CFMWS - NAO

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

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Contact for Enquiries and Proposed Changes For any questions regarding this document please contact:				
Name:	NTRO			
Title/Role:	National Treasury and Financial Reporting Office			
Department:	Finance			
Telephone:				
Email:	<u>NPPMasterCard@cfmws.com;</u> <u>BNPMasterCard@sbmfc.com</u>			

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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 "Gvt 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 NPPMasterCard 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

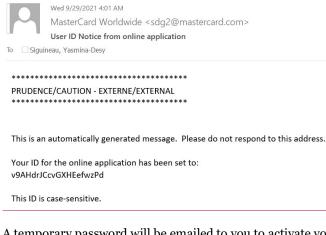
• Cardholders must have procured goods and services using their NPP Corporate Credit Card

3. How to / steps

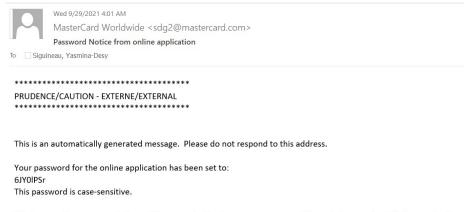
3.1. Logging into Smart Data

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 <u>Sign In to Smart Data (mastercard.com</u>). 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.



This is a one-time password. You will be prompted to change your password the next time you log into the application.

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.

	BANQUE	NATIO
-	NATIONALE	BANK
	NATIONALL	DAIN

JE	NATIONAL		
NALE	BANK		

	Sign In to Smar	t Data		
			* All fields r	required
User ID *				
7816PROUL				
Password/Passcoo	e *			
			0	
	<mark>Sign In</mark> Forgot Password/ Cardholder Self-Regi:			
	American English	~		
	Cardholder Self-Regi	stration		

Brought to you by Smart Data

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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.

BANQUE NATIONAL NATIONALE BANK				Help Contact Us 🕲
Account Activity Reports				
HOME User Role: Cardholder - X000000000003505 - NTRO MOR, -	•			
ACTIVITY		REPORTS & DATA FILES		NEWS
ALERTS & NOTIFICATIONS > Previous 30 days MOST RECENT POSTING DATE	0	O SCHEDULED REPORTS >		GUIDES SDG2/ SDG2 GUIDELINES Des Guides SDG2, seion le type d'accès d'utilisateur, sont maintenan
07/10/2021		COMPLETED REPORTS)		FORMATIONS SDG2 À VENIR /UPCOMING SDG2 TRAINI Veuillez vous référer au Centre de Ressources pour les détails des f
TOTAL TRANSACTIONS > Previous 30 days	4	DATA FILES >		CYCLE DE FACTURATION/ BILING CYCLE
REVIEWED TRANSACTIONS Previous 30 days	0	ACCOUNT STATEMENT >		Veuillez vous référer au Centre de Ressources/ Please refer to the R More
				LINKS
			More	BANQUE NATIONALE >
REVIEW REQUIRED			TOTAL ITEMS: 4	NATIONAL BANK OF CANADA >
CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve			CAD (300.00) 07/10/2021	RESOURCE CENTER
CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve			CAD (350.00) 07/10/2021	CAPSULES VIDÉO POUR COORDONNATEUR >
CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve			CAD 350.00 07/10/2021	COORDINATOR VIDEO CAPSULES >
CFMWS NATIONAL AR OFFI > STREET UNKNOWN - Approve			CAD 300.00 07/10/2021	CAPSULE VIDÉO POUR DÉTENTEUR DE CARTE >
				VIDEO CAPSULE FOR CARDHOLDER

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

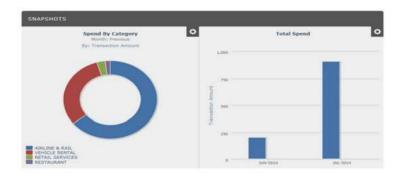
- <u>Alerts & Notifications</u> you may click on this field to find a list of alerts and notifications that pertain to your profile
- <u>Most Recent Posting Date</u> this field is for information purposes only and displays the most recent posting date of your transactions
- <u>Total Transactions</u>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



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



Reports is made up of the following fields

- Dashboard this is where scheduled and completed reports will appear
 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.

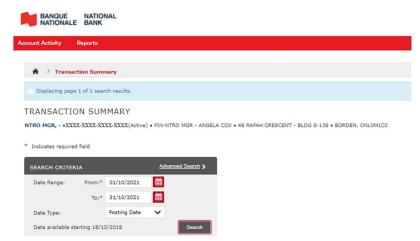
To code your transactions you may use the path of clicking on the *More* button on the bottom of the Review Required section.



