

Citizens Bank CentreSuite Website for Multiple Cardholders

Navigate to Citizens Bank's CentreSuite website at <http://www.centresuite.com>.

LOGON

Enter your User ID and Password as provided to you by the Purchasing Department and click on "Log On" to proceed. Please remember that your login and password are cAsE SENSITIVE.

centresuite
By ProCard

Welcome to CentreSuite

Ligon

Additional Information

[Forgot your password?](#)

[Unlock/Reset password?](#)

Enter credentials

User ID

Password

Language

Log On

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

Supported Browsers: Microsoft Windows version of Internet Explorer 6.0 or 7.0

Requests for changes on a case by case basis, with 24 hour notice, can be made via email to Christina, cjohnson@barnard.edu or Doug, dmaget@barnard.edu. Please include specific dollar amount for limits, if restrictions need to be lifted, duration and reason for change(s).

If card is LOST OR STOLEN, or you need to dispute a charge, notify the bank first at 888-356-8378, then the Purchasing Department.

After you have successfully logged in to the website for the first time, you will be prompted to choose/create FIVE (5) unique security questions and answers.



Welcome to CentreSuite

Logon

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 one or more of these questions as part of the logon process to help verify your identity.

Select and answer one question from each of the four 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](#)

#1

Enter your answer

Re-enter your answer

#2

Enter your answer

Re-enter your answer

#3

Enter your answer

Re-enter your answer

#4

Enter your answer

Re-enter your answer

#5

Enter your answer

Re-enter your answer

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

Please click "Continue" to proceed.

Next you will be prompted to review the Terms and Conditions. You may print the document or review it more fully at a later time on the Purchasing website. Click "I Agree" to continue.

Citizens Bank CentreSuite Website for Multiple Cardholders

Next, create a new password and hint. Please note that:

- New password must be at least 7 and no more than 25 characters
- New passwords must contain at least one (1) uppercase and one (1) lowercase alpha character (A-Z) and one (1) number (0-9).
- New passwords cannot be the same as your last 12 passwords.
- Hint length must be from 5 to 100 characters.

The screenshot shows the CentreSuite website's 'Logon' page. At the top left is the CentreSuite logo with the tagline 'By ProCard'. To the right, it says 'Welcome to CentreSuite'. Below the logo, the word 'Logon' is displayed. A red error message reads: 'Error in logon process:' followed by three bullet points: 'At least 7 and no more than 25 characters', 'At least 1 uppercase alpha character(s) (A-Z)', and 'The hint length must be from 5 to 100 characters.' Below the error message is a section titled 'Additional Information' with links for 'Forgot your password?' and 'Unlock/Reset password?'. To the right is a form titled 'Please enter a new password' with fields for 'Old password', 'New password', 'Confirm new password', and 'Password hint'. The 'New password' field has a red error message: 'At least 7 and no more than 25 characters' and 'At least 1 uppercase alpha character(s) (A-Z)'. The 'Password hint' field has a red error message: 'The hint length must be from 5 to 100 characters.' At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the form, there are links for 'Terms & Conditions' and 'Privacy Policy', and a note about supported browsers: 'Supported Browsers: Microsoft Windows version of Internet Explorer 6.0 or 7.0'.

Click on “submit” to proceed.

The screenshot shows the CentreSuite website's 'Logon' page after a successful password change. The layout is identical to the previous screenshot, but the error messages are gone. In the 'Please enter a new password' section, a red message reads: 'Your password has been changed.' Below this message is an 'OK' button. The rest of the page, including the logo, 'Welcome to CentreSuite' text, 'Logon' heading, 'Additional Information' links, and footer text, remains the same.

When you have successfully changed your password, click OK to proceed to the CentreSuite homepage.

HOME PAGE

Your home page will display a snapshot of your account, which includes account number, credit limit and the amount and date of the last posted transaction to your card. In addition to being able to navigate to other pages on the site, on this page, you can access your account information to change your password or update your email address. This page also will display any important messages from Purchasing, Citizens Bank or CentreSuite in the “My Messages” section as well as the time/date of your last login.

