
CFMWS - NAO

SOP – NPP Corporate Credit Cardholder Instructions for Coding Transactions and Printing Monthly NPP CCC Report

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1. Introduction

1.1. Document Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide CFMWS Corporate Credit Cardholders directions on how to navigate through the National Bank of Canada's MasterCard Smart Data website to code their transactions for all their corporate credit card purchases and to print the NPP CCC report for signature to comply with the signed terms agreed upon in the CFMWS Cardholder Agreement, Chapter 12, Appendix 2, Annex B of the A-FN-105/AG-001.

1.2. Objective and Risks

Consistent application of the guidelines outlined in this SOP will result in timely and successful completion of the NPP CCC report, respect for the accounting operation within CFMWS, and demonstrates compliance with Corporate Credit Cardholder responsibilities outlined in the Cardholder Agreement. Failing to comply with the guidelines provided herein, may result in the following risks but are not limited to:

- Failure to code transactions can result in the inaccurate recording of expenses reflected in the Financial Statement of the Cardholders respective unit(s)
- Failure to complete coding can result in card suspension or cancelation as per the CFMWS Cardholder Agreement, Chapter 12, Appendix 2, Annex B of the A-FN-105/AG-001

1.3. Scope of this document

This document includes the following:

- The Corporate Credit Cardholders role within CFMWS
- The tools required for coding corporate credit card purchases for the accurate reflection within CFMWS financial statements
- The expected deadline for the coding of transactions
- Explicit details on how to code a transaction using the tools associated with the CFMWS corporate credit card provider
- Contact information for assistance with the usage of tools required for the coding of corporate credit card purchases

This document will not address:

- Other corporate credit card roles within CFMWS

1.4. Intended audience

This document is intended to provide information to the following:

- NPP Corporate Credit Cardholders
- NPP Corporate Credit Cardholder delegates
- NPP Corporate Credit Card Base Coordinators (Local)
- NPP Corporate Credit Card Coordinators (National)

1.5. Related documentation

The table below provides details of any other documentation related to this document:

Document Name:	Relevance:
Cardholder Agreement Chapter 12, Appendix 2, Annex B of the A-FN-105-001/AG-001	Cardholder Agreement outlines NPP cardholder responsibilities, including the coding of corporate credit card transactions and the printing of the NPP CCC Report

2. Overview

2.1. High-level Description

This Standard Operating Procedure is meant to provide the NPP Corporate Credit Cardholder and delegates with details surrounding the NPP CCC roles, the tools, and the importance to coding approved purchases made on their NPP Corporate Credit Card (CCC). Details surrounding failure to comply are also outlined.

Expenses are coded within the NPP CCC provider's platform. Upon completion, these transactions are exported electronically from the provider's platform and uploaded to the CFMWS Accounting Information System, PROPHET, by the National Accounts Payable Office. The transactions are posted through an accounting approval process and the expenses are reflected in the various unit's financial statements.

2.2. Summary of the Process

At least once a month, and no later than the second working day of the next month, NPP Corporate Credit Cardholders are required to log into the NPP CCC provider's website to code and reconcile credit card transactions and print a NPP CCC report which must be signed by their delegated payment approval authority.

The NPP CC Cardholder will log into NBC's Smart Data website to code their corporate MasterCard purchases with the appropriate Entity, Outlet, Natural Account, Sub-Account, Profit Centre, Intercompany accounts and a description of the expense incurred. Cardholders will also account for any taxes within their transactions, using the split transaction function. Once all transactions have been reviewed and successfully coded, cardholders are required to capture this information in the report titled "Govt of Canada Acctg Code Detail Rpt" located within the Reports menu within Smart Data.

This monthly NPP CCC report must be accompanied by original receipts, technical approvals, and any other documentation required to substantiate purchases. This report and its accompanying paperwork must be submitted to the local Accounting Office within twenty (20) calendar days as per Chapter 12, Para 19, of the A-FN-105-001.

2.3. Responsibilities

The following is to be noted in the context of the NPP CCC:

- a. **Corporate Credit Cardholders** – the individual whose name the card is issued in and who bears the responsibility for the charges against the card
- b. **Designate** – an individual who has been granted permission to code and/or reconcile the Corporate Credit Cardholder's charges on their behalf
- c. **Corporate Credit Card Account Group Managers** – Managers who oversee multiple cardholders and have view access to the charges of their respective cardholder's
- d. **Corporate Credit Card Base Coordinator** – the local NPP Accounting Manager or equivalent is the designated individual to receive and administer local NPP CCC applications, oversee transactions, and ensure cardholder compliance at the local level
- e. **Corporate Credit Card Coordinator** – the National Accounting Office staff who oversee the NPP MasterCard mailbox and administer the NPP CCC program

-
- f. **National Accounts Payable Office (NAPO)** – a division of the National Accounting Office that exports electronically the transactions from the NPP CCC provider’s platform and uploads these transactions to the CFMWS Accounting Information System, PROPHET, where expenses are later reflected in the various unit’s financial statements
 - g. **National Bank of Canada (NBC)** – the current NPP Corporate Credit Card provider
 - h. **Smart Data** – NBC’s MasterCard website for NPP CCC transaction coding

2.3.1. PROPHET Tech Support Team (PTECH)

PROPHET Tech Support Team (PTECH) works closely with the National Accounting Office, the National Bank of Canada, and MasterCard to ensure that all parameters are met and several tests have been run for successful transmission of reports from NBC’s Smart Data site to the CFMWS Accounting Information System, PROPHET.

