

## Reconciliation of UPEI ScotiaBank Credit Card

### Purpose:

Once the reporting cycle has closed you are required to reconcile your credit card transactions. This means you must indicate which account each transaction should be allocated to. You can actually go into the CentreSuite System and allocate the expenses at any time; however you are required to reconcile and submit your card statement with two (2) weeks of the cycle end date. The cycle ends on the 28<sup>th</sup> day of each month.

### Process:

1. Login to [www.centresuite.com](http://www.centresuite.com). Note: once you are logged in, you can use the **Help** section to walk you through the current page you are on. Check it out!
2. Click on **"Expense"** tab
3. Select **"View Transactions"**
4. Search for Transactions by a variety of search criteria. For the expenses on the last statement that need to be reconciled, select **"Date Range"**, **"cycle (last)"**
5. Hit **"Run Search"**
6. Your transactions for the month will appear. For each indicate the full GL account you want to charge the expense to, this should include the object code. For example; 10-1-30-XXXXXX-621010. If your GL account requires a Project ID (Accounts starting with 12, 60, 81, 91, 98) please include that in the next box and include the letter preceding the number. Enter any tax information from the slips, and fill out description. Please be as detailed as possible regarding the reason for the expense in the description box, but you only have 30 characters
7. Hit **"Save"** when completed
8. If your expenses have been completely reconciled, you are ready to run your expense report. Go to the **"Reports"** tab, and click **"Standard Reports"**
9. Select **"Statement of Account Report" (#1200)**
10. On the Search query indicate the **"Date Range"**, **"cycle (last)"**
11. Hit **"Run"**. You should receive a pop up message that says *"Your report is being processed and can be downloaded from the Output Log when completed"*
12. Click **"Ok"**. Go to the **"Expenses"** tab, **"View Output Log"**. Your file will show up here once it is downloaded
13. Click on downloaded file. A PDF of your reconciliation will appear. Check for accuracy. If there are errors go back through the above steps. Once correct, print off form and sign as required. Send to Procurement & Payment Services with all the necessary forms and receipts

If you have any difficulties with these steps or generating your report, please contact:

Carolyn Garro

Assistant Manager Procurement & Payment Services

902-566-0315 or [cgarro@upei.ca](mailto:cgarro@upei.ca)

**\*\*Reminder that UPEI Visa cards should not be used for PDTR expenses**

**\*\*\*For a complete list of transactions that should and should not be made using your UPEI Visa card please consult our credit card policy at: <http://www.upei.ca/policy/adm/fin/fin/0003>**