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

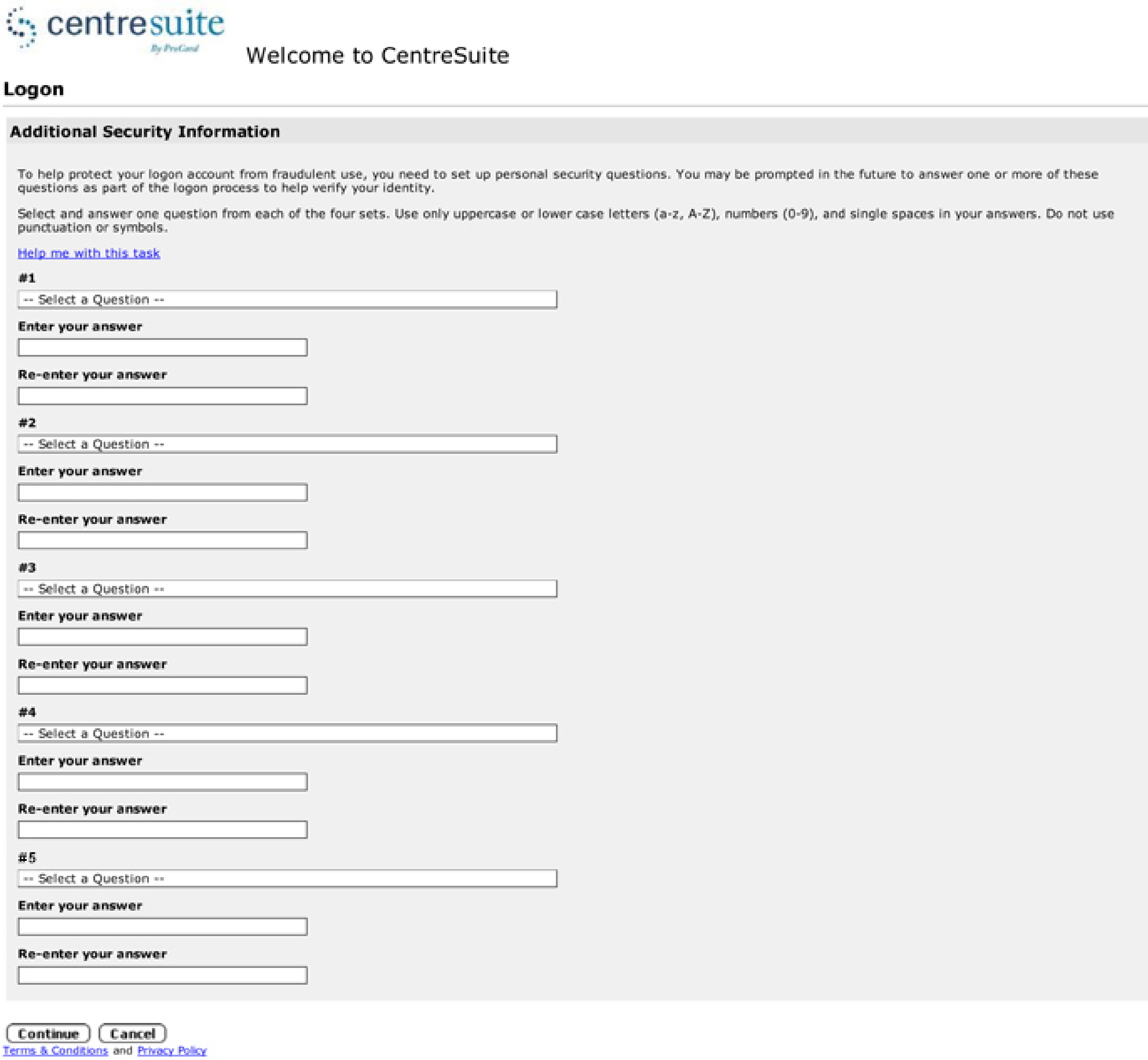
LOGON

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.

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.

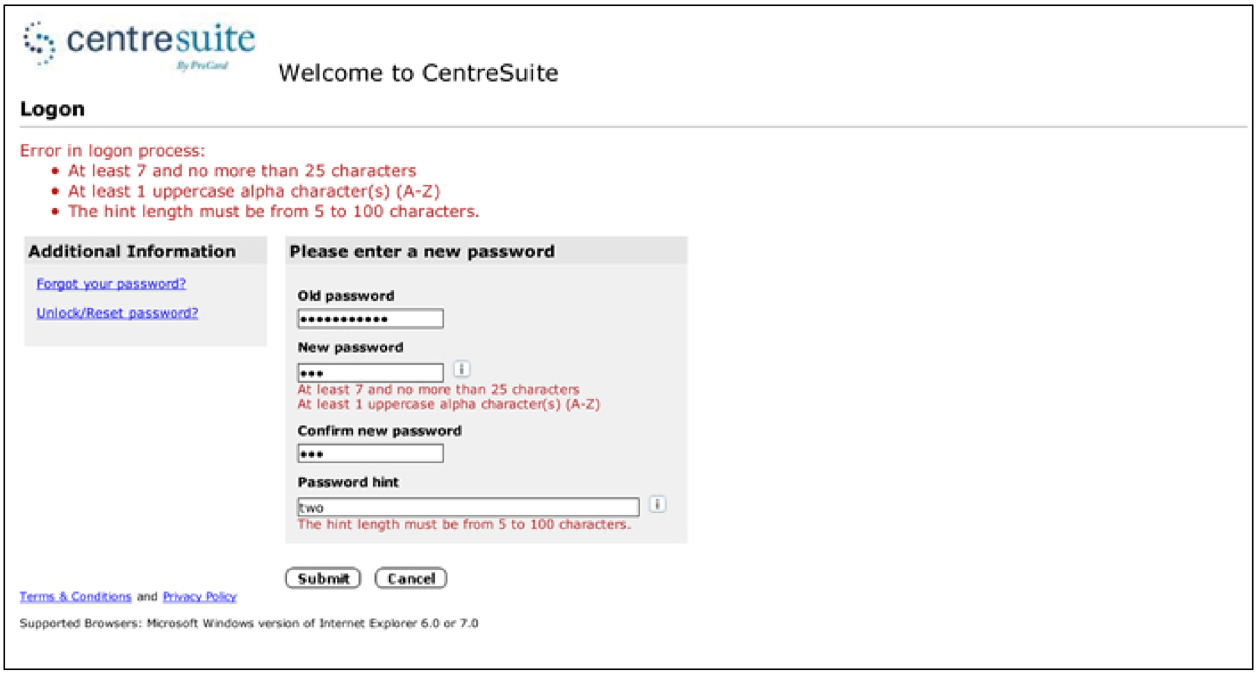


Please click “Continue” to proceed.