2.4. Assumptions

- The use of NBC’s Smart Data assumes that users have a basic working knowledge of computers

2.5. Constraints

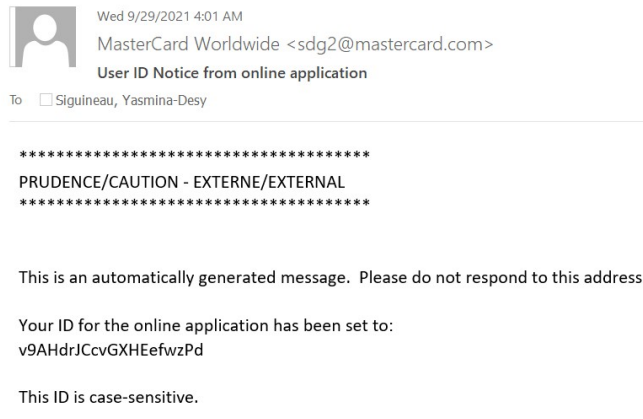
- Cardholders must have procured goods and services using their NPP Corporate Credit Card

3. How to / steps

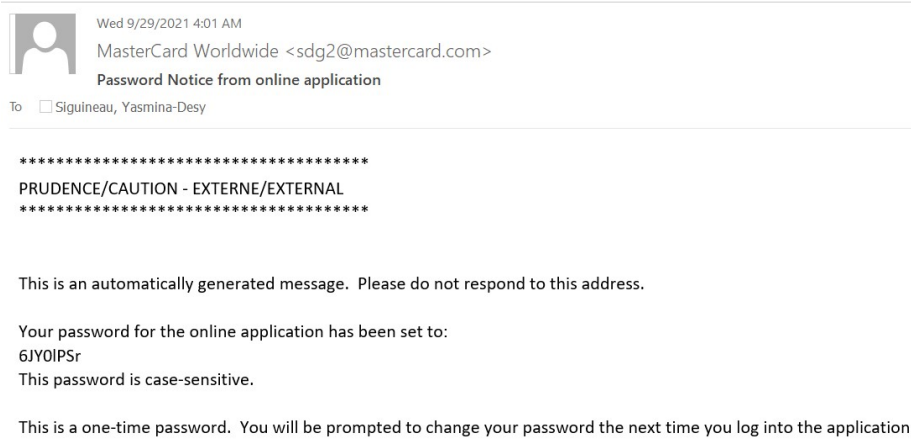
3.1. Logging into Smart Data

During the initial rollout of NBC Corporate Credit Cards, the emails to cardholders will be sent by NBC the week of October 25th, 2021.

Log into NBC Smart Data, using [Sign In to Smart Data \(mastercard.com\)](https://www.mastercard.com/sign-in). Your user name will be assigned to you upon registration of your Smart Data account. An example of the email indicating your USER ID follows.



A temporary password will be emailed to you to activate your Smart Data account. Upon activating your account, you will be asked to update your password. An example of the email indicating your temporary password follows.



If you have forgotten your password, you may use the Forgot Password button to have a temporary password emailed to you. From here, you will be able to use the temporary password to update your password.

You may also choose which language you prefer to use by using the drop down menu located at the bottom of the login page. The options are American English or Français Canadien.

Sign In to Smart Data

** All fields required*

User ID *

7816PROUL

Password/Passcode *

.....|



Sign In

[Forgot Password/PIN?](#)
[Cardholder Self-Registration](#)

American English



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[Privacy Notice](#)

3.2. About the Home Page

Once you have logged in, you will be brought to the home page displaying your Cardholder role within Smart Data. This page will display a variety of sections including Activity, Reports & Data Files, Review Required, News Links, Resource Centre, and Snapshots.

The screenshot shows the National Bank Smart Data Home Page. At the top, there's a red navigation bar with the National Bank logo and 'Help Contact Us' links. Below this, a 'HOME' section displays the user role as 'Cardholder'. The page is organized into several main sections:

- ACTIVITY:** Includes 'Alerts & Notifications' (0), 'Most Recent Posting Date' (07/10/2021), 'Total Transactions' (4), and 'Reviewed Transactions' (0).
- REPORTS & DATA FILES:** Includes 'Scheduled Reports', 'Completed Reports', 'Data Files', and 'Account Statement'.
- REVIEW REQUIRED:** A table showing 4 items that need review, including transaction details like 'CFMWS NATIONAL AR OFFI' and 'STREET UNKNOWN' with amounts and dates.
- NEWS:** Includes 'Guides SDG2 / SDG2 GUIDELINES', 'Formations SDG2 à Venir / Upcoming SDG2 Training', and 'Cycle de Facturation / Billing Cycle'.
- LINKS:** Includes 'Banque Nationale' and 'National Bank of Canada'.
- RESOURCE CENTER:** Includes 'Capsules Vidéo pour Coordonnateur', 'Coordinator Video Capsules', 'Capsule Vidéo pour Détenteur de Carte', and 'Video Capsule for Cardholder'.

The **Activity** section contains important general information. Fields within this section include:

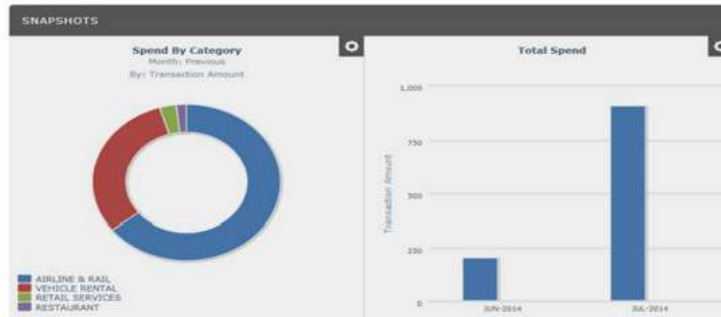
- **Alerts & Notifications** – you may click on this field to find a list of alerts and notifications that pertain to your profile
- **Most Recent Posting Date** – this field is for information purposes only and displays the most recent posting date of your transactions
- **Total Transactions** – you may click this field to find a list of your transactions; you may filter the list for specific dates
- **Reviewed Transactions** – this field is for information purposes only and displays the number of transactions coded, reviewed and saved

The **Reports & Data Files** section displays the last two completed reports and provides links to scheduled reports, completed reports, and data files. There are tabs which you may click on including:

- Scheduled Reports – you may click on this field to see a list of scheduled reports
- Completed Reports – you may click on this field to see a list of completed reports
- Data Files – you may click on this field to see a list of reports that you have run for export; these data files will be found here for export
- Account Statement -

Displayed within the **Review Required** section, are your uncoded corporate credit card transactions that require your attention; these transactions that must be coded, saved and checked off as reviewed.

The **Snapshots** section, located at the bottom of the home page, shows charts summarizing card program activity related to your card program such as Spend by Category and Total Spend sections. These snapshots will vary depending on the user type and programs.



The **News** section displays messages, resources and application updates posted by Smart Data site administrators.

The **Links** section displays relevant links to useful websites to your card program, including links to the National Bank of Canada.

The **Resource Centre** section contains user documentation for Smart Data. Some tools contained within this section include Cardholder Video Capsules, the Account User’s Guide, a Sample Reports Guide and Online Help.

At the top right-hand corner of the Home Page you will find buttons for Help, Contact Us and your profile.

Help Contact Us 

The red banner at the top of the screen contains two drop down menus, Account Activity and Reports.