Or, you may click on the Total Transactions field.



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



Either method will bring you to the following screen:

							Sard Mar
* 12 B 9						Page 1 of 1	Tage
ietail	Reviewed	Posting Date	Transaction Date*	Description	Transaction Amount Additional Information		
		07/16/2021	67/10/2021	CENNIS NATIONAL AR OFFI 705-424-1200, ON - LOH 1C0	300.00	0	
	D	07/10/2021	07/10/2021	CFMVIS NATIONAL AR OFFI 705-424-1200, ON -LOH 1CD	350.00	۵	
		07/10/2021	67/10/2021	CFNIMS NATIONAL AR OFFI 705-424-1200, ON	(259-30)		
	D	07/50/2025	07/10/2021	CENVES NATIONAL AR OFFI 705-424-1290, ON	(300.00)	Ð	
8 9						Page 1 of 1	Page

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. \square

2 8 9					Page 1 of 1 Page C	50
Detail	Reviewed	Posting Date	Transaction Date*	Description	Transaction Amount Additional Information	
		07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0	300.00	
1						

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 Split Detail	1					
						< 10 S
INANCIAL DETAIL INFORMATION						
Reviewed Exported Posting Date	Transaction Date Descriptio	n Trans	action Amount Net Transa	tion Amount Additional Information		
07/10/2021	CFHWS NA 705-424-1	TIONAL AR OFFI	(200.00)			
Customer Code:	Expense Description:			1		
ACCOUNTING CODES INFORMATION						Display accounting codes from Account Level
Entity -Établissement	Out	let - Point de vente		Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de Profit
0101 - HQ/QG CFMWS/S8MFC	526	9 - NAPO/NAPO		- 1	000 - DEF	00000 - DEF/DEF
0101 - HQ/QG CFMWS/SBMFC -	52	169 - NAPO/NAPO	-	The above field is required.	000 - DEF	00000 - DEF/DEF -
Intercompany - Intersocietés	Spa	re 1 - Disponible 1		Spare 2 - Disponible 2	FA-Project-Prepaid-DHH	Available
0000 - DEFAULT	000	0 - Spare 1		0000 - Spare 2		
0000 - DEFAULT -	00	000 - Spare 1	-	0000 - Spare 2 🗸		

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

Financial Detail Split Detail				
oper detail				
FINANCIAL DETAIL INFORMATION				
Reviewed Posting Date Transaction Date Description	Transaction Amount Net Transaction Amount Additional Information			
CFHWS NATION: 705-424-1200, 07/10/2021	NL AR OFFI 200.00 200.00			
Customer Code: Expense Description				
Financial Information Processing Date:	07/10/2021			
Billing Date:	977 AN 2004			
Transaction Reference Number:	000007736913118			
Posted Currency Code:	CAD (CANADIAN DOLLAR)			
Original Currency:	300.00 CAD (CANADIAN DOLLAR)			
Original Conversion Rate & Date:	1 07/10/2021			
Billing Currency:	0.00 000 (000)			
Billing Conversion Rate:	0.00			
National Currency:	0.00 000 (000)			
National Conversion Rate:	0 0.00			
Mama Indicator:	No			
Hatched Indicator:				
Herchant & Processing Information		Additional Information		
Herchant Name	CFMWS NATIONAL AR OFFI	Custom Identifier Type:		
Acquirer Reference Number:	55419211280200308457349	Preight Amount:	0.00	
Additional Information:		Custom Identifier:		
Approval Code:	616115	Transaction Discount Amount:	0.00	
Merchant Reference Number:	NTRO-MSR	Order Date:		
Terminal ID:		Transaction Discount Code:		
Merchant Category Code (MCC):	ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES (\$931)	Unique Invoice Number:		
Issuer Transaction Code Qualifier:	0	Ship From Pestal Code:		
Banknet Reference Number:		Commodity Code: Ship-to Pestal Code:		
Tranaction Category: Transaction Flag:	0	Ship-to Postal Code: Authorized Contact Name:		
Transaction Flag: Transaction Code Qualifier:	W	Authorized Contact Name: Destination Country:		
commencement commencements		Destination Country: Authorized Contact Number:		
		Dute Amount	0.00	
		Point of Sale	Internet	

Financial Detail

Following this step, I select the Split Detail tab.

