The Commercial Card (C Card) program allows University faculty and staff to obtain and use a University paid credit card to make low dollar purchases and payments. This Guide covers the following:

- Viewing your expense report
- Reallocating and splitting transactions
- FIA reporting
- Printing your expense report for approval

Link: [https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%2f](https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%2f)

1. Enter your user ID and password then click the ‘LOG ON’ button

Note: for assistance with log in see the [C Card Log in Guide](https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%2f)
2. After logging in, the ‘Home’ screen displays. The system automatically generates an ‘Expense Report’ for each month when purchases have been made. You can view, update your expense report by clicking on ‘In Progress’ under ‘My Tasks’

3. Click on the ‘Details’ column to open your Expense Report
4. To reallocate charges to FAST accounts other than your default account, you can type in the ‘FUND’, ‘ORGN’, ‘ACCT’, ‘ACTV’, ‘LOCN’ codes or you can search for them by clicking the grid to the right of each.

5. If you have several transactions to allocate to the same account, select the transactions by checking the box to the left, then click the bucket icon above the transaction details and enter the account code you wish to change.
6. You can search for valid codes by selecting ‘Valid code’ or ‘Valid code description’ from the drop down box in ‘Search by:’

Note: if the code is missing, email the Manager of Treasury Services cnightingale@uvic.ca

7. Enter the code or description and click the ‘Search’ button

Note: asterisk can be used as a wildcard to expand the search for example ‘*research*’
8. Click the radio button to the left of the code you want the charge to be allocated to and click the ‘OK’ button

9. To split a transaction by amount or percentage, click the ‘Split’ icon in the ‘Actions’ column.
10. The Split Transactions screen displays, if you need to allocate to more than two accounts enter the number to add in the ‘Add Splits’ field and click the ‘Go’ button

11. The Split Transaction screen displays with the additional allocation fields, enter the proper ‘Split Amount’, allocation coding and click the ‘SAVE AND RETURN’ button
12. If you want to split multiple transactions, select the transactions by clicking the box to the left of each transaction.

13. The Split Transactions screen displays. Add splits if required then enter the proper ‘Split Percent’, allocation coding for each and click the ‘SAVE AND RETURN’ button.

14. For any transactions for travel, memberships, tuition, vehicle, registration or conference fees, change the ‘FIA?’ field to ‘Y’ and enter the V# of participants in the description field.
15. When all transactions have been allocated to the appropriate codes, click the ‘SUBMIT’ button

Note: The ‘SUBMIT’ button is only available on the first of the month for your prior month expense report. A hard copy of the signed expense report with receipts must be sent to Accounting Services by the 15th of the month.

16. Select the ‘CCARD ADMIN’ as the Approver and click ‘SUBMIT’

Note: changes to the allocations can not be made after you have submitted the report
17. The message below displays confirming it was processed, click the ‘OK’ button

<table>
<thead>
<tr>
<th>Expense report name</th>
<th>Process Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Dec 2017 M. TERESA RUSH 7982</td>
<td>Processed successfully.</td>
</tr>
</tbody>
</table>

![OK button]

18. Click the ‘PRINT YOUR EXPENSE REPORT’ button

![Expense Report GUI]

19. Click ‘YES’ if you would like to ‘Include Line Items’ and click the ‘CONTINUE’ button

![Include Line Items]

![Continue button]
20. Click ‘Open’ and ‘File/Print’

21. After getting your Supervisor to review, approve and sign your Expense Report with receipts attached, send it to Accounting Services B115 by the 15th of the month (i.e. July report is due August 15th)