To access the snapshot of each card you manage, use the drop-down menu under “Accounts I Manage.” Please note: if one of the cards you manage also happens to be a card you “own” (your name is embossed on the card), this page may also display a section titled “My Accounts” above the “Accounts I Manage” section.

The screenshot shows the Citizens Bank CentreSuite home page. At the top left is the Citizens Bank logo with the tagline "Not your typical bank." and the text "Welcome to CentreSuite". Below this is a green navigation bar with links: HOME, Statements, Accounts, Reports, Expenses, Help, and LOG OFF. The user's name, "Welcome Millicent McIntosh", is displayed on the left, and the login time, "You last logged in on: 21 January 2010 10:30 AM", is on the right. The main content area is divided into two columns. The left column has a green header "Accounts I Manage" and contains a table with account details: Account Number (556971*****1234 (ADELE LEHMAN)), Credit Limit (\$5,000.00), and Last Transaction Posted (\$25.04 1/20/2010). Below this is a green header "Update User Information" with links for "Edit Password", "Edit Personal Information", and "Add Account". At the bottom of the left column are links for "Terms & Conditions" and "Privacy Policy". The right column has a green header "My Messages" and contains a message: "Welcome to your card management program. To begin, select an option from the menu above."

Citizens Bank Not your typical bank.[®] Welcome to CentreSuite

HOME Statements Accounts Reports Expenses Help LOG OFF

Welcome Millicent McIntosh You last logged in on: 21 January 2010 10:30 AM

Accounts I Manage	
Account Number	556971*****1234 (ADELE LEHMAN)
Credit Limit	\$5,000.00
Last Transaction Posted	\$25.04 1/20/2010

Update User Information

- [Edit Password](#)
- [Edit Personal Information](#)
- [Add Account](#)

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

My Messages

Welcome to your card management program. To begin, select an option from the menu above.

NAVIGATE TO: STATEMENTS

→ Review Account Activity

Information regarding your account, or the account you manage, is displayed on this page allowing access to a more detailed snapshot of your current account activity, as well as up to six months of transactions and downloadable statements.

Under the “Accounts I Manage” tab/box, leave the “Search for” field blank and click “Go.” The page will refresh and any available accounts will appear as search results. Again, this tab may alternately be labeled, “My Accounts” if you are the *owner* of the card (i.e., the card is actually embossed with your name) or you may have *two* tabs – “My Accounts” and “Accounts I Manage”. You should not have to perform the above mentioned step to review a card in the “My Accounts” tab unless you are the *owner* of two cards.



Welcome to CentreSuite

HOME

Statements

Accounts

Reports

Expenses

Help

LOG OFF

Statements > Account Activity

Account Activity

Accounts I Manage

Search by: Search for:

Search Results

Account Number ▲	Name on Account	Unit Name	Unit Number	Account Summary	View Transactions	View Statements
556971*****1234	ADELE LEHMAN	PURCHASING DEPT	02000001			
556971*****2345	MILLICENT MCINTOSH	PURCHASING DEPT	02000001			
556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE	00029525			
556971*****4567	ARTHUR ROSS	BARNARD COLLEGE	00029525			
556971*****5678	ELLA WEED	BARNARD COLLEGE	00029525			

Page: 1
Items 1-5 of 5

End of Account Activity

Click on the magnifying glass icon under Account Summary to view activity since the last statement including current balance, available balance and credit limit, as well as a summary of your last active statement.

If your Current Balance and Available To Spend amounts do not equal your credit limit, then you likely have a pending transaction that has not yet posted to your account, however your Available To Spend should be an accurate accounting of available funds for the current billing cycle.