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

Financial Detail Split Detail					
					> 🖹 🤊
FINANCIAL DETAIL INFORMATION					
Reviewed Posting Date Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additional Information
07/10/2021 07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0		300.00	300.00	
					Split(s): 2 +
				Split By: Amount 🗸 Split and B	Balance To: Total Transaction Amount
Split Information					
Description		Percent		Amount	
This transaction does not have any splits defined.					
					> 🖻 🤊

Split Detail

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.

								> 🖹
NCIAL DETAIL IN	FORMATION							
Reviewed	Posting Date	Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additio	nal Information
	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0		300.00	300.00		
								Split(s): 2
8						Split By: Amount ¥ Split a	nd Balance To:	
Information								
	Select All	Description					Percent	Amount
		Split -					33.33	100.00 =
		Split -				•	33.33	100.00 *
		Split -				•	33.34	100.00 *
Information Tota	Is							
				Percent			Amo	unt
	Totals:			100.00			300	1.00

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.

Financial Detail	Split Detail								
									> 🖹 🤊
FINANCIAL DETAIL IN	FORMATION								
Reviewed	Posting Date	Transaction D	Date	Description		Transaction Amount	Net Transaction Amount	Additiona	l Information
	07/10/2021	07/10/2021		CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0		300.00	300.00		
								s	plit(s): 2 🛨
A 10							Split By: Amount V Split a	nd Balance To: Tot	
Split Information									
	Select All		Description					Percent	Amount
		D	Project Expense re	lated to NPP CCC Project				81.83	245.49 *
		Ð	Office Supplies (Bi	nders)			*	6.67	20.00 -
		Þ	HST				*	11.50	34.51 -
Split Information Tota	als								
					Percent			Amour	đ.
	Totals:				100.00			300.0	0
									_
									> 🖻 🤊

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	8
>	Office Supplies (Binders)	*
>	HST	*

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

Select All		Description									Percent	Amount
	 	Project Expense related to N	PP CCC Project								81.83	245.49 *
	ACCO	UNTING CODES INFORMAT	ION									
	Entity	-Établissement		Outlet - Point de vente		Natural Account - C	Compte Naturel	Sub Account - Sous Co	ompte	Profit Center - Centre	de Profit	
	0101 -	HQ/QG CFMWS/SBMFC		5268 - NAO/BCN			- *	000 - DEF		00000 - DEF/DEF		
	0101	- HQ/QG CFMWS/SBMFC	- 1	5268 - NAO/BCN	-			000 - DEF	-	00000 - DEF/DEF	- 1	
	Interc	ompany - Intersocietés										
	0000 -	DEFAULT										
	0000	- DEFAULT	•									
	Cop	y to All on Page										
	Þ	Office Supplies (Binders)									6.67	20.00 *
	>	HST									11.50	34.51 *
Split Informati	on Totals											
							Percent				Amount	
		Totals:					100.00				300.00	

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



Spli Expand All Details			Amount 🗸	Split and Balance To:	Total Transaction Amount 🗸
Select All	1	Description		Percent	Amount
	▲ > 🖊	Project Expense related to NPP CCC Project	*	81.83	245.49 =
	< 🛦	Office Supplies (Binders)		6.67	20.00 *
		HST	*	11.50	34.51 *

The following screen appears.

1					Split By: Amount V Split and Balance To: Total	Transaction Amou
Informatio	on					
elect All	Description				Percent	Amount
	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	Profit Center - Centre de Profit	
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	-	000 - DEF	00000 - DEF/DEF	
	0101 - HQ/QG CFMWS/SBMFC -	5268 - NAO/BCN 👻 "	The above field is required.	000 - DEF 🗸 🔭	00000 - DEF/DEF 🗸 *	
	Intercompany - Intersocietés					
	0000 - DEFAULT					
	0000 - DEFAULT					
	Copy to All on Page					
	Office Supplies (Binders)				* 6.67	20.00
	ACCOUNTING CODES INFORMATION					
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de Profit	
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	The above field is required.	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersocietés					
	0000 - DEFAULT					
						dit Accounting C
	HST HST				• 11.50	34.51
	ACCOUNTING CODES INFORMATION					
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de Profit	
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	The above field is required.	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersocietés					
	0000 - DEFAULT					
						Edit Accounting Co
nformatio	on 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.

