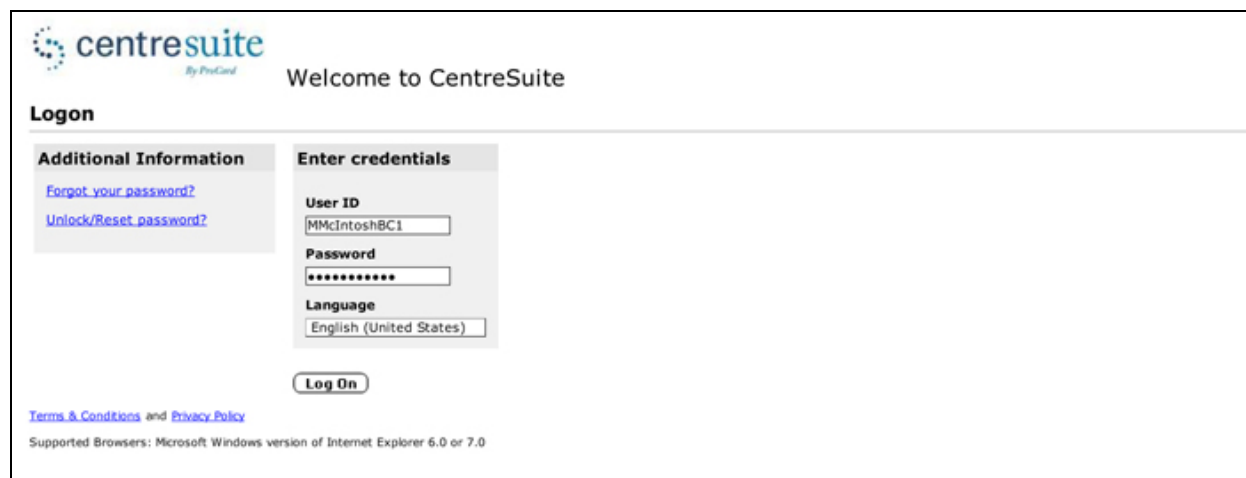


Citizens Bank CentreSuite Website for Single Cardholders

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.



The screenshot shows the CentreSuite login interface. At the top left is the CentreSuite logo with the tagline "By PreCard". To the right of the logo is the text "Welcome to CentreSuite". Below this is a "Logon" section. On the left side of the logon section is a box titled "Additional Information" containing two links: "Forgot your password?" and "Unlock/Reset password?". On the right side is a box titled "Enter credentials" containing three input fields: "User ID" (with the text "MMcIntoshBC1" entered), "Password" (with masked characters "*****" entered), and "Language" (with "English (United States)" selected). Below these fields is a "Log On" button. At the bottom left of the page are links for "Terms & Conditions" and "Privacy Policy". At the bottom center is a note: "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.

Citizens Bank CentreSuite Website for Single Cardholders

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

-- Select a Question --

Enter your answer

Re-enter your answer

#2

-- Select a Question --

Enter your answer

Re-enter your answer

#3

-- Select a Question --

Enter your answer

Re-enter your answer

#4

-- Select a Question --

Enter your answer

Re-enter your answer

#5

-- Select a Question --

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.

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 with the "Logon" section. A message indicates an "Error in logon process" with the following requirements:

- At least 7 and no more than 25 characters
- At least 1 uppercase alpha character(s) (A-Z)
- 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. 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 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 with the "Logon" section. A message indicates "Your password has been changed." Below the message is an "OK" button. The "Additional Information" section and the "Please enter a new password" form are still visible, but the form fields are empty. The "Terms & Conditions" and "Privacy Policy" links, and the supported browsers note, are also present.

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.


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Welcome to CentreSuite

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

Welcome Millicent McIntosh

You last logged in on: 21 January 2010 11:06 AM

My Accounts

Account Number	556971*****1234 (MILLICENT MCI...)
Credit Limit	\$2,000.00
Last Transaction Posted	\$25.04 1/20/2010

My Messages

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

Update User Information


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

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

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.


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Welcome to CentreSuite

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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	MILLCENT MCI...	PURCHASING DEPT	02000001			


Page: 1
 Items 1-1 of 1

End of Account Activity

Citizens Bank CentreSuite Website for Single Cardholders

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.