Welcome to CentreSuite

HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity

Account Activity

Accounts I Manage

Search by: Search for:

Search Results

Account Number ▲	Name on Account	Unit Name	Unit Number	Account Summary	View Transactions	View Statements
556971*****1234	ADELE LEHMAN	PURCHASING DEPT	02000001			
556971*****2345	MILLICENT MCINTOSH	PURCHASING DEPT	02000001			
556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE	00029525			
556971*****4567	ARTHUR ROSS	BARNARD COLLEGE	00029525			
556971*****5678	ELLA WEED	BARNARD COLLEGE	00029525			

Page: 1
Items 1-5 of 5

Account Summary for ADELE LEHMAN (556971***1234)**

Activity Since Last Statement:

Transaction Activity:	
Purchases	\$0.00
Cash advances	\$0.00
Current balance	\$3,113.48

Credit limit	\$5,000.00
Available to spend	\$1,886.52

The current balance amount includes cash advances.

Summary of Last Statement:
(Statement Date 12/31/2009)

Transaction Activity:	
Purchases	\$0.00
Cash advances	\$0.00
Statement balance	\$4,327.55

End of Account Activity

Citizens Bank CentreSuite Website for Multiple Cardholders

Click on the magnifying glass icon under **View Transactions** to view current or past month transaction information. Choose the appropriate month from the dropdown menu "Statement cycle." The screen will refresh to show you the selected month's transactions. You may also download the information from this screen into Excel, Quickbooks or a CSV file however please note that this **is not** the correct page from which to download/print your transaction log, nor is it the correct place to enter your reconciliation information. The information provided here will not include account numbers or business purpose or transaction descriptions that you may have previously entered. Additionally, you will have an opportunity on another screen to view/print/save your monthly statement.


Welcome to CentreSuite

[HOME](#) [Statements](#) [Accounts](#) [Reports](#) [Expenses](#) [Help](#) [LOG OFF](#)

[Statements > Account Activity](#)

Account Activity

Accounts I Manage

Search by: Search for:

Search Results

Account Number ▲	Name on Account	Unit Name	Unit Number	Account Summary	View Transactions	View Statements
556971*****1234	ADELE LEHMAN	PURCHASING DEPT	02000001			
556971*****2345	MILLICENT MCINTOSH	PURCHASING DEPT	02000001			
556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE	00029525			
556971*****4567	ARTHUR ROSS	BARNARD COLLEGE	00029525			
556971*****5678	ELLA WEED	BARNARD COLLEGE	00029525			

Page: 1
Items 1-5 of 5

Transactions for ADELE LEHMAN (556971***1234)**

Statement cycle: Download Transactions:

Billing Currency: US Dollar

Post Date	Transaction Date	Merchant	Location	MCC	MCC Description	Original Amount	Currency	Conversion Rate	Billed Amount	Memo?
1/5/2010	1/4/2010	MANHATTAN MINI INT#406	08007867243 NY 10031	4225	Public Warehousing	348.00	US Dollar (840)	1.0	348.00	
1/5/2010	1/4/2010	MANHATTAN MINI INT#406	08007867243 NY 10031	4225	Public Warehousing	454.00	US Dollar (840)	1.0	454.00	
1/7/2010	1/6/2010	NATIONAL ASSOCIATION O	BALTIMORE MD 21228	8699	Membership Organizations-Not Elsewhere Classified	590.00	US Dollar (840)	1.0	590.00	
1/11/2010	1/8/2010	COLLEGEBOARD*PRODUCTS	212-713-8165 VA 20190	8299	Schools and Educational Services-Not Elsewhere Cla	395.00	US Dollar (840)	1.0	395.00	
1/11/2010	1/8/2010	STAPLES 00107466	MANHATTAN NY 10024	5943	Stationery, Office, and School Supply Stores	37.99	US Dollar (840)	1.0	37.99	
1/14/2010	1/12/2010	STAPLES DIRECT00209908	EUREKA CA 95503	5111	Stationery, Office Supplies, Printing and Writing	63.00	US Dollar (840)	1.0	63.00	
1/14/2010	1/14/2010	ULINE *SHIP SUPPLIES	800-295-5510 IL 60044	5964	Catalog Merchants	390.45	US Dollar (840)	1.0	390.45	
1/19/2010	1/16/2010	UNION THEOLOGICAL SEMI	NEW YORK NY 10027	7011	Lodging-Hotels, Motels, Resorts	810.00	US Dollar (840)	1.0	810.00	
1/20/2010	1/19/2010	LIGHT BULBS DIRECT	LENEXA KS 66215	5999	Miscellaneous and Specialty Retail Stores	25.04	US Dollar (840)	1.0	25.04	