* 🛍					Split By: Amount ¥ Split and Bal	lance To: Total Transaction Amount
plit Informati Select All	lon Description					Percent Amount
	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	Profit Center - Centre de	e Profit
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	1799 - FA-WIP-CLRG/PROJETS	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersocietés					
	0000 - DEFAULT					
						Edit Accounting Code:
	Office Supplies (Binders)					6.67 20.00 -
	ACCOUNTING CODES INFORMATION					
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de	Profit
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	8100 - SUPPLIES/BUREAU	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersocietés					
	0000 - DEFAULT					
						Edit Accounting Code:
	HST					11.50 34.51 *
	ACCOUNTING CODES INFORMATION					
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Centre de l	Profit
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	2085 - GST/HST / TPS/TPH	000 - DEF	00000 - DEF/DEF	
	0101 - HQ/QG CFMWS/SBMFC -	5268 - NAO/BCN -	2085 - GST/HST / TPS/TPH 👻 *	000 - DEF -	00000 - DEF/DEF	÷*
	Intercompany - Intersocietés					
	0000 - DEFAULT					
	0000 - DEPAULT					
	Copy to All on Page					
lit Informati	ion 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.



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.

A Transaction	Summary 3 Split Trans	relliam				
SPLIT TRANSAG	TION					
NTRO MGR + XXXX-XX	001-5330-9505 (Autove) • FD	TITRO HOR - ANGELA COX + 48 RA	FAH CREECENT - BLDG 5-138 • BORDEN, DILLONICO			
* Indicates required field	+					
Pranciel Detail	Split Detail					
FINANCIAL DETAIL	INFORMATION					
Reviewed	Pusting Date	Transaction Data	Description	Transaction Amount	Mult Transaction Amount	Additional Infermation
			CENWS NATIONAL AR OFFI 705-424-1200, ON -LON 1CD	- 300.00	300.00	
a	07/10/2021	07/30/2023				
	07/10/2021	07/30/2023				Spin(a) 2
	67/18/2921	07/10/2021		20000	Ipit By: Amount 🗸 Spit and Bak	
	67/15/2021	07/10/2021				
G Split Information Descript		47736/2023		Parcent		
G Split Information Descript		47736/2023			light By: Amount 🗸 Split and Bab	

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.

Financial Detail	Split Detail							
								< > 🖹
INANCIAL DETAIL IN	FORMATION							
Reviewed	Posting Date	Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additional Ir	formation
	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -LOM 1C0		350.00	350.00		
							Split	(s): 3
1 Information						Split By: Amount ♥ Split an	Balance To: Total T	fransaction Amoun
	Select All							
		Description					Percent	Amount
		Services Expense					86.98	204.42 *
		GST					4.35	15.22 =
		QST				•	8.67	30.36 *
lit Information Totals								
				Percent			Amount	
	Totals:			100.00			350.00	
								< > 8

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

					Split By: Amount ¥ S	lit and Balance To:	Total Transaction Amount Y
t Information							
Select All	Description					Percent	Amount
	Services Expense					86.98	304.42 *
	ACCOUNTING CODES INFORMATION						
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center	Centre de Profit	
	0101 - HQ/QG CFMWS/SBMPC	5268 - NAO/BCN	8050 - SERVICES EXP	000 - DEF	00000 - DEF/	DEF	
	Intercompany - Intersocietés						
	0000 - DEFAULT						
							Edit Accounting Code
	GST GST				-	4.35	15.22 -
	ACCOUNTING CODES INFORMATION						
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center	- Centre de Profit	
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BCN	2005 - GST/HST / TPS/TPH	000 - DEF	00000 - DEF/	DEF.	
	Intercompany - Intersocietés						
	0000 - DEFAULT						
							Edit Accounting Code
	QST QST					8.67	30.36 -
	ACCOUNTING CODES INFORMATION						
	Entity -Établissement	Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center	Centre de Profit	
	0101 - HQ/QG CFMWS/SBMFC	5268 - NAO/BON	2090 - PST/QST TVP/TVP	000 - DEF	00000 - DEF/	DEF	
	Intercompany - Intersocietés						
	0000 - DEFAULT						22
							Edit Accounting Code
Information Tol	otals						
			Percent			An	ount
	Totalsı		100.00			3	50.00
							< > 🖹