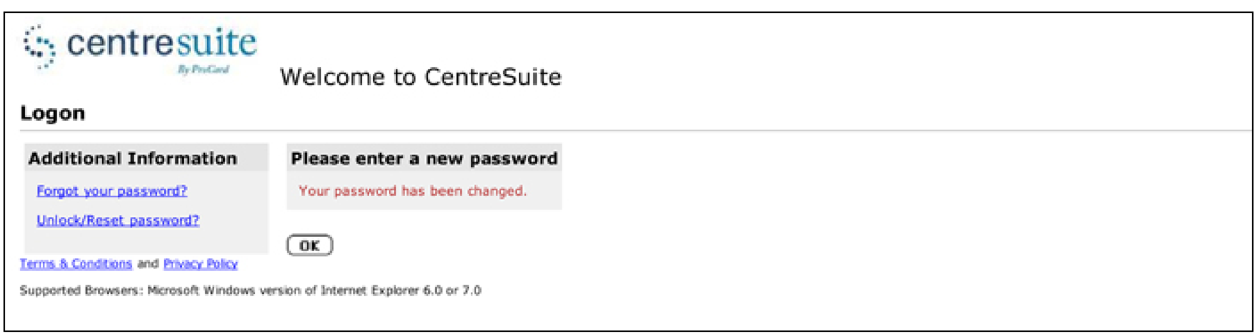
Next you will be prompted to review the Terms and Conditions. You may print the document or review it more fully at a later time on the Purchasing website. Click “I Agree” to continue.

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.



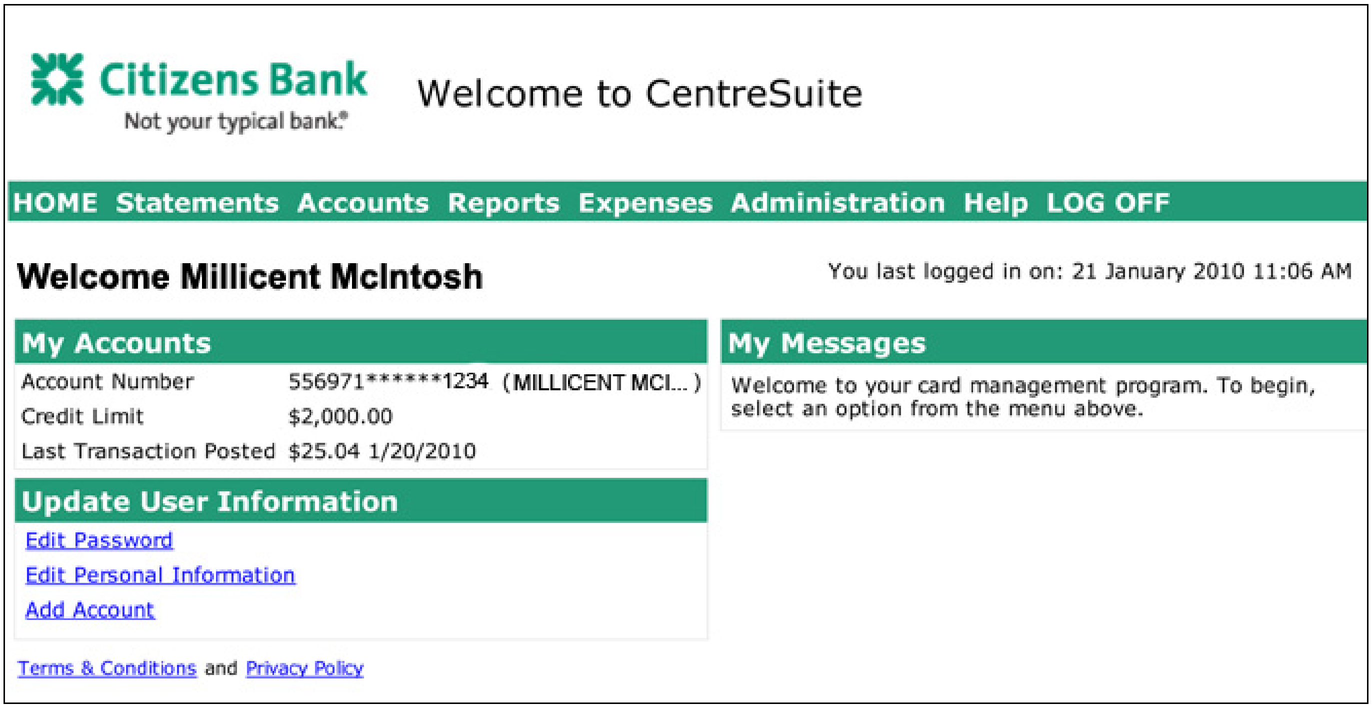
Click on "submit" to proceed.



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

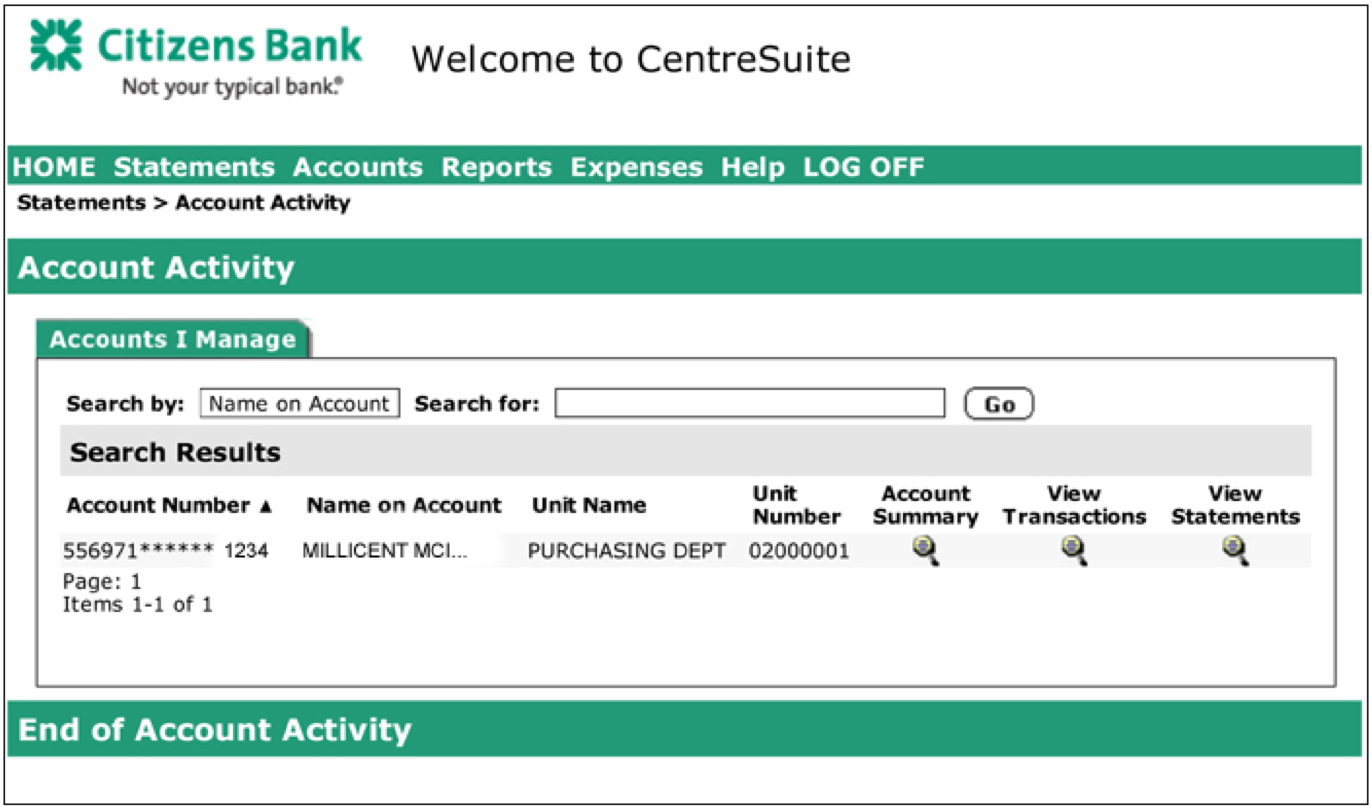
HOME PAGE

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.