Billing Currency: US Dollar

End of Account Activity

Click on the magnifying glass icon under **View Statements** to view or download pdfs of your monthly statement. Click on the pdf icon next to the appropriate month to access the statement. You can access up to six (6) months of past statements.



Welcome to CentreSuite

[HOME](#) [Statements](#) [Accounts](#) [Reports](#) [Expenses](#) [Help](#) [LOG OFF](#)

[Statements > Account Activity](#)

Account Activity

Accounts I Manage

Search by: Search for:

Search Results

Account Number ▲	Name on Account	Unit Name	Unit Number	Account Summary	View Transactions	View Statements
556971*****1234	ADELE LEHMAN	PURCHASING DEPT	02000001			
556971*****2345	MILLICENT MCINTOSH	PURCHASING DEPT	02000001			
556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE	00029525			
556971*****4567	ARTHUR ROSS	BARNARD COLLEGE	00029525			
556971*****5678	ELLA WEED	BARNARD COLLEGE	00029525			

Page: 1
Items 1-5 of 5

Statements for ADELE LEHMAN (556971***1234)**

To view a statement, click the statement's icon.

Statement(s)

- Thursday, December 31, 2009
- Monday, November 30, 2009
- Saturday, October 31, 2009
- Wednesday, September 30, 2009



To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

End of Account Activity

RECONCILING MONTHLY STATEMENT

NAVIGATE TO: EXPENSES

→ View Transactions

From this page, you will begin the reconciliation process. Under the “Search for Transactions” tab, leave the “Value” field blank and click Go. Please note that you may have to click on the “+” sign in the box next to “Click here to select accounts or units for your search” to expand the viewable information in this section. The page will refresh and display all the accounts to which you have access. One by one, click “Select” next to the cards you wish to reconcile. You may choose one or all of your available accounts. On the next screen, you will be able to sort the transactions by account.



Welcome to CentreSuite

[HOME](#) [Statements](#) [Accounts](#) [Reports](#) [Expenses](#) [Help](#) [LOG OFF](#)

[Expenses > View Transactions](#)

Search for Transactions

Search for Transactions
Advanced Search

☐ **Click here to select accounts or units for your search**

Search for: Account Unit Using: Value:

Search Results

Account Number ▲	Name on Account	Unit Name (Number)	Account Holder
Select 556971*****1234	ADELE LEHMAN	PURCHASING DEPT (02000001)	Adele Lehman
Select 556971*****2345	MILLICENT MCINTOSH	PURCHASING DEPT (02000001)	Millicent McIntosh
Select 556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE (00029525)	Helen G Altschul
Select 556971*****4567	ARTHUR ROSS	BARNARD COLLEGE (00029525)	Arthur Ross
Select 556971*****5678	ELLA WEED	BARNARD COLLEGE (00029525)	Ella Weed

Page: 1
Items 1-5 of 5

*** Required field**

* Selected accounts/units: 3 accounts

Select a saved search:

Format for results:

* Date range: From: To:

Number of results per page:

End of Search for Transactions

Related screens: [Output Log](#)