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
0	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200	, ON -UNK	(350.00)	(350.00)	
							Split(s):
						Split By: Amount 🗸 Split ar	d Balance To: Total Transaction Am
formation							
Select All	Description						Percent Amou
	Services Expense	Reimbursed				•	86.98 (304.42
	ACCOUNTING CODES IN	FORMATION					New York
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - C	entre de Profit
	0101 - HQ/QG CFMWS/SE	IMFC	5268 - NAO/BCN	8050 - SERVICES EXP	000 - DEF	00000 - DEF/DEF	
	Intercompany - Interso	ietés					
	0000 - DEFAULT						
							Edit Accounting
	GST GST					*	4.35 (15.22
	ACCOUNTING CODES IN	FORMATION					
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - C	entre de Profit
	0101 - HQ/QG CFMWS/SE	IMFC	5268 - NAO/BCN	2085 - GST/HST / TPS/TPH	000 - DEF	00000 - DEF/DEF	
	Intercompany - Interso	ietės					
	0000 - DEFAULT						
							Edit Accounting
	QST QST					*	8.67 (30.36
	ACCOUNTING CODES IN	FORMATION					
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - C	entre de Profit
	0101 - HQ/QG CFMWS/SE	SMPC	5268 - NAO/BCN	2090 - PST/QST TVP/TVP	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersoc	ietės					
	0000 - DEFAULT						
							Edit Accounting
formation Tot	tals						
				Percent			Amount
	Totals			100.00			(350.00)

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.

	Split Detail							
								< 🖺 🤊
INANCIAL DETAIL INF	ORMATION							
Reviewed	Posting Date	Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additional	nformation
	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -UNK		(300.00)	(300.00)		
							Spi	it(s): 2 🕇
A 📋						Split By: Amount 🗸 Split an	Balance To: Total 1	ransaction Amount 🗸
	Select All	Description					Percent	Amount
		Split -					50.00	(150.00)*
		Split -				•	50.00	(150.00) =
plit Information Totals	i							
				Percent			Amount	
	Totals:			100.00			(300.00)	
								د 🖻 ک

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.

financial Detail	Split Detail							< 🗎
NANCIAL DETAIL INF	ORMATION							
Reviewed	Posting Date	Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additional I	nformation
	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-424-1200, ON -UNK		(300.00)	(300.00)		
							Spli	t(s): 2
						Split By: Amount 🗸 Split and	Balance To: Total To	ansaction Amount
lit Information								
	Select All	Description					Percent	Amount
		Split -				•	33.33	(100.00)*
		Split -					33.33	(100.00) =
		Split -				•	33.34	(100.00) =
plit Information Totals								
				Percent			Amount	
	Totals			100.00			(300.00)	
								< 🖻
								-

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.

Reviewed	Posting Date	Transaction Date	Description		Transaction Amount	Net Transaction Amount	Additional Information
	07/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI 705-42	-1200, ON -UNK	(300.00)	(300.00)	
							Split(s): 2
8						Split By: Amount 🗸 Split an	d Balance To: Total Transaction Amount
Information							
Select All	Description						Percent Amount
	Refund of Project E	xpense related to NPP CCC Prote	đ				81.83 (245.49)*
	ACCOUNTING CODES IN	ORMATION					
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Ce	entre de Profit
	0101 - HQ/QG CFMWS/SB	MFC	5268 - NAO/BCN	1799 - FA-WIP-CLRG/PROJETS	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersoc	ietés					
	0000 - DEFAULT						
							Edit Accounting Co
	Refund of Office Su	pplies (Binders)				-	6.67 (20.00) *
	ACCOUNTING CODES IN	ORMATION					
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Co	entre de Profit
	0101 - HQ/QG CFMWS/SB	MFC	5268 - NAO/BCN	8100 - SUPPLIES/BUREAU	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersoc	ietės					
	0000 - DEFAULT						
							Edit Accounting Co
	HST HST					4	11.50 (34.51)*
	ACCOUNTING CODES IN	ORMATION					
	Entity -Établissement		Outlet - Point de vente	Natural Account - Compte Naturel	Sub Account - Sous Compte	Profit Center - Co	entre de Profit
	0101 - HQ/QG CFMWS/SB	MFC	5268 - NAO/BCN	2085 - GST/HST / TPS/TPH	000 - DEF	00000 - DEF/DEF	
	Intercompany - Intersoc	ietés					
	0000 - DEFAULT						
							Edit Accounting Co
Information Tota	als						
				Percent			Amount
	Totals:			100.00			(300.00)
							< 🗈

