



uOttawa

Travel Card Program University of Ottawa



Centresuite Guidebook for Cardholders



Revised September 6th 2011

Table of Contents

Introduction – CentreSuite	3
Logging on	3
Homepage	3
Account Summary	4
Account Activity	5
View Statements and pay monthly statement	5

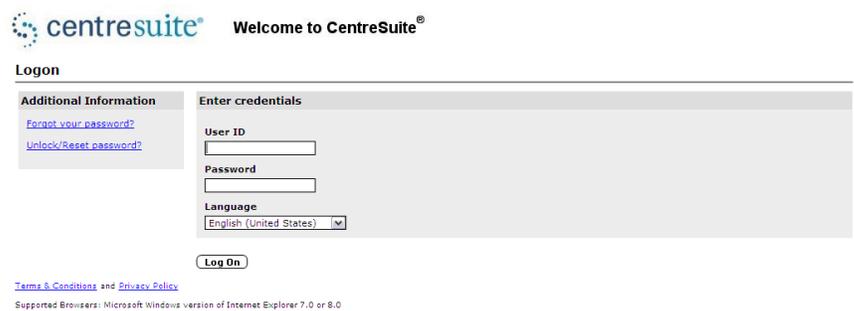
Introduction – CentreSuite

The travel card is a simple, convenient and secure way to pay expenses incurred during business travel and field trips.

To facilitate the management of the card, CenterSuite’s *Statements* module allows you to check the status of your account, review your transactions and retrieve your monthly statement.

Logging on

1. Go to the website www.centresuite.com.
2. Enter your user ID (see Annex 1).
3. If this is your first visit, your password is **Password1**.
4. Once connected, you will have to read and accept a license agreement.
5. See Annex 1 for instructions on how to change your password.



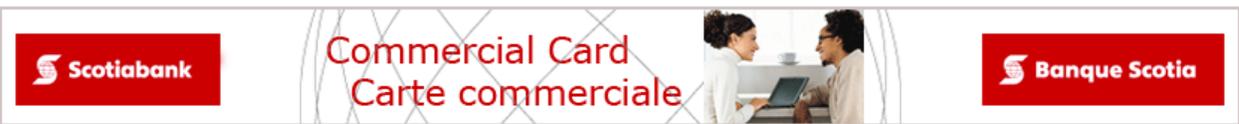
Homepage

Once connected to CentreSuite, you will be automatically redirected to the home page where you will find information on your account and various options for common tasks.

We invite you to consult the *Statements - Review Account Activity* tab for details on current and past activities on your account.



My Accounts	
Account Number	448421***** (Name)
Credit Limit	\$20,000.00
Last Transaction Posted	\$468.55 6/3/2011



HOME Statements Accounts Reports Expenses Help LOG OFF

Welcome [Review Account Activity](#)

My Accounts

Account Number	448421***** (Name)
Credit Limit	\$20,000.00
Last Transaction Posted	\$468.55 6/3/2011

Update User Information

[Edit Password](#)

My Messages

Welcome to your card management program. To begin

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

Account Summary

The *Account Summary* tab will take you to a summary of activities including your credit limit, available funds and a brief overview of your latest bank statement.



HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity

My Account Activity

Account Summary Account Activity View Statements

Activity Since Last Statement:

Transaction Activity:	
Purchases	\$0.00
Cash advances	\$0.00
Current balance	\$8,239.46

Summary of Last Statement:
(Statement Date 5/26/2011)

Transaction Activity:	
Purchases	\$1,996.12
Cash advances	\$0.00
Statement balance	\$1,996.12

Credit limit	\$20,000.00
Available to spend	\$11,760.54

The current balance amount includes cash advances.

End of Account Activity

Account Activity

By selecting the Account Activity tab, you can review transaction details for a chosen period.

Scotiabank Commercial Card Carte commerciale Banque Scotia

HOME Statements Accounts Reports Expenses Help LOG OFF
Statements > Account Manage Accounts

My Account Activity

Account Summary **Account Activity** View Statements

Statement cycle: Current Download Transactions: Select download format Download

Post Date	Transaction Date	Merchant	Location	MCC	MCC Description	Original Amount	Currency Desc	Conversion Rate	Billed Amount	Memo?
6/7/2011	6/6/2011	UPTODATE SUBSCRIPTION	781-392-2000 MA 02453	5968	Continuity/Subscription Merchants	7,790.00	US Dollar (840)	1.00484	7,827.73	Y
6/8/2011	6/7/2011	UPTODATE SUBSCRIPTION	781-392-2000 MA 02453	5968	Continuity/Subscription Merchants	410.00	US Dollar (840)	1.00422	411.73	Y

Billing Currency: Canadian Dollar

End of Account Activity

It is also possible to download transaction details into an Excel file and save it to another electronic format for reporting and audit purposes.