Selected accounts will appear below the heading "Selected Items." If you chose an account in error, use the red "X" on the appropriate line to remove it from the search. Next, choose appropriate date range: last month, current month, last 10 days or custom. If you are reconciling the prior month's statement, please choose "last month." Click "Run Search." *Before you click "Run Search" you can additionally, choose to save your search by clicking on "Save Search." This will save all the chosen accounts and date range into a recurring search you can name. In subsequent months, you will not have to choose all the accounts, you can simply click on the correct search in the drop-down menu next to "Select a saved search." Please double check the date range before proceeding.*



Welcome to CentreSuite

[HOME](#) [Statements](#) [Accounts](#) [Reports](#) [Expenses](#) [Help](#) [LOG OFF](#)

[Expenses > View Transactions](#)

Search for Transactions

Search for Transactions
Advanced Search

Click here to select accounts or units for your search

Search for: Account Unit Using: Value:

Search Results

Account Number ▲	Name on Account	Unit Name (Number)	Account Holder
Select 556971*****1234	ADELE LEHMAN	PURCHASING DEPT (02000001)	Adele Lehman
Select 556971*****2345	MILLCENT MCINTOSH	PURCHASING DEPT (02000001)	Millicent McIntosh
Select 556971*****3456	HELEN G ALTSCHUL	BARNARD COLLEGE (00029525)	Helen G Altschul
Select 556971*****4567	ARTHUR ROSS	BARNARD COLLEGE (00029525)	Arthur Ross
Select 556971*****5678	ELLA WEED	BARNARD COLLEGE (00029525)	Ella Weed

Page: 1
Items 1-5 of 5

Selected Items

	Include Subunits <input type="checkbox"/>	Remove
<input type="checkbox"/> ADELE LEHMAN (556971*****1234)	<input type="checkbox"/>	X
<input type="checkbox"/> HELEN G ALTSCHUL (556971*****3456)	<input type="checkbox"/>	X
<input type="checkbox"/> ARTHUR ROSS (556971*****4567)	<input type="checkbox"/>	X

*** Required field**

* Selected accounts/units: 3 accounts

Select a saved search: Format for results:

* Date range: From: To:

Number of results per page:

End of Search for Transactions

Related screens: [Output Log](#)

Citizens Bank CentreSuite Website for Multiple Cardholders

You should now be on a page titled “Search Results” displaying all transactions for the requested time period) for the selected accounts.

Citizens Bank Welcome to CentreSuite
Not your typical bank®

HOME Statements Accounts Reports Expenses Help LOG OFF
Expenses > View Transactions

Search Results [Back to Search](#) [Export](#) Format for results: [Go](#)

Date range for results shown: 12/1/2009 - 12/31/2009
With unsplit transactions show: Split Transactions Split Transactions and Split Detail Split Detail
Action: [Undo](#) [Save](#)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Split	Detail	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Description	Account	Program	Object
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/3/2013	5/31/2013	\$295.85	WACKY BUTTONS	ARTHUR ROSS	<input type="text" value="This is a test"/>	10-10-9110	000000	578102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/6/2013	6/5/2013	\$258.00	PAPERCLIP COMMUNICATIO	ARTHUR ROSS	<input type="text" value="This is only a test"/>	10-10-9110	000000	578102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/6/2013	6/5/2013	\$266.74	WALMART.COM	ARTHUR ROSS	<input type="text" value="Had this been an actual reconcil"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/7/2013	6/6/2013	\$78.66	PAYPAL CLASSACTION	ARTHUR ROSS	<input type="text" value="A proper allocation would be req"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/12/2013	6/4/2013	\$165.48	AMERICAN HOTEL REG	ARTHUR ROSS	<input type="text" value="This is a test"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/13/2013	6/13/2013	\$233.15	CDW GOVERNMENT	ARTHUR ROSS	<input type="text" value="This is only a test"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/21/2013	6/19/2013	\$35.21	DOMINO'S 3684	ARTHUR ROSS	<input type="text" value="Had this been an actual reconcil"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/21/2013	6/20/2013	\$83.10	SUBSCONSCIOUS 165	ARTHUR ROSS	<input type="text" value="A proper allocation would be req"/>	10-10-9110	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/3/2013	5/31/2013	\$40.00	CREATESEND/COM	ARTHUR ROSS	<input type="text" value="This is a test"/>	10-04-4012	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/3/2013	5/31/2013	\$60.94	Amazon.com	ARTHUR ROSS	<input type="text" value="This is only a test"/>	10-04-4012	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/3/2013	6/1/2013	\$273.93	AMAZON MKTPLACE PMTS	ARTHUR ROSS	<input type="text" value="Had this been an actual reconcil"/>	10-04-4012	000000	580102
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6/3/2013	6/3/2013	\$1.12	FOREIGN EXCHANGE FEE	ARTHUR ROSS	<input type="text" value="A proper allocation would be req"/>	10-04-4012	000000	580102