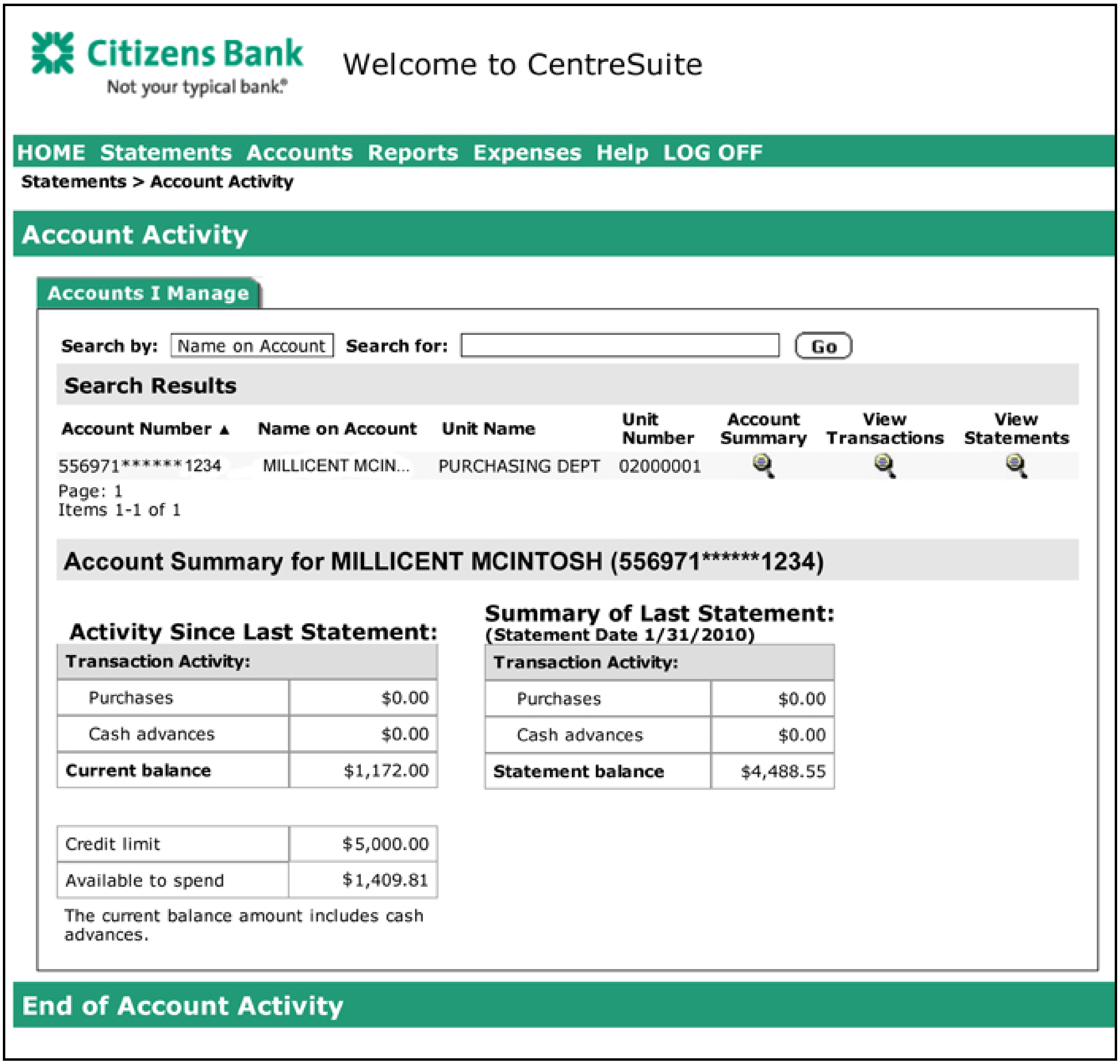
NAVIGATE TO: STATEMENTS
→ Review Account Activity

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.

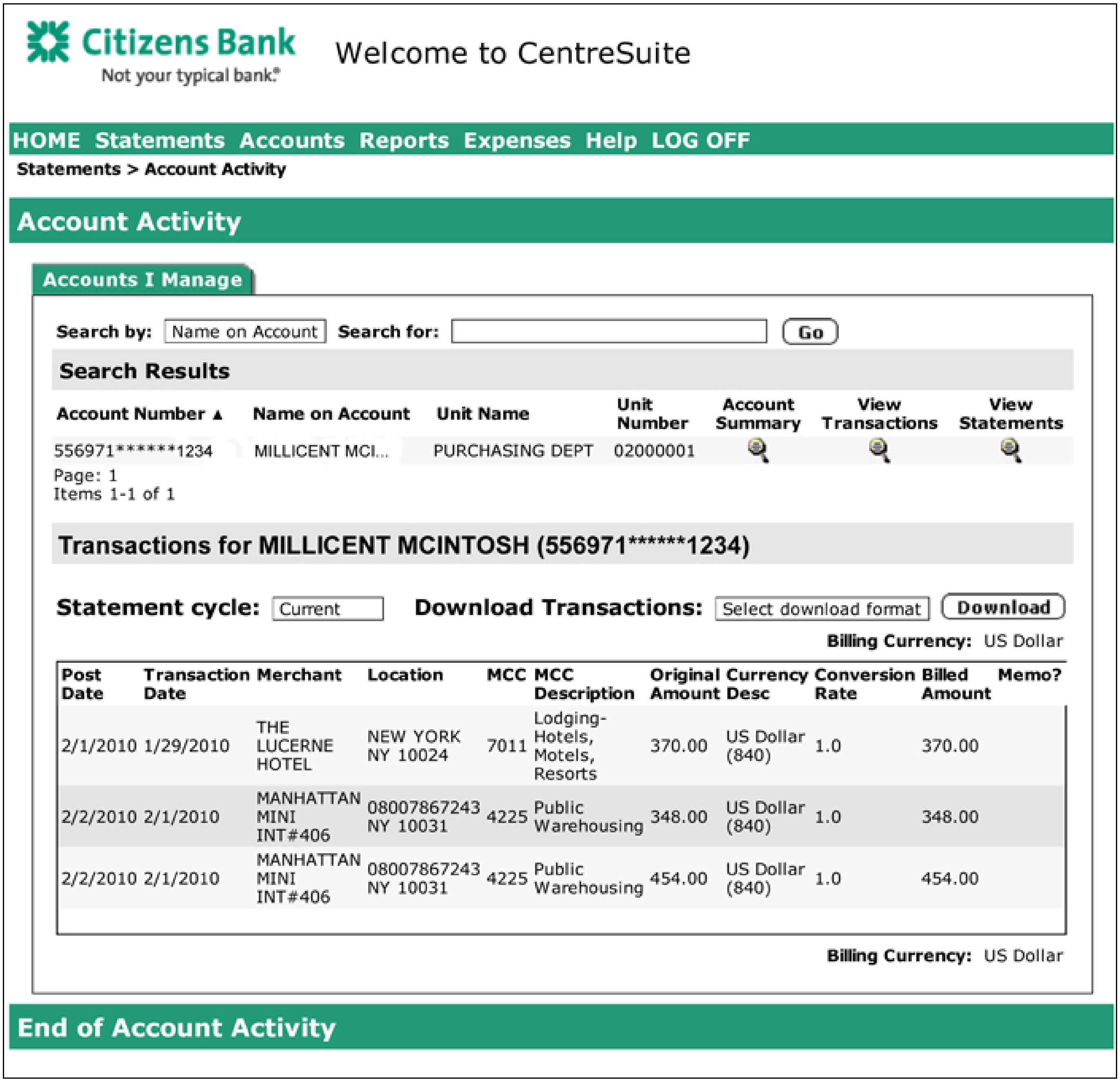


Click on the magnifying glass icon under **Account Summary** to view activity since the last statement including current balance, available balance and credit limit, as well as a summary of your last active statement.