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Welcome to CentreSuite

HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity




Account Activity

Accounts I Manage

Search by: Search for:

Go

Search Results

Account Number ▲	Name on Account	Unit Name	Unit Number	Account Summary	View Transactions	View Statements
556971*****1234	MILLICENT MCIN...	PURCHASING DEPT	02000001			

Page: 1
Items 1-1 of 1

Account Summary for MILLICENT MCINTOSH (556971*****1234)

Activity Since Last Statement:

Transaction Activity:	
Purchases	\$0.00
Cash advances	\$0.00
Current balance	\$1,172.00

Summary of Last Statement:
(Statement Date 1/31/2010)


Transaction Activity:	
Purchases	\$0.00
Cash advances	\$0.00
Statement balance	\$4,488.55

Credit limit	\$5,000.00
Available to spend	\$1,409.81

The current balance amount includes cash advances.

End of Account Activity

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

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[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	MILLICENT MCI...	PURCHASING DEPT	02000001			

Page: 1
Items 1-1 of 1

Transactions for MILLICENT MCINTOSH (556971*****1234)

Statement cycle:
Download Transactions:


Billing Currency: US Dollar

Post Date	Transaction Date	Merchant	Location	MCC	MCC Description	Original Amount	Currency Desc	Conversion Rate	Billed Amount	Memo?
2/1/2010	1/29/2010	THE LUCERNE HOTEL	NEW YORK NY 10024	7011	Lodging-Hotels, Motels, Resorts	370.00	US Dollar (840)	1.0	370.00	
2/2/2010	2/1/2010	MANHATTAN MINI INT#406	08007867243 NY 10031	4225	Public Warehousing	348.00	US Dollar (840)	1.0	348.00	
2/2/2010	2/1/2010	MANHATTAN MINI INT#406	08007867243 NY 10031	4225	Public Warehousing	454.00	US Dollar (840)	1.0	454.00	

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.


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[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	MILLICENT MCIN....	PURCHASING DEPT	02000001			


Page: 1
 Items 1-1 of 1

Statements for MILLICENT MCINTOSH (556971*****1234)

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

Statement(s)

- Sunday, January 31, 2010
- 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 Adobe 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, 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.

The screenshot shows the Citizens Bank CentreSuite website interface. At the top, the Citizens Bank logo is on the left, and the text 'Welcome to CentreSuite' is on the right. Below the logo is the tagline 'Not your typical bank®'. A green navigation bar contains the links: HOME, Statements, Accounts, Reports, Expenses, Help, and LOG OFF. Below this bar, the breadcrumb 'Expenses > View Transactions' is displayed. A large green header bar reads 'Search for Transactions'. Below this, there are two tabs: 'Search for Transactions' (active) and 'Advanced Search'. The main search area contains several fields and buttons. On the left, there is a red asterisk indicating a required field, followed by 'Selected accounts/units: 3 accounts' with an information icon. Below this is a 'Select a saved search:' dropdown menu with 'Select a saved search' as the current selection and an information icon. To the right of this is a 'Format for results:' dropdown menu with 'Default' as the current selection. On the far right of the search area are three buttons: 'Run Search', 'Save Search', and 'Delete Search'. Below the 'Selected accounts/units' field is a 'Date range:' dropdown menu with 'Last 10 days' as the current selection. To the right of this are two date input fields: 'From: 7/20/2013' and 'To: 7/30/2013'. At the bottom left of the search area is a 'Number of results per page:' dropdown menu with '20' as the current selection. A green footer bar reads 'End of Search for Transactions'. On the right side of this bar, there is a link: 'Related screens: [Output Log](#)'.