End of Transactions [Related screens: Output Log](#)

Review all transactions and enter the appropriate account number, program, object code and description. The Account, Program and Object fields should already be defaulted to commonly used codes. If any field displays invalid or incorrect information, click into the appropriate field and correct the entry. As you enter information, the background of the boxes/fields should change from white to yellow.

- Enter Account in the format: 00-00-0000
- Enter Program in the format: 000000
- Enter Object Code in the format: 000000
- Enter full item descriptions/business purpose in the boxes under Description. Remember to list a sufficient level of detail such activity/meal participants, reasons for travel, items purchased, book titles, etc.
- Scroll down within the inner frame to ensure you are seeing all information. You may have more than one page of transactions. Each page will display up to 20 transactions, unless you had chosen on the prior page to display 50 or 100 transactions per page.
- Do not navigate away from this page without clicking the Save button towards the top of the page in the Action bar - even if you are just detailing into a transaction or moving to your next page of transactions, as each page must be saved independently.

If you receive the an error message similar to the one below after clicking save, please click OK and review the fields now highlighted in Orange to ensure you've included dashes when necessary and the fields contain the correct number of digits (Account: 8 plus 2 dashes; Program: 6; Object: 6). Correct fields and click Save. If you are leaving fields blank to complete at a later date, you may navigate away from the page without correcting the orange highlighted fields.

The following validation error(s) occurred:

- **View Transactions:**
 - One or more allocation code(s) failed to meet the restriction mask.
 - One or more allocation code(s) are required.

To view further information regarding a change, click on the magnifying glass icon under “**Detail**” on the correct line item. Once you have accessed the Transaction Detail page, click on the -/+ sign on any row to view more information in that category.

Welcome to CentreSuite

[HOME](#) [Statements](#) [Accounts](#) [Reports](#) [Expenses](#) [Help](#) [LOG OFF](#)

Expenses > [View Transactions](#)

Transaction Detail i

MANHATTAN MINI INT#406 348.00 1/5/2010 ADELE LEHMAN 556971*****1234 Go to section:

+ **Transaction Allocation and Expense Type** i

- **Transaction Information** i [More](#)

Merchant:	MANHATTAN MINI INT#406
Amount:	348.00
Sales Tax:	0.00
Posted:	1/5/2010
Occurred:	1/4/2010
Merchant Reference #:	55499670005200475700012
MCC:	4225
Purchase ID:	

+ **Merchant Information** i

+ **Account Information** i

+ **Transaction Status** i

+ **Purchase** i

To **split** cost of a transaction between 2 or more account numbers or objects codes, click on the green circle in the “Split” column on the correct line item.

