

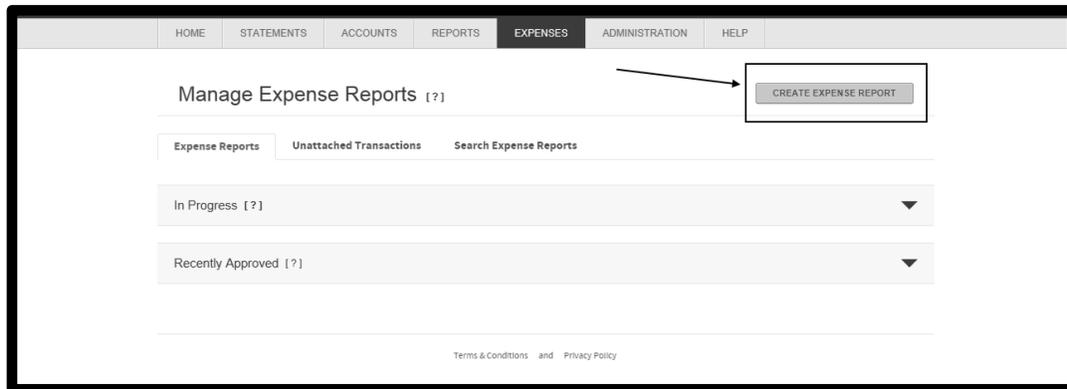
CentreSuite Quick Reference Guide

May 2015

Creating an Expense Report

You can create expense reports to group transactions that have a common purpose, such as a business trip, or to tie to your monthly credit card statement. When the expense report is complete, it is submitted for approval. Transactions are attached to an expense report from one account. If you have access to multiple accounts, you must select only one for the expense report.

You can create expense reports by selecting *Expenses > Manage Expense Reports* from the menu to display the Manage Expense Reports page, or you can use the link from home page. Click **Create Expense Report** to open a expense reports wizard, which takes you through the steps required to create an expense report.

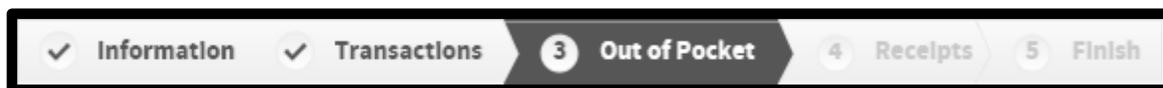


You can create and attach out-of-pocket expenses while creating your expense report if this functionality is enabled for your program. Expand the Report History section at the bottom of the page to review the chronological history of the expense report.

To create an expense report

You can create a new expense report using a multi-step wizard. As you complete the tasks in one step, click **Next** to move to the next step. At any time, you can click **Save** to save the expense report in progress. The unfinished expense report is listed in the In Progress section of the Manage Expense Reports page. You can open it from this page and complete the expense report.

As you complete steps in the expense report wizard, you can navigate back to a previous step by clicking on the step on the navigation bar.



Step 1: Define General Report Information

This step defines the expense report name and enables you to attach a description and destination, if desired. You can also specify a date range for transactions. You have the option to automatically attach all transactions found in the specified date range to the expense report. All required fields are marked with an asterisk (*)

The screenshot shows a web interface for defining general report information. At the top, there is a progress bar with five steps: 1. Information (active), 2. Transactions, 3. Out of Pocket, 4. Receipts, and 5. Finish. Below the progress bar, the title 'Information' is displayed. The form contains several sections: 'Select Account' with a dropdown menu and search criteria (Name on Account, Active accounts, Inactive within 45 days, Inactive longer than 45 days, Purged) and a 'SEARCH' button; 'Account' with a dropdown menu showing 'CARDHOLDER (000000*****0000)' and a link 'Select a different account'; 'Expense Report Name *' with a text input field; 'Description' with a text input field; 'Destination' with a text input field; 'Date Range: *' with a dropdown menu for 'Statement Cycle (Last)', 'From:' and 'To:' date pickers (showing 1/27/2015 and 2/24/2015), and a checked checkbox for 'Auto-attach transactions'. At the bottom, there are buttons for 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.

1. Enter a name in the **Expense Report Name** field.
2. If you have access to multiple accounts, select an account from the **Account** list, otherwise, your account is listed here. If you want to create the expense report with an unlisted account, you can search for an account and attach it to the expense report using the following procedure. Otherwise, proceed to step 3.
 - a. Expand the Select Account section or click the **Select a different account** link.
 - b. Select search criteria from the **Select Account** list and specify additional criteria in the associated field. You can use an asterisk (*) as a leading or trailing wildcard character in partial searches.
 - c. Select one or more account types. If you select **Inactive within 45 days and Inactive longer than 45 days**, the search results will include all inactive accounts.
 - d. Click **Search**. The search results are displayed below.
 - e. Select the account. The selected account is used by this expense report and is listed in the **Account** field.

3. Enter a description in the **Description** field.
4. Enter a destination in the **Destination** field.
5. Specify a date range by selecting one from the **Date Range** list. You can create a custom range by either entering a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon () to display the calendar controls that let you select a starting and ending date.

Note: The **Auto-attach transactions** check box is automatically selected. The option attaches all transactions within the specified date range to the expense report. When you proceed to step 2 of the wizard, all transactions within the date range you specified are attached. You can then specify different date ranges to locate additional transactions.