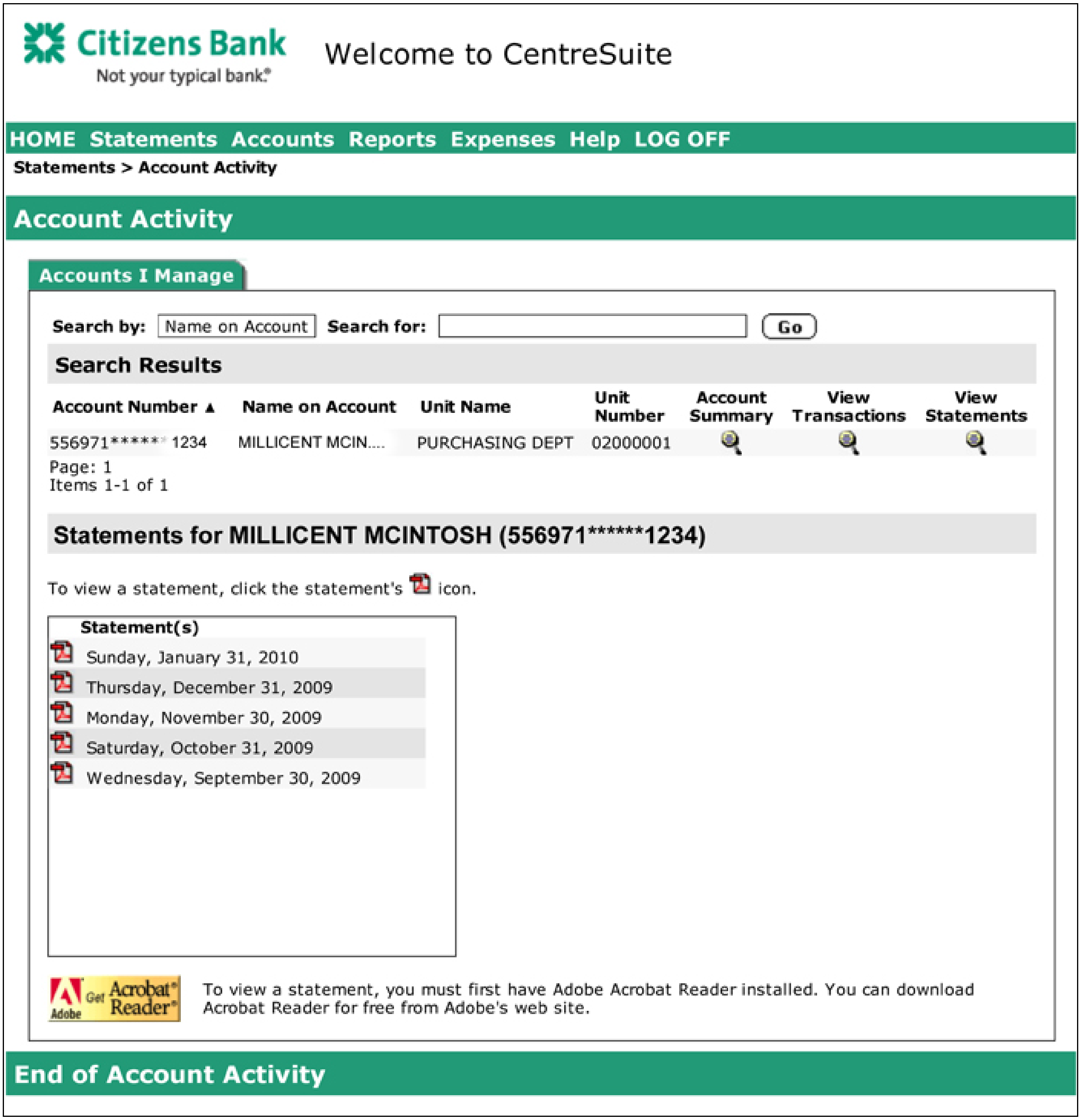
If your Current Balance and Available To Spend amounts do not equal your credit limit, then you likely have a pending transaction that has not yet posted to your account, however your Available To Spend should be an accurate accounting of available funds for the current billing cycle.



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.



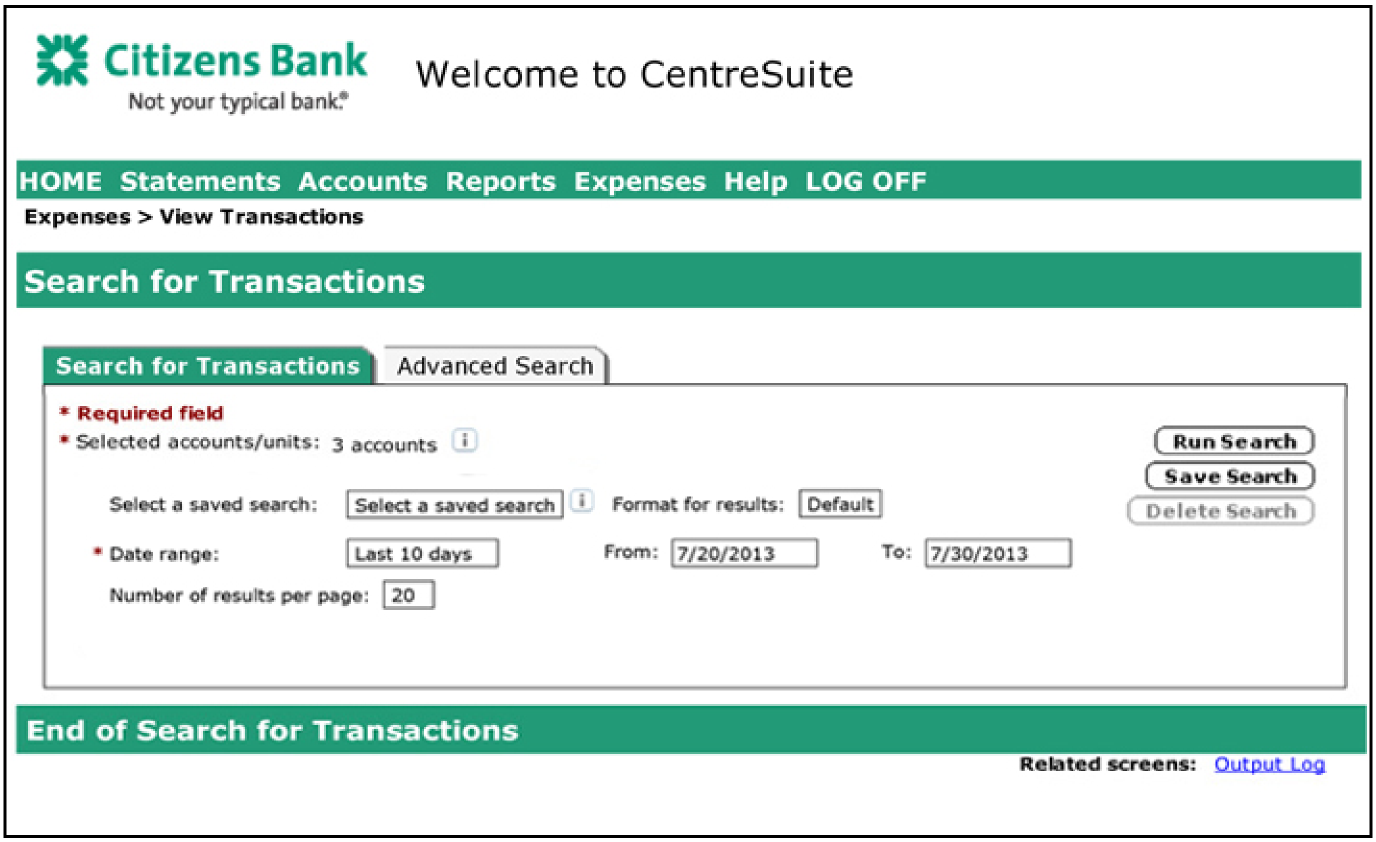
Click on the magnifying glass icon under **View Statements** to view or download pdfs of your monthly statement. Click on the pdf icon next to the appropriate month to access the statement. You can access up to six (6) months of past statements.