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

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

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

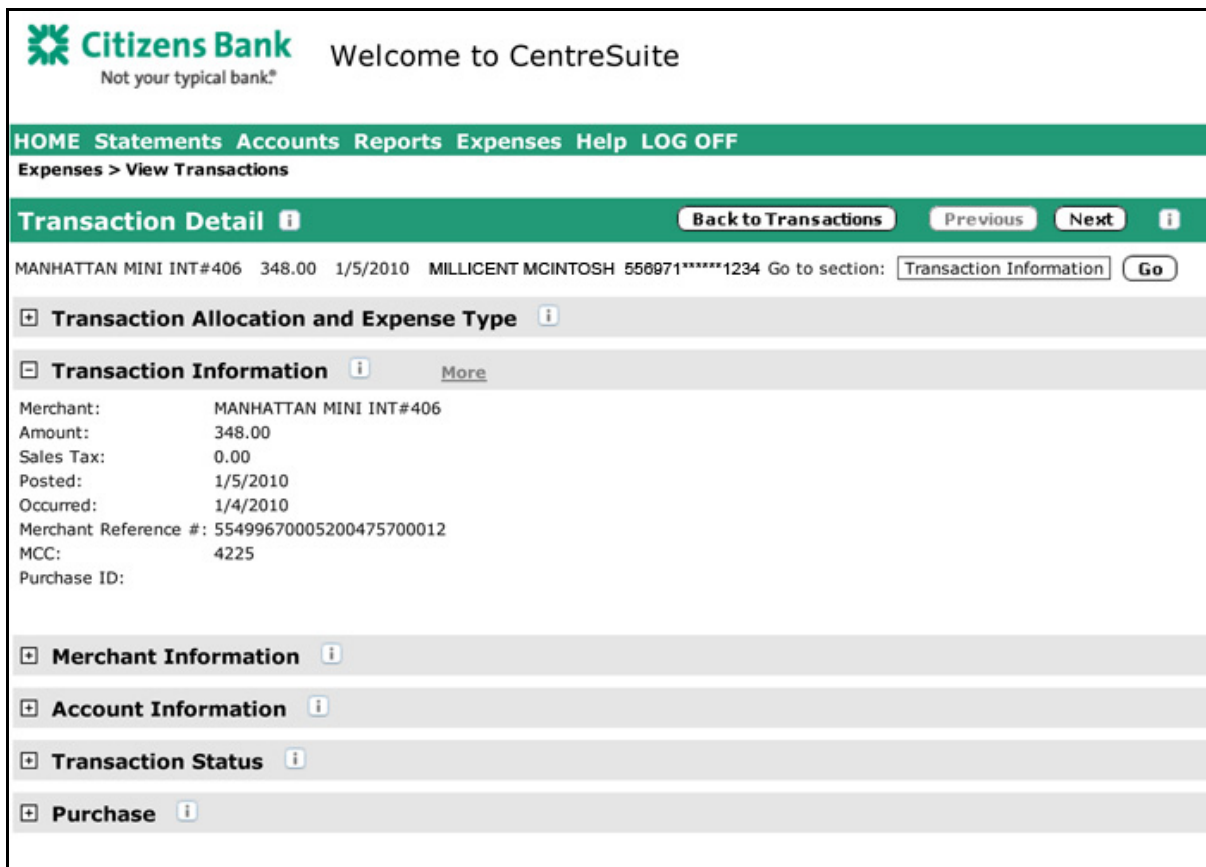
Citizens Bank CentreSuite Website for Single Cardholders

- 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.

A screenshot of the Citizens Bank CentreSuite website showing the Transaction Detail page. The header includes the Citizens Bank logo and the text "Welcome to CentreSuite". A navigation bar contains links: HOME, Statements, Accounts, Reports, Expenses, Help, and LOG OFF. Below this, a breadcrumb trail shows "Expenses > View Transactions". The main section is titled "Transaction Detail" and includes buttons for "Back to Transactions", "Previous", "Next", and an information icon. The transaction details are displayed for "MANHATTAN MINI INT#406" with an amount of "348.00" and a date of "1/5/2010". The merchant is "MILLICENT MCINTOSH" and the card number is "556971*****1234". There is a "Go to section:" dropdown menu with "Transaction Information" selected and a "Go" button. Below the transaction details, there are expandable sections for "Transaction Allocation and Expense Type", "Transaction Information" (which is expanded), "Merchant Information", "Account Information", "Transaction Status", and "Purchase". Each section has a plus icon and an information icon.

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.

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

Split Transaction [Start Over] [Save and Return] [Cancel] [Unsplit and Return]

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, 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.