Account Activity consists of the following fields

1. Transaction Summary – where you may find your transactions and search for a particular period
2. Account Information – which provides the details to your cardholder profile
3. Merchant Summary – details which merchants you have made purchases from
4. Cost Allocation Management – contains any default account coding information relevant to your profile
5. Account Statements – this is where account statements relevant to your card activity appear



Account Activity Reports

Dashboard

Run

Reports is made up of the following fields

1. Dashboard – this is where scheduled and completed reports will appear
2. Run – this is where you may select the report(s) you would like to run

3.3. Identifying and Coding Credit Card Purchases

There are multiple ways to navigate the Smart Data site.

To code your transactions you may use the path of clicking on the **More** button on the bottom of the Review Required section.

REVIEW REQUIRED		TOTAL ITEMS: 4
	CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve	CAD (300.00) 07/10/2021
	CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve	CAD (350.00) 07/10/2021
	CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve	CAD 350.00 07/10/2021
	CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve	CAD 300.00 07/10/2021
		More

Or, you may click on the Total Transactions field.

ACTIVITY	
	ALERTS & NOTIFICATIONS > Previous 30 days 0
	MOST RECENT POSTING DATE 07/10/2021
	TOTAL TRANSACTIONS > Previous 30 days 4
	REVIEWED TRANSACTIONS Previous 30 days 0

You will then search for the necessary timeframe, as per the screen below:

Either method will bring you to the following screen:

SEARCH RESULTS

Page 1 of 1

Detail	Reviewed	Posting Date	Transaction Date*	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0	300.00	
	<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0	350.00	
	<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON ---	(200.00)	
	<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON ---	(200.00)	

Page 1 of 1

From here, I am ready to code my transactions.

My first step is to click on the Transaction button located on the far left of each transaction line.

Page 1 of 1

Detail	Reviewed	Posting Date	Transaction Date*	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0	300.00	

This will open up the Financial Detail tab for this transaction, as per the screen below.

Please note that each transaction has a Financial Detail tab. It provides details surrounding the transaction including the currency, the merchant's name, point of sale method, among other details.

On this page, I need to populate the highlighted field, Expense Description. This description is required as it is the information exported from Smart Data and uploaded to PROPHET (CFMWS Accounting Information System). Click save after populating this field to ensure the description remains present.

Customer Code is not required.

It is possible to code your transaction on this screen pending no taxes incurred.

Financial Detail

FINANCIAL DETAIL INFORMATION

Reviewed	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/10/2021		CFMWS NATIONAL AR OFFI 705-424-1200, ON UNK	(200.00)		

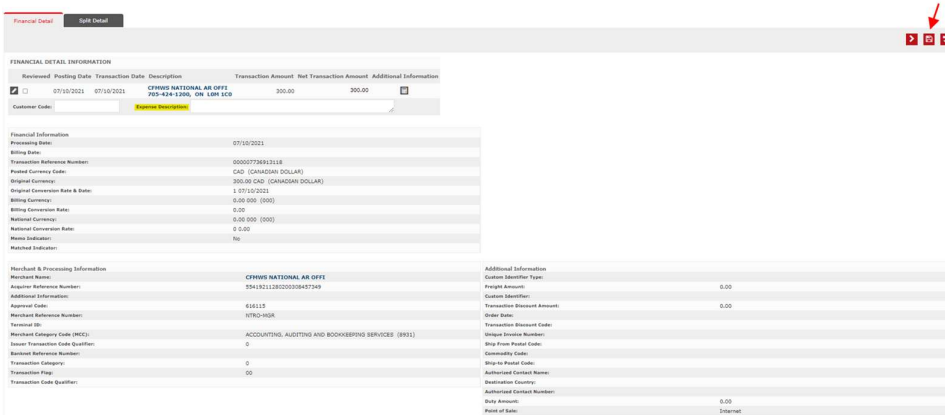
Customer Code:

Expense Description:

ACCOUNTING CODES INFORMATION

Entity - Etablissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de Profit
0201 - HQ/00 CFMWS/88FC	0209 - NAO/NAO		000 - DEF	00000 - DEF/DEF
0201 - HQ/00 CFMWS/88FC	0209 - NAO/NAO	<i>This above field is required.</i>	000 - DEF	00000 - DEF/DEF
Intercompany - Intersociétés	Spare 1 - Disponible 1	Spare 2 - Disponible 2	FA-Project-Prepaid-DHH	Available
0000 - DEFAULT	0000 - Spare 1	0000 - Spare 2		
0000 - DEFAULT	0000 - Spare 1	0000 - Spare 2		

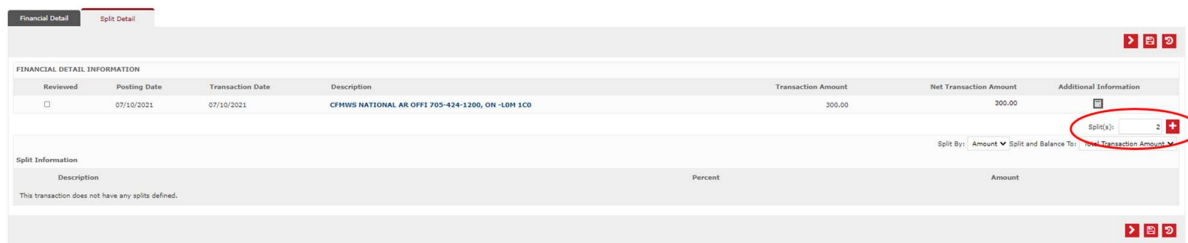
However, this will not be the case in most circumstances.



Following this step, I select the Split Detail tab.



On the Split Detail tab, the transaction appears as follows.