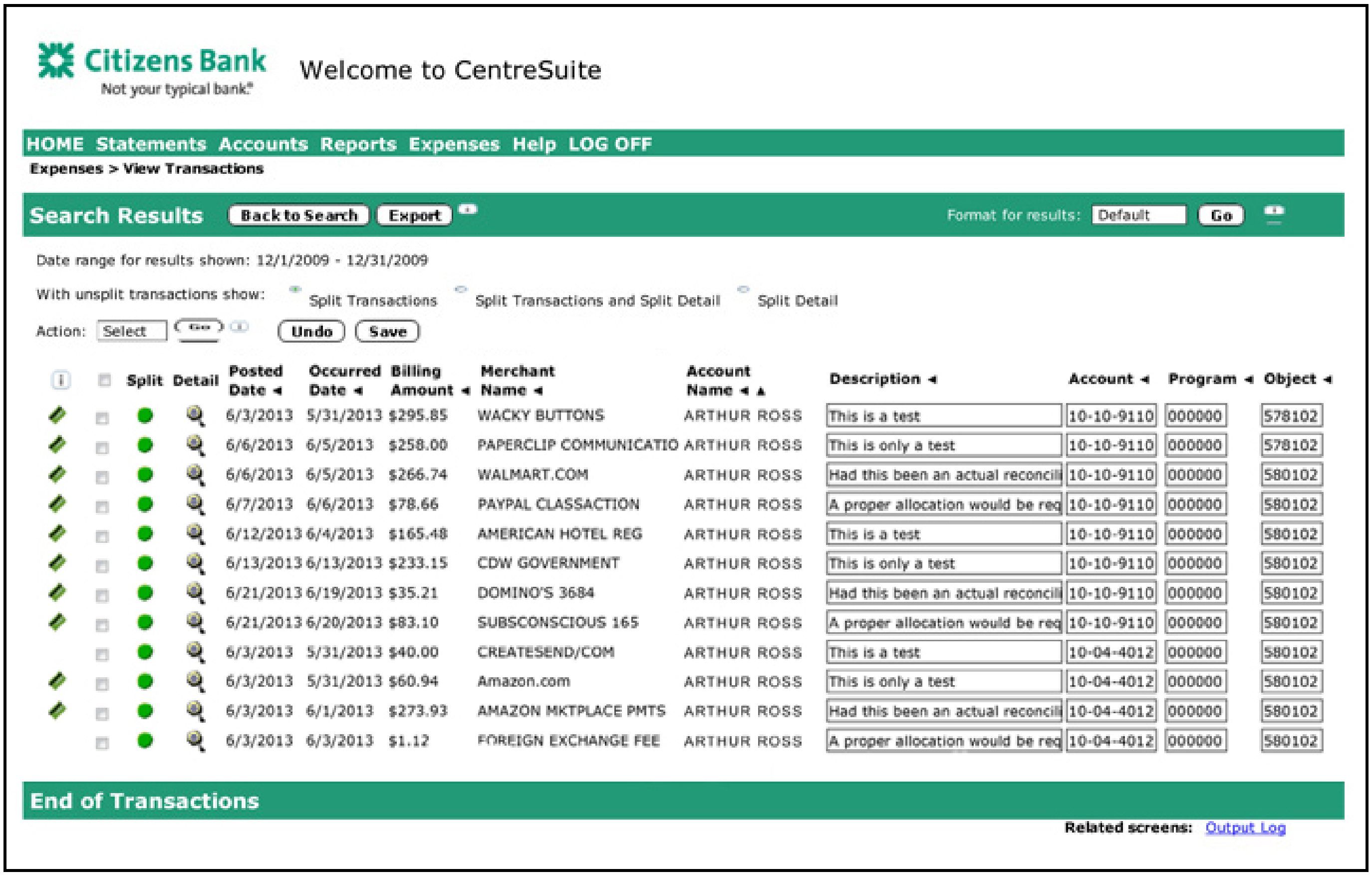
RECONCILING MONTHLY STATEMENT

NAVIGATE TO: EXPENSES
→ View Transactions

From this page, you will begin the reconciliation process. Under the "Search for Transactions" tab, please 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" to proceed.



You should now be on a page titled "Search Results" displaying all transactions for the requested time period.

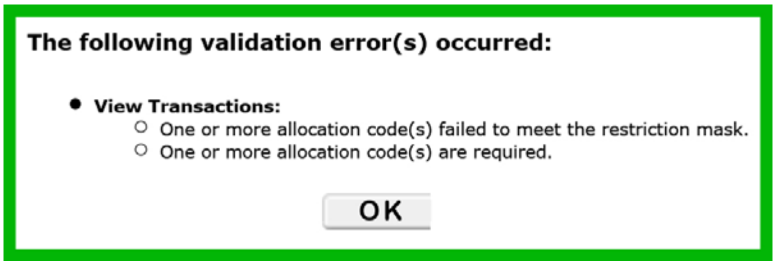


Review all transactions and enter the appropriate account number, program, object code and description. The Account, Program and Object fields should already be defaulted to commonly used codes. If any field displays invalid or incorrect information, click into the appropriate field and correct the entry.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

