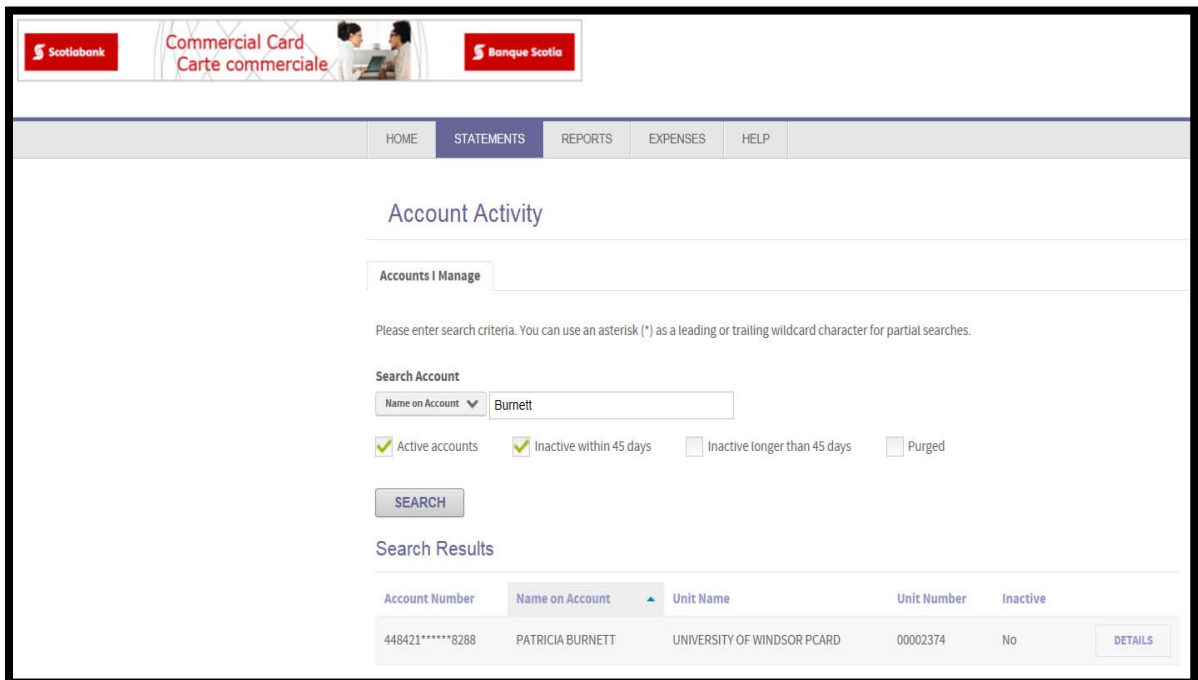
**View Account Details**

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.



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

Active accounts  Inactive within 45 days  Inactive longer than 45 days  Purged

[SEARCH](#)

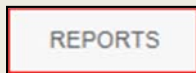
#### Search Results

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

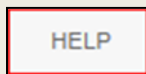
**Step Action**

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 default accounts 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 within CentreSuite. Cardholders will no longer be able to reallocate expenses within the UWinSite Finance system. Therefore, transaction allocations must occur within CentreSuite.**

### 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.



The screenshot displays the CentreSuite interface. At the top, there are logos for Scotiabank Commercial Card and Banque Scotia. Below the logos is a navigation bar with tabs: HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES (selected), ADMINISTRATION, and HELP. The main content area shows a search results page with the following elements:

- Search Results [7] with an EXPORT button.
- Date Range: 1/16/2018 - 2/15/2018.
- With unsplit transactions show:  Split Transactions,  Split Detail,  Split Transactions and Split Detail.
- Action: [1] with icons for print, refresh, and search.
- Display format: [1] default with GO and EDIT buttons.
- SAVE and Undo buttons.
- A table with the following columns: Actions, Posted Date, Occurred Date, Billing Amount, Merchant Name, Account Name, Fund, Department, Program, Project, and Natural Account.

Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Fund	Department	Program	Project	Natural Account
...	1/16/2018	1/15/2018	588.74	MONARCH BASICS	PATRICIA BURNETT	01	2715	27150	000000	83110
...	1/17/2018	1/16/2018	548.05	MONARCH BASICS	PATRICIA BURNETT	01	2715	27150	000000	83110

- The **Fund** and **Department** accounts will be automatically populated.
- The **Program** account and **Project** account may be automatically populated and may need to be adjusted based on the transaction.
- The **Natural** account should populate automatically based on the transaction MCC code.

23. To change the account 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 the account(s) 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"/> 81010	Academic Salaries-Permanent
<input type="radio"/> 81030	Academic Salaries-Temporary
<input type="radio"/> 81050	Dean
<input type="radio"/> 81060	Sessional Lecturer
<input type="radio"/> 81070	Faculty Honorarium
<input type="radio"/> 81110	Overload

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.<br> |