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

A Transaction Summary D Split Transaction

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

						Search 10
889						Page 1 of 3 Page
fuel.	Restmend	Fasting.Date	Transaction.Data*	Description	Transaction Amount Additional	d Enformation
56		0730/2021	87/16/2025	CENING NATIONAL AR OFFE 765-434-1300, ON -LINE LCB	505.00	
				Ball(a) 1: Project Expense related to 10P CCC Project (ELEPh)	24.40	_
				Sult(s) 2: Office Supplies (Briden) (6.67%)	25.00	
				8p8(x) 2+ W87 (11.5%)	94.05	
100		07/10/2021	07/10/2021	CYHWE BATEDAN, AR OFFE 705-624-5200, ON 4.8H 1CB	350.00	
				farit(s) ir farvina Espana (M. MPh)	104.42	
				Ball(x) 2: 087 (4.30%)	18.22	
				8a9K(s) 3r (0.67%)	36.36	
302		073362625	47/14/2025	CPHINE BATEDAK, AR OFFE 205-424-1200, 0N	(291-34)	
				Rafit(s) 1/ Services Reporter Renducted (36,50%)	(384.40)	
				5pR(x) 21 - 087 (4.35%)	04.40	
				5y8(x) 3: Q87 (8.47%)	(36.36)	
		07382021	67/16/2021	CTIMUS BATTORAL AR OFFE 705-434-1300, OK	(206-00)	
				Ealt(x) 1: Refund of Project Expense related to 10P CCC Project (ELEPA)	(245.49)	
				Balt(x) 2: Refund of Office Equation (Briden) (6.67%)	(25.44)	
				RpH(a) 3: HET (13.8%)	(04.81)	

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

							Search Tanas 2.18
8 8 9	۸					Page 2 of 3 Tage	
tail.	Resident	Paulina, Lista	Transaction. Date*	Insulation	Instantion Armant Additional Inform	adian .	
36		07/10/2021	07/10/2021	CIVERS RATIONAL AR OFTS 745-434 \$206, ON -53813CD	305.00		
				Rafficial 31 Propert Brownes related to NPP (CC Propert (81.82%)	245.49		
				Split(a) 2: Office Susplan (Breley) (6.67%)	20.00		
				Rulle(a) 3+ HET (33-8%)	34.51		
68		67/10/2021	675302023	CYNNUS RATIONAL AR OFFT 785-434 3290, ON 4.0H 1C0	290.40		
				SpR(a) 3: Service Expense (H5.MPh)	3(4.4)		
				Bulle(a) 21 (057 (4-35%)	18.02		
				5a9Cci 31 QST (8.47%)	30.34		
8		47134/2423	67540503	OTHINS RATIONAL AR OFFI 785-438-5290, ON	(356.44)		
				Balli(a) 3: Bervices Expenses Reinforces (36.30%)	(304.42)		
				famil(a) 2+ 067 (4.39%)	0.8.80		
				Bulk(u) 31 (287 (8.67%)	(35.34)		
8		67/36/2625	47/34/2625	CENEWS RATIONAL AR CETT 765-434-1306, CR	(366-36)		
				Split(a) 3: Reland of Propert Expense related to 1979 CDC Propert (81,83%)	(345.48)		
				Salit(x) 2: Asherd of Ofice Supplies (Birden) (5.47%)	(25.46)		
				Build(a) 3: HEF (11.5%)	(34.31)		

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

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

SEARCH RESULTS 88.8 200 316.00 245.49 25.30 34.51 250.30 204.42 15.22 35.34 DR -DR

transactions are locked and final.

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 his 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.

BANQUE NATIONALE	NATIONAL BANK
Account Activity	Reports
Doshboord	
Run	

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

\odot	2. Report Name: Gvt of Canada Acctg Code Detail Rpt
Sea	rch
1	My Exports
F	inancial and Spending Reports
5	🗇 Gvt of Canada Acctg Code Detail Rpt

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

For Cardholder purposes, under section6, 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.

System Inbox		
Suppress Email Notifications		
mail Notifications Send email notification to:		
	\oplus	
ROULETTE.PATRICIA@CFMWS.COM	8	

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Type	V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V		-	
ng	V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V V		-	
Type			-	
Specifications			-	
Specifications			-	