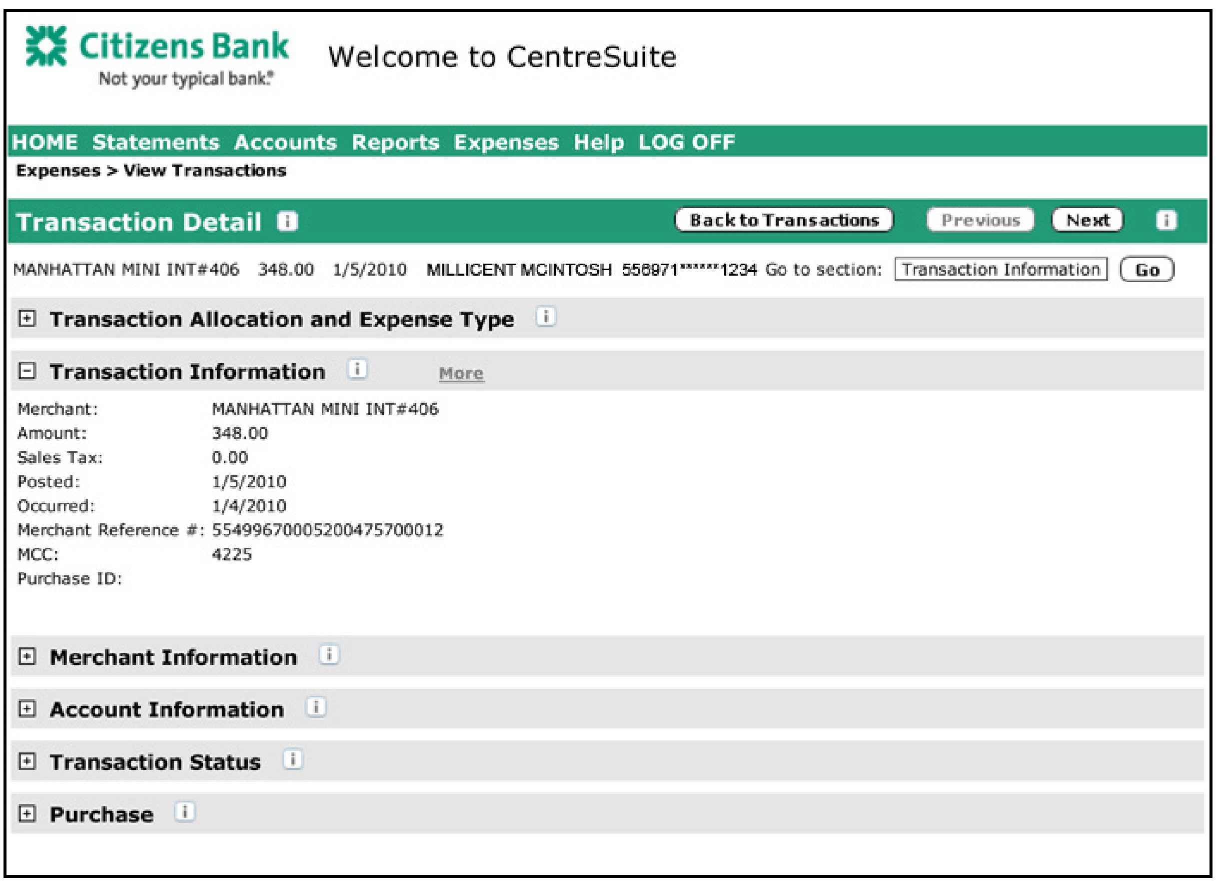
- Enter Account in the format: 00-00-0000
- Enter Program in the format: 000000
- Enter Object Code in the format: 000000
- Enter full item descriptions/business purpose in the boxes under Description. Remember to list a sufficient level of detail such activity/meal participants, reasons for travel, 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.

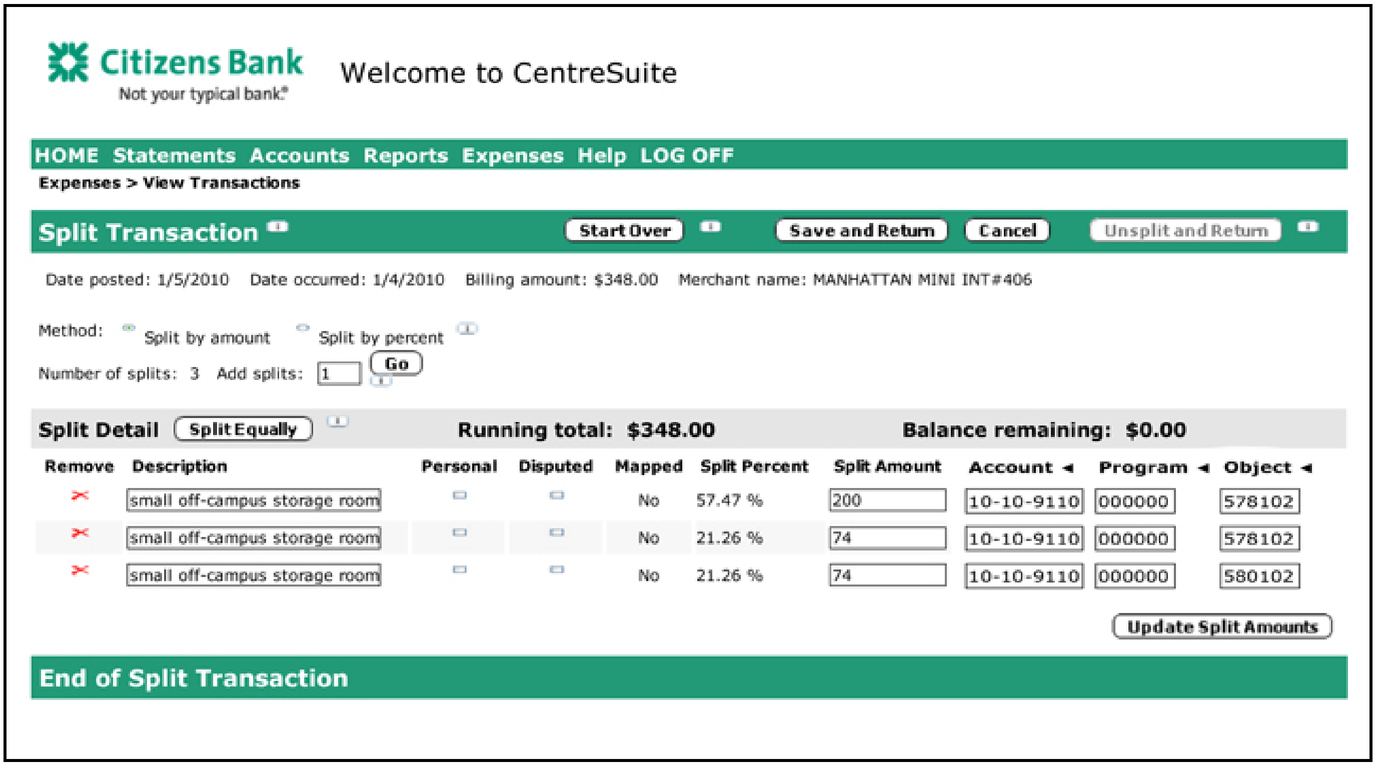
If you receive the an error message similar to the one below after clicking save, please click OK and review the fields now highlighted in Orange to ensure you've included dashes when necessary and the fields contain the correct number of digits (Account: 8 plus 2 dashes; Program: 6; Object: 6). Correct 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.



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.