				12/1/2009	11/30/2009	\$46.65	PRESENTATION.COM TRISTATE TELECOM	ADELE LEHMAN	10-10-9110	000000	578102	Circuit board for automatic dog
				12/2/2009	12/1/2009	\$348.00	MANHATTAN MINI INT#406	ARTHUR ROSS	10-10-9110			
				12/2/2009	12/1/2009	\$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 your 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

Citizens Bank Not your typical bank® Welcome to CentreSuite

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Reports > Transaction Report

1710 Transaction Report Run Schedule Save Cancel

*** Required**

Complete required criteria

Date

*Date range: Last month From: 7/1/2013 To: 7/31/2013 i

Accounts and units

Select by: ☐ Unit ☒ Account i


Search by: Name on account 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 Single 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.

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Welcome to CentreSuite

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Reports > Transaction Report

1710 Transaction Report ⓘ Run Schedule Save Cancel

*** Required**

Complete required criteria

Date

*Date range: Last month From: 7/1/2013 To: 7/31/2013 ⓘ

Accounts and units

Select by: ☐ Unit ☒ Account ⓘ

Search by: Name on account Search value: Ann Aversa 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 checked="" type="checkbox"/>	556971***	ANNIE AVERSA	BARNARD COLLEGE (00029525)	
<input checked="" type="checkbox"/>	556971**	ANN AVERSA	BARNARD COLLEGE (00029525)	ANNIE AVERSA

Page: 1
Items 1-2 of 2

Remove All

Selected items	Include subunits	Remove
<input checked="" type="checkbox"/> ANN AVERSA (556971****)		✗

Page: 1
Items 1-1 of 1

Select output format

Output format: Excel ⓘ

Select format options

* Detail level: ☒ Transaction ☐ Summary ⓘ

Display transaction notes: ☒ Yes ☐ No ⓘ

Display line item detail: ☐ Yes ☒ No ⓘ

File Destination Options

Output log ⓘ

☒ 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.

The screenshot shows the 'Schedule Transaction Report' page in the Citizens Bank CentreSuite. The page has a header with the Citizens Bank logo and the text 'Welcome to CentreSuite'. Below the header is a navigation bar with links: HOME, Statements, Accounts, Reports, Expenses, Administration, Help, and LOG OFF. The main content area is titled 'Reports > Schedule New Task' and 'Schedule Transaction Report'. It includes a 'Next' button and a 'Cancel' button. The page is divided into three main sections: Step 6: Name and schedule task, Step 7: Select output format, and Step 8: Select notification option. Step 6 includes a 'Task name' field, a 'Frequency' section with radio buttons for Daily, Weekly, Monthly, and Cycle, and a 'Select day of month' field. Step 7 includes an 'Output format' field with 'Excel' selected. Step 8 includes a 'Email me when the report is ready' section with 'Yes' selected. The page ends with an 'End of Page' section and 'Next' and 'Cancel' buttons.

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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 ☐ Cycle

Select day of month:

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.

The screenshot shows the Citizens Bank CentreSuite interface. At the top, the Citizens Bank logo and "Welcome to CentreSuite" are displayed. A navigation bar includes links for HOME, Statements, Accounts, Reports, Expenses, Help, and LOG OFF. Below this, the "Reports > Output Log" path is shown. The main section is titled "Output Log" and includes a "Refresh Status" button and a "Delete" button. A message states: "Delays may occur when processing volume is high." Below this is a "Show:" dropdown menu set to "All Events". A table lists the output log entries with columns: Name, Download file, Unmap, Status, Type, Date Range, Run Date, Size, and Last Download. One entry is visible: "MMcIntoshBC1_Transaction Report" with a download icon, status "Ready", type "Report: Transaction", date range "1/1/2010 - 1/31/2010", run date "2/9/2010 2:52 PM", and size "3K". At the bottom, it says "Page: 1 Items 1-1 of 1". A green bar at the very bottom contains "End of Output Log", "Refresh Status", "Delete", and "Related screens: Scheduler Standard Reports".

Name	Download file	Unmap	Status	Type	Date Range	Run Date	Size	Last Download
MMcIntoshBC1_Transaction Report			Ready	Report: Transaction	1/1/2010 - 1/31/2010	2/9/2010 2:52 PM	3K	

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.