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: ed20043

Posting Date: 01/10/2021 - 31/10/2021

NTRO MGR, -XX -5339955 48 RAFAH CRESCENT, BLDG S-138 BORDEN, ON LGM1CO CAN

	Transaction Date	Description				Amount
Poeting Date 07/16/2021	07/19/2021		OFFI705-424-1200 ON -LOM 1CD			245.40
Expense Description Accounting Codes	Project Expense related to NPF		001100-004-1200,0N -COM 100			240.49
Ently -Elablasement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BON	Natural Account -	1799 -	
	CFMW5/SBMFC	ventec		Compte Naturel	FA-WIP-CLRG/PROJET S	
Bub Account - Sous Complex	000 - DEF	Profit Center - Centre de Profit	00000 - DEFIDEF	Intercompany - Intercolates:	0000 - DEFAULT	
07/10/2021	07/10/2021	CFMWS NATIONAL AR (OFFI705-424-1200,ON -LOM 1C0			20.00
Expense Description Accounting Codes	Office Supples (Binders)					
Ently-Elablasement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BON	Natural Account -	8100 -	
	CFMW5/S8MFC	ventec		Compte Naturel:	SUPPLIES/BUREA U	
Bub Account - Sous Compte:	000 - DEF	Profit Center - Centre de Profit	00000 - DEFIDEF	Intercompany - Intercolates	0000 - DEFAULT	
07/10/2021	07/10/2021	CFIMUS NATIONAL AR	DFFI705-424-1200,ON -LOM 1C0			34.51
Expense Description Accounting Codes	HST					
Ently -Eablesement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BON	Natural Account -	2085 - GST/HST /	
	CFMW5/S8MFC	vente:		Compte Naturet	TPS/TPH	
Sub Account - Sous	000 - DEF	Profit Center - Centre	00000 - DEFIDEF	Intercompany -	0000 - DEFAULT	
Compte:		de Prufit:		Intersocietes:		
07/10/2021	07/10/2021	CFMWS NATIONAL AR (OFF1705-424-1200,ON -LOM 1C0			304.42
Expense Description	Services Expense					

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Gvt of Canada Acctg Code Detail Rpt

Posting Date: 01/10/2021 - 31/10/2021

Run Date: 17/10/2021 Report ID: ed/20043

NTRO MGR, + XX-53309505 48 RAFAH CRESCENT, BLDG S-138 BORDEN, ON LOM1CO CAN

Poeting Date	Transaction Date	Description				Expense Amount
Accounting Codes						
Ently -Elablasement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BCN	Natural Account -	8050 - SERVICES	
	CFMWS/S8MFC	verter		Comple Natural	EXP	
lub Account - Sous	000 - DEF	Profit Center - Centre	00000 - DEF/DEF	Intercompany -	0000 - DEFAULT	
Comptex		de Profit		Intersocietas:		
7/10/2021	07/10/2021	CFMWS NATIONAL AR OFFI705-424-1200.ON -LOM 1C0			15.2	
Depense Description	GST					
Accounting Codes						
Entity -Etablissement	0101 - HQ/QG	Outlet - Point de	5268 - NAC/BCN	Natural Account -	2085 - GST/HST /	
	CFMW5/58MFC	vente:		Comple Natural:	TPS/TPH	
Sub Account - Sous	000 - DEF	Profit Center - Centre	00000 - DEF/DEF	Intercompany -	0000 - DEFAULT	
Complex		de Profit		Intersocietes:		
37/10/2021	67/16/2021	OFMINS NATIONAL AR OFF1705-424-1200.ON -L0M 100			30.3	
Expense Description	QST					
Accounting Codes						
intly-Elablasement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BCN	Natural Account -	2090 - PST/QST	
	CFMWS/S8MFC	vertex		Comple Natural:	TVPTVP	
Sub Account - Sous	000 - DEF	Profit Center - Centre	00000 - DEF/DEF	Intercompany -	0000 - DEFAULT	
Comptex		de Profit		Intersocietas:		
7/10/2021	07/10/2021	OFMINS NATIONAL AR (OFFI705-424-1200.ON -UNK			(304.42
Depense Deeoription	Services Expense Reimbursed					
Accounting Codes						
intly Elablasement	0101 - HQ/QG	Outliet - Point de	5268 - NAO/BCN	Natural Account -	8050 - SERVICES	
	CFMW5/58MFC	vente:		Compte Natural:	EXP	
lub Account - Sous	000 - DEF	Profit Center - Centre	00000 - DEF/DEF	Intercompany -	0000 - DEFAULT	
Complex		de Profit		Internociates:		

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Gvt of Canada Acctg Code Detail Rpt