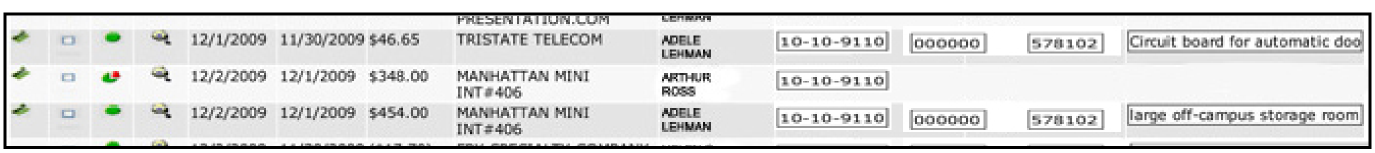


To **split** cost of a transaction between 2 or more account numbers or objects codes, click on the green circle in the "Split" column on the correct line item.



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, account, program 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.



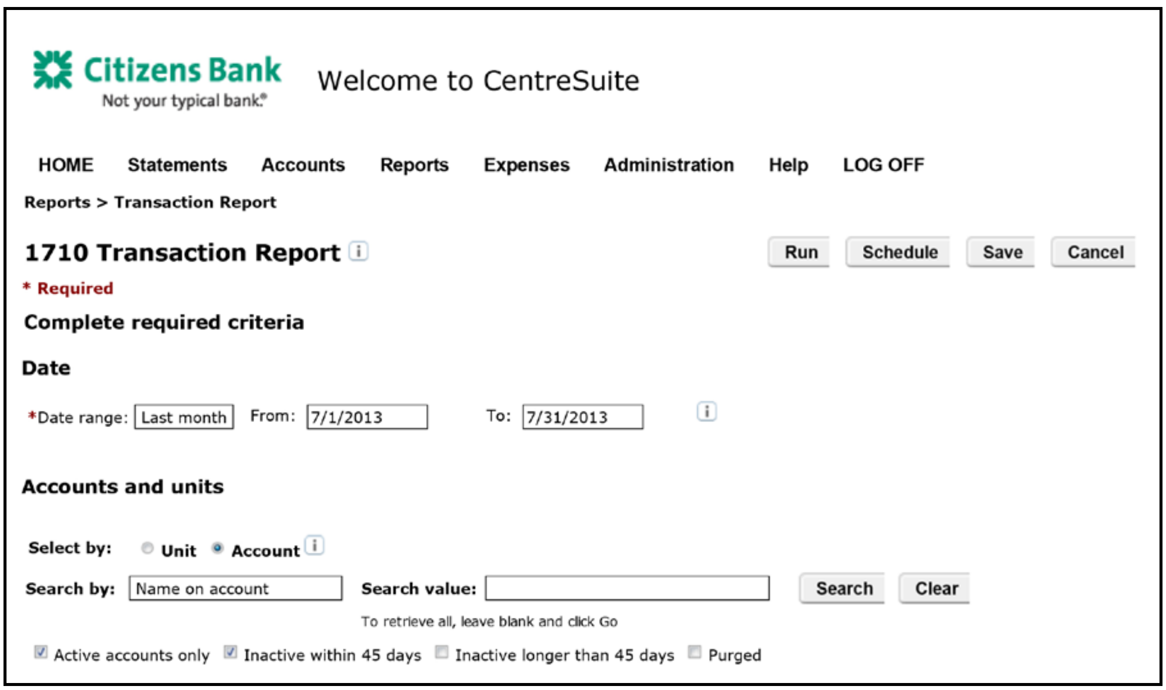
When you are done entering all information, click "Save." You can change information until the due date each month (5th business day of the month). If you find you need to correct information after the due date, please contact the Purchasing Department. Please remember that if you have a high number 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

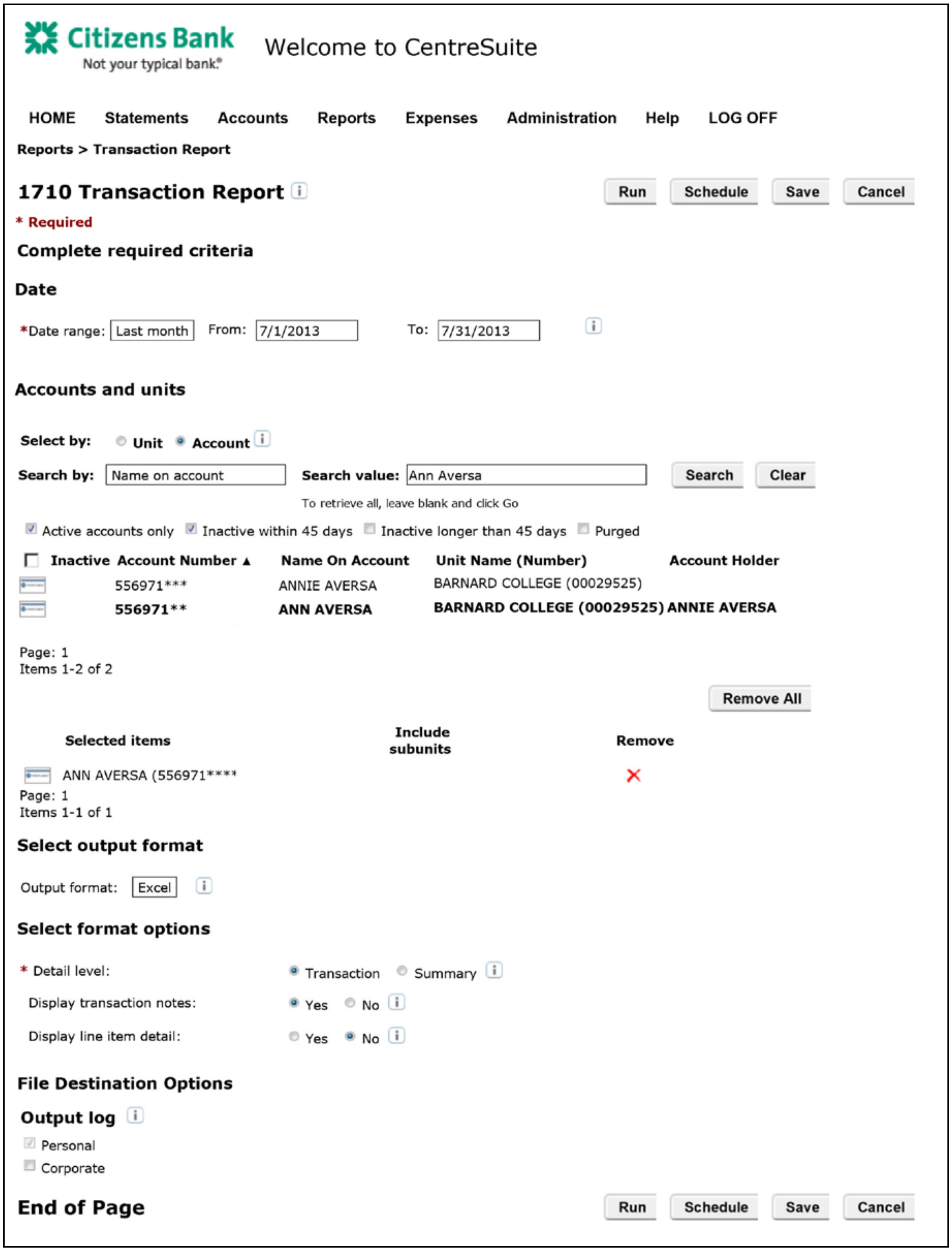
NAVIGATE TO: REPORTS
→ Standard Report → Transaction Report

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



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.