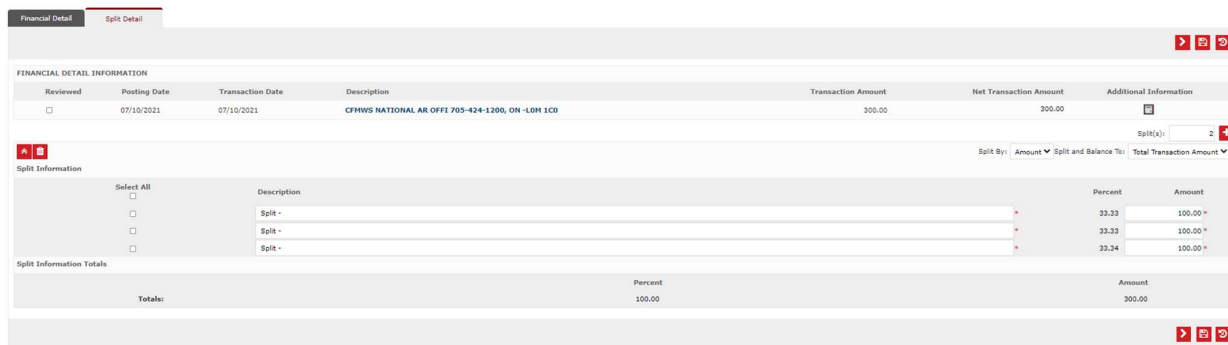
Please note that it is possible to code your transaction from this page As per my receipt, I require 3 splits:

1. 1 for project expenses
2. 1 for office supplies
3. 1 for HST

In order to create 3 lines to code my transaction, I will use the Split(s) field. I must now choose how many lines I require in order to code this transaction correctly. Rest assured that additional lines can be added while coding.

I would like three lines, so I have changed the digit from 2 to 3 and clicked the '+' sign.

In doing so, the following screen appears.



I now have to populate a description for each line item and record the amount of the respective expense in the amount field. I am not concerned with the percent fields.

Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF 705-424-1200, OH -LOH 1CD	300.00	300.00	

Select All	Description	Percent	Amount
<input type="checkbox"/>	Project Expense related to NPP CCC Project	81.83	245.49
<input type="checkbox"/>	Office Supplies (Binders)	6.67	20.00
<input type="checkbox"/>	HST	11.50	34.51
Split Information Totals		Percent	Amount
Totals:		100.00	300.00


As soon as I have completed this task, I save my work as I want to ensure these remarks and amounts remain populated.

I am ready to code my transaction. I may do this by clicking on each individual arrow to the left of my description, or I may expand all details and enter my account coding.

Description
Project Expense related to NPP CCC Project
Office Supplies (Binders)
HST

By clicking on the arrow for the first line item, the following screen appears.

Entity - Etablissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de Profit
0101 - HQ/QQ CFMWS/SBMPFC	3268 - NAO/BCN		000 - DEF	00000 - DEF/DEF
0101 - HQ/QQ CFMWS/SBMPFC	3268 - NAO/BCN		000 - DEF	00000 - DEF/DEF

The alternative is to expand all of the details, using the **Expand All Details** button .



Select All	Description	Percent	Amount
<input checked="" type="checkbox"/>	Project Expense related to NPP CCC Project	81.83	245.49
<input type="checkbox"/>	Office Supplies (Binders)	6.67	20.00
<input type="checkbox"/>	HST	11.50	34.51
Split Information Totals		Percent	Amount
Totals:		100.00	300.00

The following screen appears.

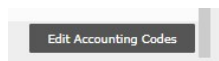
Select All	Description	Percent	Amount
<input type="checkbox"/>	Project Expense related to NPP CCC Project	81.83	245.49
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	[Yellow Highlighted]	000 - DEF
Intercompany - Intersociétés		The above field is required.	0000 - DEF/DEF
0000 - DEFAULT			
Copy to All on Page			
<input type="checkbox"/>	Office Supplies (Binders)	6.67	20.00
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	[Yellow Highlighted]	000 - DEF
Intercompany - Intersociétés		The above field is required.	0000 - DEF/DEF
0000 - DEFAULT			
Edit Accounting Codes			
<input type="checkbox"/>	HST	11.50	34.51
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	[Yellow Highlighted]	000 - DEF
Intercompany - Intersociétés		The above field is required.	0000 - DEF/DEF
0000 - DEFAULT			
Edit Accounting Codes			
Split Information Totals		Percent	Amount
Totals:		100.00	300.00

I can see that my defaults are present, they are correct, and I am simply required to code the natural accounts for the three line items.

My responsibility in coding my transactions, is ensuring that each transaction is split accordingly, that each portion of my split is coded properly, thereby reflecting the correct account coding, and reflecting the correct amount of tax(es), as per my receipt.

For those cardholders permitted to purchase for multiple entities, you will have to select the correct entity as well as change any required defaults to reflect the correct account coding.

I will code the first line's natural account, save my work and click on the **Edit Accounting Codes** button at the bottom right-hand corner of my transaction.




I will then code the following two proceeding lines, saving my work after coding each transaction line.

My purchase relates to an ongoing project, some office supplies, and I need to account for the tax incurred on my purchases, in this case, it is 13% HST. I reflect this in the coding of my three lines. Upon completion of coding each line, I click save to ensure all information is captured and remains captured.

Select All	Description	Percent	Amount
<input checked="" type="checkbox"/>	Project Expense related to RPP CCC Project	81.83	245.49
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/BMFC	5268 - NAO/BCN	1799 - FA-WP-CLRS/PROJETS	000 - DEF
Intercompany - Intersociétés			Profit Center - Centre de Profit
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
<input checked="" type="checkbox"/>	Office Supplies (Binders)	6.67	20.00
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/BMFC	5268 - NAO/BCN	4100 - SUPPLIES/BUREAU	000 - DEF
Intercompany - Intersociétés			Profit Center - Centre de Profit
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
<input checked="" type="checkbox"/>	HST	11.50	34.51
ACCOUNTING CODES INFORMATION			
Entity - Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte
0101 - HQ/QG CFMWS/BMFC	5268 - NAO/BCN	2085 - GST/HST / TPS/TH	000 - DEF
Intercompany - Intersociétés			Profit Center - Centre de Profit
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
Copy to All on Page			
Split Information Totals			
	Percent	Amount	
Totals:	100.00	300.00	

My transactions are now all coded to the correct accounts.

When coding taxes, please note that you may use your defaults, including entity, outlet, sub-account, profit centre, and intercompany when coding the natural account to 2085 or 2090. There is no need to code them to Entity 0100.

After saving my work, I may now proceed to my next transaction by using the **Next Transaction** button. 



My first step is to go to the Financial Detail tab to populate the **Expense Description** field, then click save.

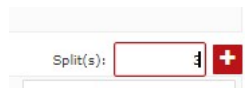
My description in the example is Services Expense.

Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI	350.00	350.00	
Customer Code: Expense Description Services Expenses (Quebec)						

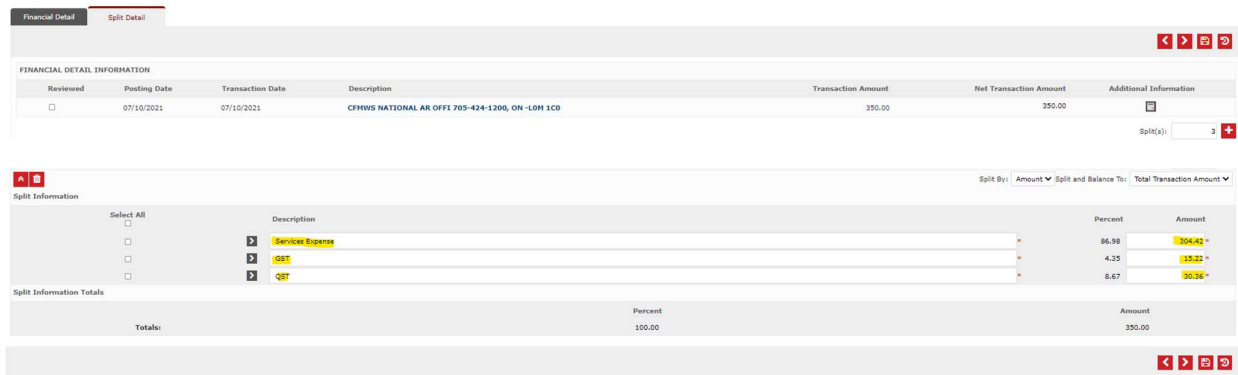
My next step is to go to the Split Detail tab, split my transaction to reflect the number of lines required, populate the description and amount field and click save.



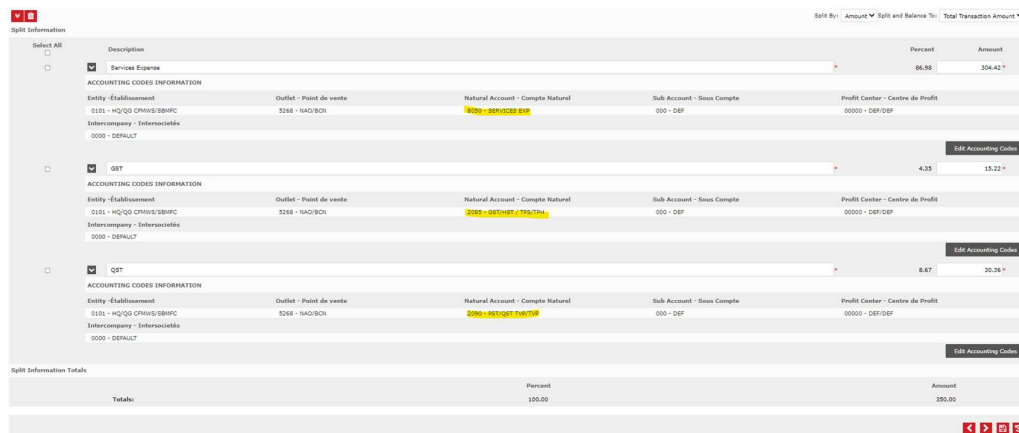
In this particular example, I require three (3) lines as I have a service expense to record, but both GST and QST are applicable to the transaction.



I have populated the description and amount fields as per my receipt and saved my work.



I will now expand all details and record the appropriate account codes and click save.



In this next transaction, I have been refunded for the purchase made in Quebec. This is not common. Again, it reflects the 5% GST and the 9.975% QST initially charged in this province. I have split my transaction into three (3) lines to reflect the reimbursement to the appropriate accounts charged in the lines above. I also have to ensure that the amounts populated in the respective fields are negative, reflecting the refund.

Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -UNK	(300.00)	(300.00)	

Select All	Description	Percent	Amount
<input type="checkbox"/>	Services Expense Reimbursed	86.98	(264.42)
ACCOUNTING CODES INFORMATION			
Entity - Établissement		Outlet - Point de vente	Natural Account - Compte Naturel
0101 - HQ/QG CFMWS/SB/MFC		5268 - NAO/BCN	8030 - SERVICES EXP
Intercompany - Intersociétés			000 - DEF
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
<input type="checkbox"/>	GST	4.35	(13.22)
ACCOUNTING CODES INFORMATION			
Entity - Établissement		Outlet - Point de vente	Natural Account - Compte Naturel
0101 - HQ/QG CFMWS/SB/MFC		5268 - NAO/BCN	2085 - GST/HST / TPS/TPH
Intercompany - Intersociétés			000 - DEF
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
<input type="checkbox"/>	GST	8.67	(26.36)
ACCOUNTING CODES INFORMATION			
Entity - Établissement		Outlet - Point de vente	Natural Account - Compte Naturel
0101 - HQ/QG CFMWS/SB/MFC		5268 - NAO/BCN	2090 - PST/QST TV9/TV9
Intercompany - Intersociétés			000 - DEF
0000 - DEFAULT			00000 - DEF/DEF
Edit Accounting Codes			
Split Information Totals			
Totals		Percent	Amount
		100.00	(300.00)

In my final transaction requiring coding, I split the transaction into two (2) lines, however, I require three splits to reflect a true reflection of the refund received.

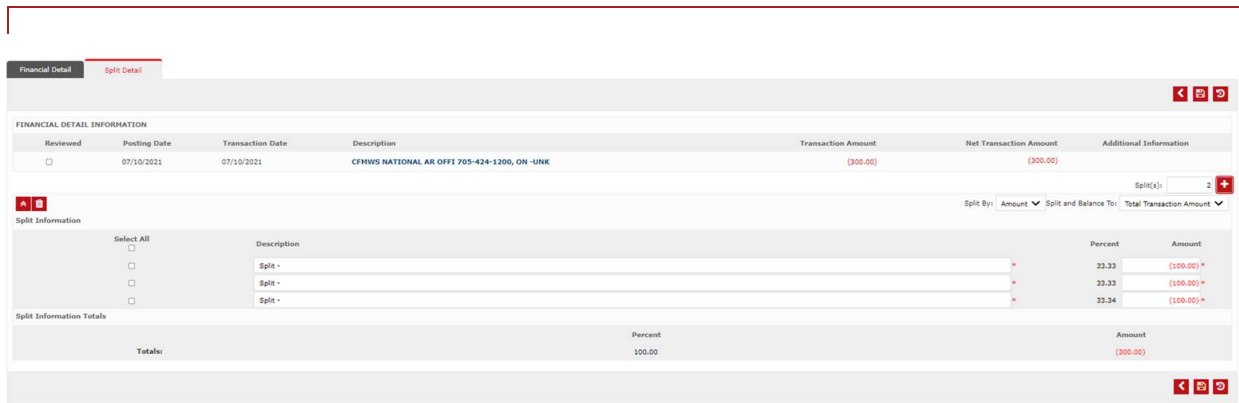
Please note that refunds or reimbursements are not the norm. These are test transactions to demonstrate the coding process to our users.