Citizens Bank Welcome to CentreSuite
Not your typical bank®

HOME Statements Accounts Reports Expenses Help LOG OFF
Expenses > View Transactions

Split Transaction

Date posted: 1/5/2010 Date occurred: 1/4/2010 Billing amount: \$348.00 Merchant name: MANHATTAN MINI INT#406

Method: Split by amount Split by percent
Number of splits: 3 Add splits:

Split Detail **Running total: \$348.00** **Balance remaining: \$0.00**

Remove	Description	Personal	Disputed	Mapped	Split Percent	Split Amount	Account	Program	Object
<input type="checkbox"/>	small off-campus storage room	<input type="checkbox"/>	<input type="checkbox"/>	No	57.47 %	200	10-10-9110	000000	578102
<input type="checkbox"/>	small off-campus storage room	<input type="checkbox"/>	<input type="checkbox"/>	No	21.26 %	74	10-10-9110	000000	578102
<input type="checkbox"/>	small off-campus storage room	<input type="checkbox"/>	<input type="checkbox"/>	No	21.26 %	74	10-10-9110	000000	580102

End of Split Transaction

Enter the “number of splits” you require and click “go.” The screen will refresh and display the requested number of split fields. Enter the any additional description, desired split amount, department account and/or object code. When finished, click “Save and Return” to go back to your search results. Click “cancel” if you no longer want to perform the split. If you decide later (before reconciliation due date) that you no longer want to perform the split, use the “Unsplit and Return” button to undo.

After you return to your search results, any transactions that are now split will appear differently than standard transactions.

Icon	Split	Date	Amount	Description	Cardholder	Account	Program	Object	Notes
	<input type="checkbox"/>	12/1/2009	\$46.65	TRISTATE TELECOM	ADELE LEHMAN	10-10-9110	000000	578102	Circuit board for automatic dog
	<input type="checkbox"/>	12/2/2009	\$348.00	MANHATTAN MINI INT#406	ARTHUR ROSS	10-10-9110			
	<input type="checkbox"/>	12/2/2009	\$454.00	MANHATTAN MINI INT#406	ADELE LEHMAN	10-10-9110	000000	578102	large off-campus storage room

When you are done entering all information, click “Save.” You can change information until the due date each month (5th business day of the month). If you find you need to correct information after the due date, please contact the Purchasing Department. Please remember that if you have a high number of transaction (more than 20), you may have more than one page of transactions. Ensure that you enter information on each page and save for proper billing.

CREATING A TRANSACTION LOG

NAVIGATE TO: REPORTS

→ Standard Report → Transaction Report

After you have completed entering information for the month’s transactions, use the Transaction Report to properly download an excel or pdf file of your reconciliation. On the Transaction Report page, enter the desired date range (usually “last month”). Under Accounts and Units, your card may already be selected. If you card is not already selected, please fill in the following criteria:

- Select by: Account
- Search by: Name on Account
- Search value: (blank) or enter your name as it appears on the card
- Click Search


Welcome to CentreSuite
Not your typical bank®

HOME Statements Accounts Reports Expenses Administration Help LOG OFF

Reports > Transaction Report

1710 Transaction Report Run Schedule Save Cancel

*** Required**

Complete required criteria

Date

*Date range: From: To: i

Accounts and units

Select by: Unit Account i

Search by: Search value: Search Clear

To retrieve all, leave blank and click Go

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

Citizens Bank CentreSuite Website for Multiple Cardholders

Choose the correct card by clicking on the Credit Card icon to the left of the name. The card will now be listed under Selected Items. Next choose the desired output format.



Welcome to CentreSuite

HOME
Statements
Accounts
Reports
Expenses
Administration
Help
LOG OFF

Reports > Transaction Report

1710 Transaction Report (i)

Run
Schedule
Save
Cancel

*** Required**

Complete required criteria

Date

*Date range: From: To: (i)

Accounts and units

Select by: Unit Account (i)

Search by: Search value: Search Clear

To retrieve all, leave blank and click Go

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

<input type="checkbox"/> Inactive	Account Number ▲	Name On Account	Unit Name (Number)	Account Holder
<input type="checkbox"/>	556971***	ANNIE AVERSA	BARNARD COLLEGE (00029525)	
<input type="checkbox"/>	556971**	ANN AVERSA	BARNARD COLLEGE (00029525)	ANNIE AVERSA

Page: 1
Items 1-2 of 2

Remove All

Selected items

ANN AVERSA (556971****)

Page: 1
Items 1-1 of 1

Include subunits

Remove

✗

Select output format

Output format: (i)

Select format options

* Detail level: Transaction Summary (i)

Display transaction notes: Yes No (i)

Display line item detail: Yes No (i)

File Destination Options

Output log (i)

Personal
 Corporate

End of Page

Run
Schedule
Save
Cancel

You may choose to **Run** your report or **Schedule** a report.