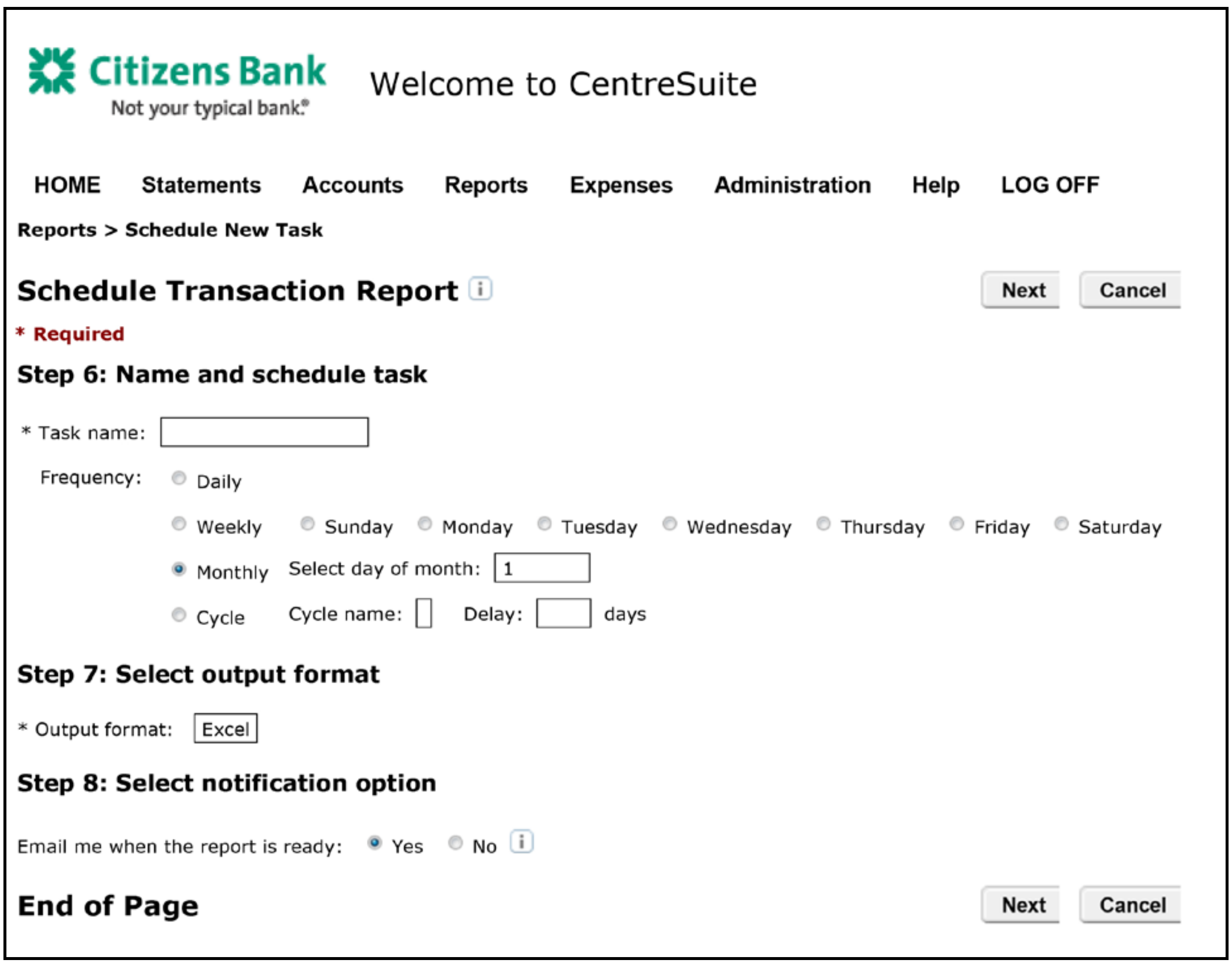
You may choose to **Run** your report or **Schedule** a report.

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.



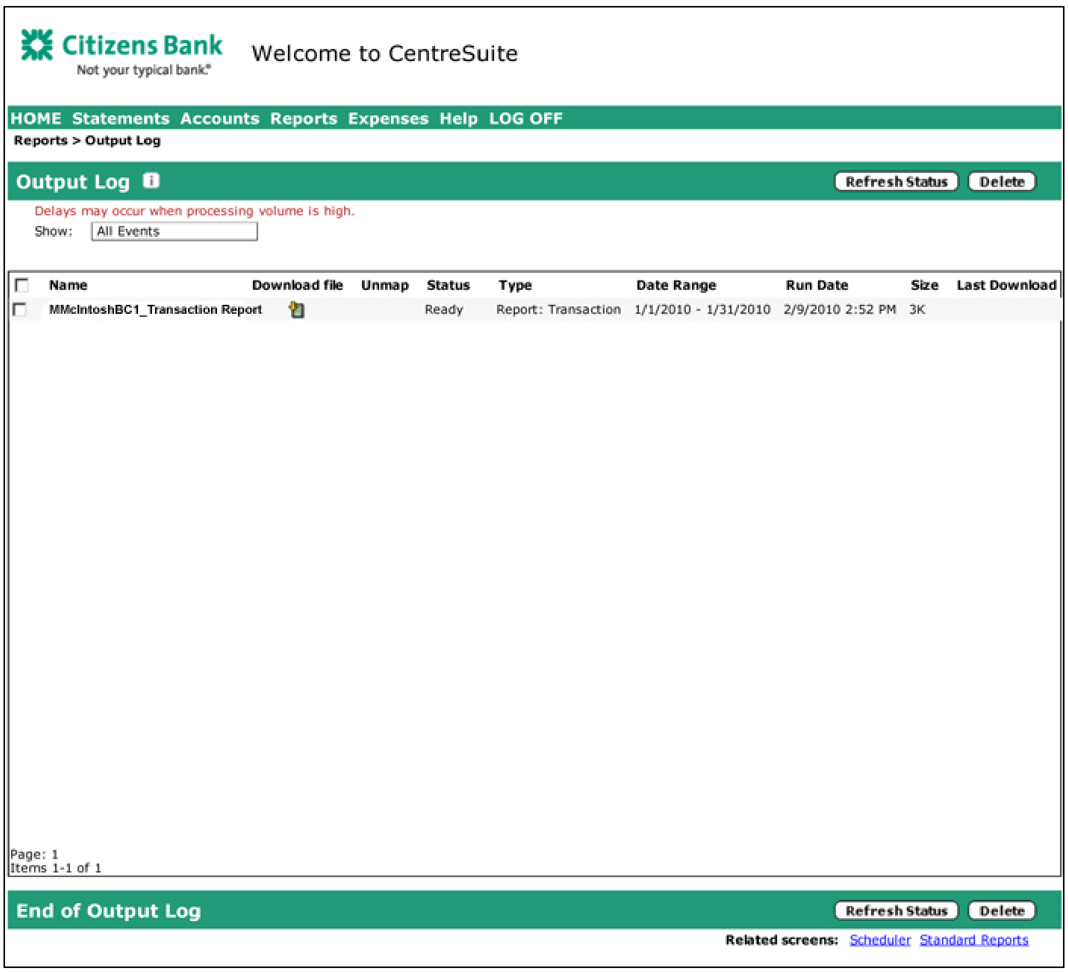
On the next page, Schedule Monthly Report, you will be able to review the criteria for your scheduled report. If all is correct, please click Finish.

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.



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 retreieve 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.