Posting Date: 01/10/2021 - 31/10/2021

Run Date: 17/10/2021 Report ID: ad20043

NTRO MGR, -XX -5339855 48 RAFAH CRESCENT, BLDG S-138 BORDEN, ON LØM1CO CAN

Poeting Date	Transaction Date	Description				Anoun
07/10/2021	07/10/2021	OFMINS NATIONAL AR	OFFI705-424-1200.ON -UNK			(15.22)
Expense Description Accounting Codes	GST					
Ently-Elablasement	0101 - HQ/QG CFMWS/58MFC	Outlet - Point de vente:	5268 - NAO/BCN	Netural Account - Compte Natural:	2085 - GST.HST / TPS/TPH	
Sub Account - Sous Complex	000 - DEF	Prufit Center - Centre de Prufit	00000 - DEF/DEF	Intercompany - Intercolates:	0000 - DEFAULT	
07/10/2021	07/10/2021	OFMINS NATIONAL AR	OFF1705-424-1200.ON -UNK			(30.36
Expense Description Accounting Codes	QST					
Erthy-Elablasement	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente:	5268 - NAO/BCN	Netural Account - Comple Naturet	2090 - PST/QST TVP/TVP	
Sub Account - Sous Complex	000 - DE#	Profit Center - Centre de Profit	00000 - DEF/DEF	Intercompany - Intercolates:	0000 - DEFAULT	
07/10/2021	67/16/2021	OFMINS NATIONAL AR	OFF1705-424-1200,ON -UNK			(245.49)
Expense Description Accounting Codes	Refund of Project Expense related to	NPP CCC Project				
Ently-Chiblesenert	0101 - HQ/QG CFMWS/SBMFC	Outlet - Point de vente:	5268 - NAO/BON	Natural Account - Compte Naturet	1799 - FAWIP-CURGIPROJET S	
Bub Account - Sous Complex	000 - DEF	Profit Center - Centre de Profit	00000 - DEF/DEF	Intercompany - Intersociates:	0000 - DEFAULT	
07/10/2021	67/10/2021	OFMINS NATIONAL AR	OFF1705-424-1200,ON -UNK			(20.00)
Expense Description Accounting Codes	Refund of Office Supplies (Binders)					
Ently -Elablasement	0101 - HQ/QG	Outlet - Point de	5268 - NAO/BON	Netural Account -	8100 -	
	CFMWS/SBMFC	ventex		Compte Natural:	SUPPLIES/BUREA U	

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Posting Date: 01/10/2021 - 31/10/2021

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NTRO MGR, -XX-53309505 48 RAFAH CRESCENT, BLDG S-138 BORDEN, ON LUM1CD CAN

	Amou
Epigenese Description HST Accounting Codes Entity-Elablesement: 0101 - HQ/QG Outlet - Point de 5268 - NAO/BCN Natural Account - 2005 - GST CFMVHS/658MFC vente: Compte Naturet: TPS/TPH Sub Account - Sous 000 - DEF Profit Center - Centre 00000 - DEF/DEF Intercompany - 0000 - DEF/	A.T
Accounting Codes Outlet - Point de 5266 - NAD/BCN Natural Account - 2005 - GST Ently -Etablesement: 0101 - HQ/GG Outlet - Point de 5266 - NAD/BCN Natural Account - 2005 - GST CFM/NS/SBMFC venter: Comple Naturet TP9/JTPH Sub Account - Soun 000 - DEF Intercompany - 0000 - DEF/DEF	(34.5
CFMWS/65MFC vente: Compte Nature: TPS/TPH Sub Account - Soura 000 - DEF Profit Center - Centre 0000 - DEF/DEF Intercompany - 0000 - DEF/	
Sub Account - Sous 000 - DEF Polit Center - Centre 00000 - DEF/DEF Intercompany - 0000 - DEF/	IST /
Constar de Dudit biomodeles	A.T
Total	0.0
On Completion :	

Name : ______

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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

D Home - Work - Microsoft Edge	-		×
https://sdg2.mastercard.com/sdportal/help.view			Q
?			
Search			
To narrow your search select from the resources below.		_	_
Control of the set of the se	te application		
Q Online Help Sarch for goodst trades in other user gates			
Sauch for specific halows in ortike use guides		_	-

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

RESOURCE CENTER	
CAPSULES VIDÉO POUR COORDONNATEUR >	
COORDINATOR VIDEO CAPSULES >	
CAPSULE VIDÉO POUR DÉTENTEUR DE CARTE >	
VIDEO CAPSULE FOR CARDHOLDER >	
CYCLES DE FACTURATION / BILLING CYCLES > Cycles de facturation 2021 / Billing cycles 2021	-

- 3. Your local Base Coordinator or NPP Accounting Manager can provide support and assistance to NPP Corporate Credit Cardholders
- 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 <u>NPPMasterCard@CFMWS.com</u>.
- 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.