Overview:
Due to the College’s new Finance & Budget Reporting System (as outlined in Eileen DiBenedetto’s email of August 9th), there are changes to your department’s account numbers. As a result, there will be slight changes to the reconciliation procedures for your Citizens Bank MasterCard beginning with your August 2013 reconciliation.

New Account Numbers:
Beginning on August 16th, the CentreSuite site will be updated to reflect your new account numbers. Going forward, you will only be able to use the new account numbers to reconcile your Citizen Bank charges. If you had previously entered an account number and commodity code for charges posted between August 1st and August 15th, you will have to re-enter the account number in the new format (see below for instructions). Data entered into the Description field however, will remain unaffected by this change. The structure of the new accounts numbers is as follows:

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund-Function-Unit</td>
<td>Program</td>
<td>Object Code</td>
</tr>
<tr>
<td>XX-XX-XXXX</td>
<td>XXXXXX</td>
<td>XXXXX</td>
</tr>
</tbody>
</table>

Changes to the Reconciliation Procedures:

The overall reconciliation procedures for the Citizens Bank Mastercard transactions have not significantly changed and can be found at http://barnard.edu/purchasing/procedures-and-forms/purchasing-card. However, we would like to point out a few changes noted below.

Below is an example of what the Citizens Bank View Transaction page will look like with the new account structure:
As you will note above the account structure in Centre Suite has changed to include the following components: Account, Program and Object. The Account is composed of the: Fund, Function and Unit. As a result of the change in the account structure, the monthly reconciliation process is amended as follows:

1. Enter Account in the format: 00-00-0000 (Please note that the dashes between Fund, Function and Unit must be included in the Account field)
2. Enter Program in the format: 000000 (6 digits)
3. Enter Object Code in the format: 000000 (6 digits)
4. 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.

![Image of error message]

Please note that the College will be posting various tools on the Finance & Planning website and in WebAdvisor to allow you to determine your new account numbers.

Creating a Transaction Log:
The procedure by which to create a transaction log has not changed. However, any reports generated for months prior to August 2013 will not include account number information, as CentreSuite will no longer be able to recognize previous account and commodity fields. Your description and merchant information will still be available. We encourage you to run any reports for the last six months, including your July 2013 transaction log before August 16th in order to retrieve all previously entered data. If you need Transaction Reports from months prior to August 2013 and are unable to run them yourself prior to August 16th, please contact the Purchasing Department.

Please note: Scheduled Reports will not be affected, however if you have scheduled reports that run after August 16th, you will need to manually run that report before August 16th to ensure that all the information you entered during the reconciliation period is included in the report.

If you have any questions, please do not hesitate to contact me.

Thank you.
Christina
X45205