Also, many transactions are HST applicable and would therefore only require an additional line over the expenses in which to code HST.

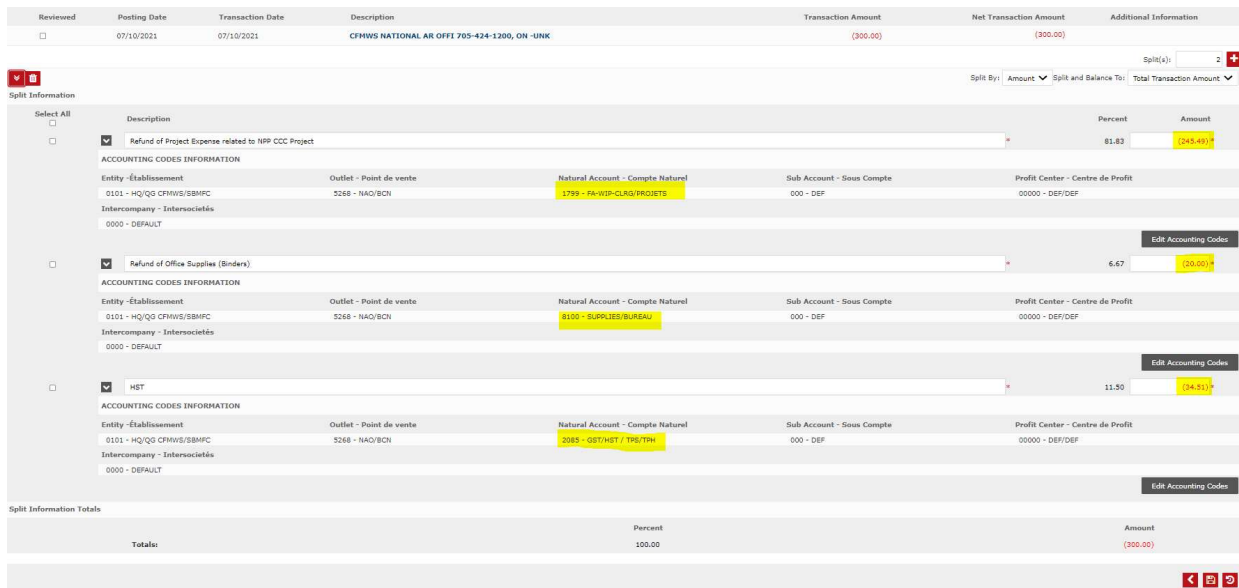
Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -UNK	(300.00)	(300.00)	

Select All	Description	Percent	Amount
<input type="checkbox"/>	Split -	50.00	(150.00)*
<input type="checkbox"/>	Split -	50.00	(150.00)*
Split Information Totals			
Totals		Percent	Amount
		100.00	(300.00)

To add a third (3rd) line, I must add one (1) additional line to my transaction split. To do this, I simply have to enter the number 1 in the split field above and click on the '+' sign. This will add a third line to my transaction split. Now I have three (3) lines available to record a true reflection of the refund received from my first transaction.



After entering in the description of my expenses and clicking save, the accounting detail buttons appear for use to code my transactions. My preference is to use the **Expand All Details** button, and use the **Edit Accounting Codes** button to view my progress. Upon entering in the correct coding, I click save again.



Using what are called breadcrumbs, at the top left of the screen, I choose to return to my transaction center summary.



It brings me back to the Transaction Summary screen, where I can see a summary of my transactions and their split descriptions.

SEARCH RESULTS

Default	Reviewed	Position Date	Transaction Date*	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	300.00 245.49 20.00 34.51	
	<input type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Services Expense (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	350.00 304.42 15.22 30.36	
	<input type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Services Expense Reimbursed (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	(300.00) (304.42) (15.22) (30.36)	
	<input type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Refund of Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Refund of Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	(300.00) (245.49) (20.00) (34.51)	

I now feel confident that I have completed my transaction coding with the appropriate descriptions, splits, expense amounts and taxes.

It is time I check off that these transactions have been reviewed, as per the screen below.

SEARCH RESULTS

Default	Reviewed	Position Date	Transaction Date*	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	300.00 245.49 20.00 34.51	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Services Expense (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	350.00 304.42 15.22 30.36	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Services Expense Reimbursed (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	(300.00) (304.42) (15.22) (30.36)	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Refund of Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Refund of Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	(300.00) (245.49) (20.00) (34.51)	

Once I have checked off that I have reviewed each transaction, I save my work again. Upon saving my work after reviewing the transactions and checking off as reviewed, the screen that presents itself is one where these transactions are locked and final.

SEARCH RESULTS

Default	Reviewed	Position Date	Transaction Date*	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	300.00 245.49 20.00 34.51	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN-LSM SGR SAR(C) 1: Services Expense (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	350.00 304.42 15.22 30.36	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Services Expense Reimbursed (36.96%) SAR(C) 2: SST (4.39%) SAR(C) 3: QFT (3.47%)	(300.00) (304.42) (15.22) (30.36)	
	<input checked="" type="checkbox"/>	07/15/2021	07/15/2021	CFMWS NATIONAL AS OFFS FIS-424-3200, GN --- SAR(C) 1: Refund of Project Expense related to NPP CCC Project (31.82%) SAR(C) 2: Refund of Office Supplies (Bidders) (3.47%) SAR(C) 3: HPT (11.57%)	(300.00) (245.49) (20.00) (34.51)	

These transactions have now been reviewed and are now locked. I am now ready to run my monthly NPP CCC Report for October 2021.

3.4. Monthly NPP Corporate Credit Card Report

The Monthly NPP CCC Report should be generated no later than the second working day of the next month. All transactions should be coded and reconciled at this time. Your Monthly NPP CCC Report should be a print off including all transactions for the previous month, and should be accompanied by all receipts, technical approvals, and any other documentation required to substantiate purchases.

Under the Reports menu in the red header at the top of the Smart Data site, there is an option to select 'Run.' Here you can choose which report you would like to run.