Scotiabank Commercial Card Carte commerciale Banque Scotia

HOME Statements Accounts Reports Expenses Help LOG OFF
Statements > Account Activity

My Account Activity

Account Summary **Account Activity** View Statements

Statement cycle: Current Download Transactions: Select download format Download

Post Date	Transaction Date	Merchant	Location	MCC	MCC Description	Original Amount	Currency Desc	Conversion Rate	Billed Amount	Memo?
6/7/2011	6/6/2011	UPTODATE SUBSCRIPTION	781-392-2000 MA 02453	5968	Continuity/Subscription Merchants	7,790.00	US Dollar (840)	1.00484	7,827.73	Y
6/8/2011	6/7/2011	UPTODATE SUBSCRIPTION	781-392-2000 MA 02453	5968	Continuity/Subscription Merchants	410.00	US Dollar (840)	1.00422	411.73	Y

Billing Currency: Canadian Dollar

End of Account Activity

View Statements and pay monthly statement

You will receive an email at the end of each month notifying you that your monthly statement is available electronically. Upon receipt of your statement, you should review it and make your payment quickly. You have a period of 28 days to make your payment and a rate of 3% annually will be charged for unpaid balances. * Please note that any interest incurred is your responsibility and is not refundable (see the cardholder agreement).

To view your statement, click the View Statements option and select the desired period.

The screenshot shows the Scotiabank Commercial Card website interface. At the top, there are logos for Scotiabank and Banque Scotia, and the text 'Commercial Card Carte commerciale'. Below this is a navigation bar with links: HOME, Statements, Accounts, Reports, Expenses, Help, and LOG OFF. The 'Statements' link is highlighted. Underneath, there are sub-links: 'Statement', 'Review', and 'Account Activity'. The main heading is 'My Account Activity'. Below this, there are three tabs: 'Account Summary', 'Account Activity', and 'View Statements', with the last one being selected and circled in red. A red arrow points to the first statement in the list. The text above the list says: 'To view a statement, click the statement's icon.' The list of statements is as follows:

Statement(s)
 Tuesday, May 31, 2011
 Saturday, April 30, 2011

Once you have downloaded the PDF format of the monthly statement, you can quickly glance through it noting the due date of your payment, the minimum amount due and your current balance (see image below).

Since you are individually responsible for making payments, we strongly recommend that you add this account to your personal bank profile. This will make it possible to pay the bill online from your personal account.

Once you've returned from travel, it is important to submit the travel reimbursement request form duly completed to the designated approver as stipulated in Policy 21. If the request is approved, you will receive the refund electronically to your account.



COMMERCIAL CARD MONTHLY STATEMENT
CARTE COMMERCIALE – RELEVÉ DE COMPTE MENSUEL

Scotiabank Commercial Card Services
P.O. Box 4100
Postal Station A,
Toronto, Ontario M5W 1T1

ACCOUNT NUMBER 4484 2100 5189 5429
PAYMENT DUE DATE 08-28-11
AMOUNT DUE \$0.00
CURRENT BALANCE \$0.00

PLEASE REMIT YOUR BALANCE AS PER YOUR CARDHOLDER AGREEMENT.

AMOUNT PAID
\$

Cardholder name
Work address

Please bear payment coupon at perforation.

CARDHOLDER SUMMARY						
VIVIANNE KHAYAT 4484 2100 5189 5429	Previous Balance	Purchases + And Other Debits	Cash Advances	Finance Charges	Credits - Payments	New Balance
Cardholder Total	\$892.18	\$0.00	\$0.00	\$0.00	\$0.00	\$892.18

FINANCE CHARGE SUMMARY				
	Average Daily Balance	Monthly Periodic Rate	Corresponding Annual Percentage Rate	Periodic Finance Charge
PURCHASES	\$0.00	.0000%	.00%	\$0.00
CASH ADVANCES	\$0.00	.0000%	.00%	\$0.00
PERIODIC RATE (MAY VARY) ANNUAL PERCENTAGE RATE 0.00%		GRACE PERIOD To Avoid a Finance Charge On Purchases, Pay Entire New Balance By Payment Due Date. Finance Charge Accrues On Cash Advances Until Paid And Will Be Reflected On Your Next Statement.		

CARD PROGRAM MESSAGES

THANK YOU FOR USING THE SCOTIABANK COMMERCIAL CARD.

CARDHOLDER ACTIVITY				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-18	07-14	748398011064808189887	Merchant name	\$892.18 CR

CUSTOMER SERVICE CALL: Canada and USA 1-888-823-9657 Outside Canada and USA (collect) 416-759-6138	ACCOUNT NUMBER		ACCOUNT SUMMARY	
		4484-1234-5678-9123		PREVIOUS BALANCE
LOST/STOLEN CARDS CALL: Canada and USA 1-888-823-9657 Outside Canada and USA (collect) 416-759-6138	STATEMENT DATE	PAYMENT DUE DATE	PURCHASES & OTHER CHARGES	\$0.00
	07/31/11	08/28/11	CASH ADVANCES	\$0.00
Send Payments (if applicable) To: Scotiabank Commercial Card Payments P.O. Box 8838, Postal Station A, Toronto, Ontario M5W 1P8	CREDIT LIMIT	AVAILABLE CREDIT	CASH ADVANCE FEE	\$0.00
	\$20,000.00	\$20,000.00	LATE PAYMENT CHARGE	\$0.00
	AMOUNT DUE	DISPUTED AMOUNT	FINANCE CHARGE	\$0.00
	\$0.00	\$0.00	CREDITS	\$0.00
			PAYMENTS	\$892.18
			NEW BALANCE	\$0.00