If you **Run** your report, please click the Run button. A dialogue box will appear that says, “Your report *“UserNameBC1_Transaction Report”* is being processed and can be downloaded from the Output Log when completed.” Please click ok.

You can now log out and await an email from CentreSuite when your report is ready to view; Or you may wait for your report to be generated by navigating to Reports → View Output Log and click “Refresh Status” to retrieve your file.

If you choose to **Schedule** a report, the transaction report will run automatically for you on a scheduled day. Please click Schedule to go to the page, Schedule Transaction Report.

Under Step 6: Name and schedule a task, please give your task a name (such as Monthly Report). Next choose the frequency. We suggest choosing a date monthly that is generally after the 5th business day of the month. Next choose the desired output format. This will override your selection on the previous page. Under Step 8: Select notification option, ensure that Yes is selected so that you receive an email notice monthly when the report is ready. Click Next to proceed.

Citizens Bank Welcome to CentreSuite
Not your typical bank.®

HOME Statements Accounts Reports Expenses Administration Help LOG OFF

Reports > Schedule New Task

Schedule Transaction Report Next Cancel

* Required

Step 6: Name and schedule task

* Task name:

Frequency: Daily
 Weekly Sunday Monday Tuesday Wednesday Thursday Friday Saturday
 Monthly Select day of month:
 Cycle Cycle name: Delay: days

Step 7: Select output format

* Output format:

Step 8: Select notification option

Email me when the report is ready: Yes No ?

End of Page Next Cancel

On the next page, Schedule Monthly Report, you will be able to review the criteria for your scheduled report. If all is correct, please click Finish.

You will receive an email on the schedule day regardless of your activity. The report can be retrieved from your Output Log at your convenience. Please note the report will remain in the log until you delete it.

If your card number changes or you need to change the criteria for your scheduled report, please navigate to Reports → Scheduler to update your reports.

OUTPUT LOG

When your report is ready, click on the “Download file” icon and to open or save your report.

Citizens Bank Welcome to CentreSuite
Not your typical bank®

HOME Statements Accounts Reports Expenses Help LOG OFF

Reports > Output Log

Output Log ⓘ Refresh Status Delete

Delays may occur when processing volume is high.

Show: All Events

<input type="checkbox"/>	Name	Download file	Unmap	Status	Type	Date Range	Run Date	Size	Last Download
<input type="checkbox"/>	MMcIntoshBC1_Transaction Report			Ready	Report: Transaction	1/1/2010 - 1/31/2010	2/9/2010 2:52 PM	3K	

Page: 1
Items 1-1 of 1

End of Output Log Refresh Status Delete

Related screens: Scheduler Standard Reports

Additional Notes

- Make sure you use the site's "back" buttons and not the browser's "back" button.
- **Log off the CentreSuite site. Do not just close your browser window. This will not log you off the site and if you try to access the site from another computer, you may be locked out.**
- If you are logging in for the first time at a new computer you will be prompted after entering your password to answer one or more of your security questions.
- If you can not retrieve your password, forget your login or get locked out, please contact the Purchasing department. We can unlock accounts and reset passwords/security questions.
- CentreSuite will occasionally prompt you to change your password. Your new password can not be similar to the previous password (i.e., you can not use the same password twice in a row).
- You will get timed out of CentreSuite after approximately 15 minutes of inactivity.