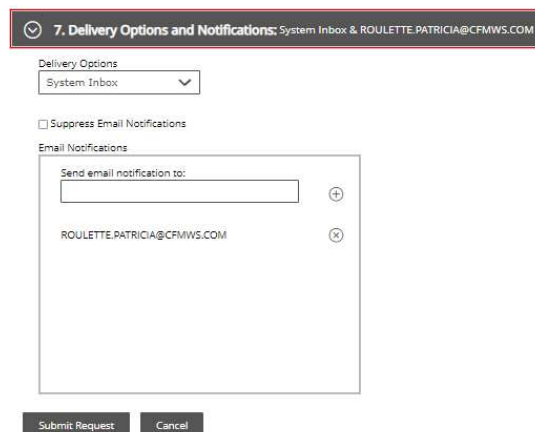
In the case of the Monthly NPP CCC Report, the current report used is titled "Govt of Canada Acctg Code Detail Rpt" and can be found in Section 2 of Run Report.

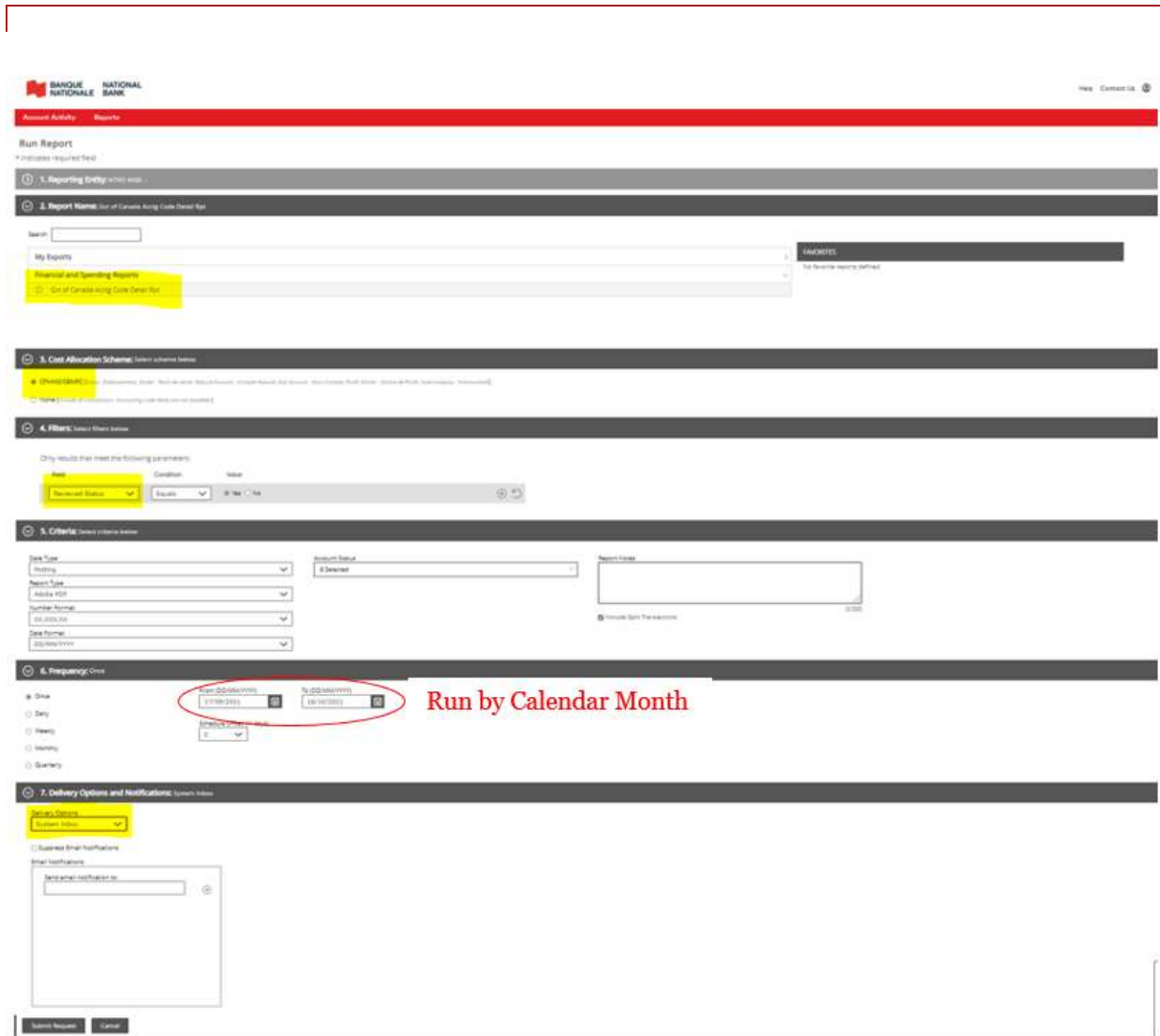


CFMWS is currently working with NBC to create a report that encompasses all relevant information for the Cardholder and Manager.

For Cardholder purposes, under section 6, titled Frequency, we will want to run the report for the calendar month, so in my case, from: 01/10/21021 to: 31/10/2021.

In this example, I have chosen to have the report delivered to the System Mailbox upon completion, but there are other options available to you detailed in Sections 7, titled, Delivery Options and Notifications. Here, you may choose to receive a notification when your report is complete as per the screenshot below. You will not have to wait for the report, however, upon receiving the email that report is complete, you will be required to log back in to Smart Data to retrieve your NPP CCC Report.





I have run my report by the posting date for demonstration purposes, but cardholders would typically run this report by the calendar month. The NPP CCC Report is displayed below.

It contains:

- my role as a Corporate Credit Cardholder
- the posting and transaction dates to corporate credit card purchases
- the expense description, coding and amount
- on the final page, you will print your name, sign and date

Once all supporting documentation is attached to your NPP CCC Report and it is signed, it is to be submitted to your Manager for approval. It is then provided to your local NPPAM at the local NPP Accounting Office.



Gvt of Canada Acctg Code Detail Rpt

Run Date: 17/10/2021
Report ID: s02043

Posting Date: 01/10/2021 – 31/10/2021

NTR0 MGR, -
XX -53309505
48 RAFAH CRESCENT, BLDG S-138
BORDEN, ON L0M1C0 CAN

Posting Date	Transaction Date	Description	Expense Amount
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	245.49
Expense Description Project Expense related to NPP CCC Project			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 1799 - FA-WP-CLRG/PROJET S
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	20.00
Expense Description Office Supplies (Binders)			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 8100 - SUPPLIES/BUREAU
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	34.51
Expense Description HST			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 2085 - GST/HST / TPS/TPH
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	304.42
Expense Description Services Expense			

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Gvt of Canada Acctg Code Detail Rpt

Run Date: 17/10/2021
Report ID: s02043

Posting Date: 01/10/2021 – 31/10/2021

NTR0 MGR, -
XX -53309505
48 RAFAH CRESCENT, BLDG S-138
BORDEN, ON L0M1C0 CAN

Posting Date	Transaction Date	Description	Expense Amount
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 8050 - SERVICES EXP
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	15.22
Expense Description GST			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 2085 - GST/HST / TPS/TPH
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	30.36
Expense Description GST			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 2090 - PST/GST TVP/TPH
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT
07/10/2021	07/19/2021	CFMWS NATIONAL AR OFF0705-424-1200,ON -L0M 1C0	(304.42)
Expense Description Services Expense Reimbursed			
Accounting Codes			
Entity -Etablissement:	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente: 5268 - NAO/BCN	Natural Account - Compte Naturel: 8050 - SERVICES EXP
Sub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit: 00000 - DEF/DEF	Intercompany - Intersocietes: 0000 - DEFAULT

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Gvt of Canada Acctg Code Detail Rpt

Run Date: 17/10/2021
Report ID: s02043

Posting Date: 01/10/2021 – 31/10/2021

NTR0 MGR, -
XX -53309505
48 RAFAH CRESCENT, BLDG S-138
BORDEN, ON L0M1G0 CAN

Posting Date	Transaction Date	Description				Expense Amount
07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF/705-424-1200,ON-UNK				(15.22)
Expense Description						
Accounting Codes						
Entity -Etablissement: 0101 - HQ/OG CFMWS/SBMFC						
Sub Account - Sous Compte: 000 - DEF						
Outlet - Point de vente: 5268 - NAO/BCN						
Natural Account - Compte Naturel: 2085 - GST/HST / TPS/TPH						
Profit Center - Centre de Profit: 00000 - DEF/DEF						
Intercompany - Intersocietes: 0000 - DEFAULT						
07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF/705-424-1200,ON-UNK				(30.36)
Expense Description						
Accounting Codes						
Entity -Etablissement: 0101 - HQ/OG CFMWS/SBMFC						
Sub Account - Sous Compte: 000 - DEF						
Outlet - Point de vente: 5268 - NAO/BCN						
Natural Account - Compte Naturel: 2090 - PST/GST TVR/TVP						
Profit Center - Centre de Profit: 00000 - DEF/DEF						
Intercompany - Intersocietes: 0000 - DEFAULT						
07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF/705-424-1200,ON-UNK				(245.43)
Expense Description						
Accounting Codes						
Entity -Etablissement: 0101 - HQ/OG CFMWS/SBMFC						
Sub Account - Sous Compte: 000 - DEF						
Outlet - Point de vente: 5268 - NAO/BCN						
Natural Account - Compte Naturel: 1799 - FA-WP-CLRG/PROJET \$						
Profit Center - Centre de Profit: 00000 - DEF/DEF						
Intercompany - Intersocietes: 0000 - DEFAULT						
07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF/705-424-1200,ON-UNK				(20.00)
Expense Description						
Accounting Codes						
Entity -Etablissement: 0101 - HQ/OG CFMWS/SBMFC						
Outlet - Point de vente: 5268 - NAO/BCN						
Natural Account - Compte Naturel: 8100 - SUPPLIES/BUREAU						

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Gvt of Canada Acctg Code Detail Rpt

Run Date: 17/10/2021
Report ID: s02043

Posting Date: 01/10/2021 – 31/10/2021

NTR0 MGR, -
XX -53309505
48 RAFAH CRESCENT, BLDG S-138
BORDEN, ON L0M1G0 CAN

Posting Date	Transaction Date	Description				Expense Amount
Sub Account - Sous Compte: 000 - DEF						
Profit Center - Centre de Profit: 00000 - DEF/DEF						
Intercompany - Intersocietes: 0000 - DEFAULT						
07/10/2021	07/10/2021	CFMWS NATIONAL AR OFF/705-424-1200,ON-UNK				(34.51)
Expense Description						
Accounting Codes						
Entity -Etablissement: 0101 - HQ/OG CFMWS/SBMFC						
Sub Account - Sous Compte: 000 - DEF						
Outlet - Point de vente: 5268 - NAO/BCN						
Natural Account - Compte Naturel: 2085 - GST/HST / TPS/TPH						
Profit Center - Centre de Profit: 00000 - DEF/DEF						
Intercompany - Intersocietes: 0000 - DEFAULT						
Total						0.00

On Completion :

Name : _____
Signature and Date : _____

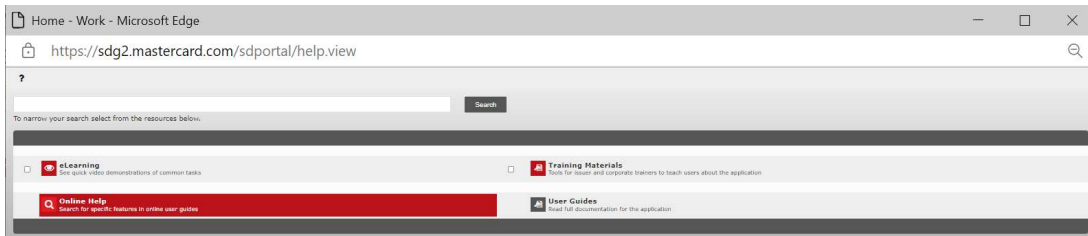
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4. How to Obtain Support

If you have questions and/or need assistance using NBC's Smart Data site, there are multiple options available to you:

1. The Help option at the top right-hand side of the home page provides additional resources for assistance



2. The Resource Center at the right-hand side of the home page has generalized step-by-step user manuals and videos to assist users



3. Your local Base Coordinator or NPP Accounting Manager can provide support and assistance to NPP Corporate Credit Cardholders
4. Your Corporate Credit Card Coordinators at the National Accounting Office may also provide assistance to NPP Corporate Credit Cardholders. You may reach out to the team directly at NPPMasterCard@CFMWS.com.
5. You may contact the project lead for the National Bank of Canada Corporate Acquisition Card Transition program, Patricia Roulette, at roulette.patricia@cfmws.com.