You can now perform one of the following actions:

- Click **Next** to proceed to **Step 2: Transactions**, the next step of the wizard.
- Click **Skip to Last Step** to open the Finalize Report section which summarizes the report in progress. You can then Click **Save** to save the report.
- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab, and as in progress on the home page
- Click **Cancel** to cancel.

Step 2: Attach Transactions

This step allows you to search for additional transactions within a specified date range. Initially, the transactions within the date range you specified in step 1 are listed. If you selected the **Auto-attach transactions** check box in step 1, these transactions are already attached to this expense report and are listed in the Attached Transactions section. If you did not select this option, the transactions are listed and you choose which transactions to attach. You can then search for additional transactions by specifying other date ranges.

Information 2 Transactions 3 Out of Pocket 4 Receipts 5 Finish

Transactions

Available (Unassigned) Transactions

Attach the selected Transactions to the Expense Report.

Date Range: Statement Cycle (Last) From: 01/27/2015 To: 02/24/2015

SEARCH

Filter Search Results By:

Transactions Only Splits Only Both

<input type="checkbox"/>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3/3/2013	3/3/2013	\$12.00	Lunch
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/26/2014	8/26/2014	\$100.00	Hotel
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/26/2014	8/26/2014	\$112.00	Personal Mileage

Attached Transactions

No unassigned transactions found.

NEXT SKIP TO LAST STEP Save Cancel

1. Select the transactions you want to include in the expense report by selecting the associated check box. The check box at the top of the column selects all transactions. You can sort listed transactions by clicking on the column header to sort ascending by that column. Click the column heading again to sort descending. To remove a transaction, skip to the last step.
2. To search for additional transaction outside the initially specified date range, specify a date range by selecting one from the **Date Range** list. You can create a custom range by either entering a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon () to display the calendar controls that let you select a starting and ending date.
3. Click **Search**. The available transactions search results updates.
4. Select transactions. The additional selections are listed below in the Attached Transactions section.
5. Continue searching for and attaching transactions, as required. You can remove transactions from the expense report by clicking the remove icon () associated with that transaction.

You can now perform one of the following actions:

- Click **Next** to proceed to **Step 3: Out-of-Pocket** , the next step of the wizard. Depending on your site settings, this step may not be available.
- Click **Skip to Last Step** to open the Finalize Report section which summarizes the report in progress. You can also allocate transactions in the Finalize Report section. You can then click **Save** to save the report.
- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.

Step 3: Create Out-of-Pocket Transactions (if applicable for your program)

Any additional out-of-pocket transactions you attach are created in this section.

1. Select one of the out-of-pocket expense types from the **Type** list.
2. Specify the number of out-of-pocket transactions required in the **Number of Transactions** field.
3. Click **Add**. The number of transactions specified are added..

You can now add detailed out-of-pocket information for each expense type that you have created:

Important: If you expand an out-of-pocket section but do not specify any data, click the **Remove** link to remove the section line. Any blank out-of-pocket section lines will generate an error if you try to attach them to the expense report.

Personal Mileage section

The screenshot shows the 'Out of Pocket' section of a software interface. At the top, there is a navigation bar with tabs for 'Information', 'Transactions', 'Out of Pocket', 'Receipts', and 'Finish'. Below this, the heading 'Out of Pocket' is displayed. A sub-heading 'Personal Mileage' is also present. A form allows adding transactions with fields for 'Type' (set to 'Personal Mileage'), 'Number of Transactions' (set to 1), and an 'ADD' button. Below this, a table lists existing transactions with columns for 'Remove', 'Transaction Date', 'Description', 'Distance', and 'Rate'. The first row shows a transaction on 03/12/2015 with a distance of 0 and a rate of 'Mileage as of 1/1/2014 (0.5400 per mile)'. At the bottom, there are buttons for 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.

1. Enter a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Enter a description in the **Description** field, if required.
3. Enter the distance traveled in the **Distance** field. This is a number-only field.
4. Select a distance rate from the **Rate** list. This rate is applied to the distance traveled.
5. Click **Add** to add another out-of-pocket type or click **Next**. If you click **Next**, all out-of-pocket transactions are added to the expense report and you will proceed to the next step in the wizard. Out-of-pocket transactions are denoted by the out-of-pocket icon ().
6. Click **Remove** if you no longer want this out-of-pocket transaction.

Meals section

The screenshot shows a web interface for adding an out-of-pocket transaction. At the top, there are navigation tabs: 'Information', 'Transactions', 'Out of Pocket', 'Review', and 'Print'. Below the tabs, the title 'Out of Pocket' is displayed. A sub-header reads: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you want.' Below this, there is a 'Type' dropdown menu (highlighted in yellow) and a 'Number of Transactions' input field. An 'ADD' button is located below these fields. Below the 'ADD' button is a table with the following columns: Amount, Transaction Date, Description (1), Meal Type, Business Meal, Attendees, Purpose, Amount, Merchant Name, Merchant City, State/Province, and Country (1). The 'Amount' column contains '\$'. At the bottom of the form, there are buttons for 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.

1. Enter a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Enter a description in the **Description** field, if required.
3. Select a meal type from the **Meal Type** list.
4. Enter the **Attendees** and **Purpose** in the appropriate fields.
5. Enter the transaction amount in the **Amount** field. This is a number-only field. Do not type a currency symbol.
6. Enter the **Merchant Name**, **City**, **State/Province**, and **Country** in the appropriate fields.
7. Click **Add** to add another out-of-pocket type or click **Next**. If you click **Next**, all out-of-pocket transactions are added to the expense report and you will proceed to the next step in the wizard. Out-of-pocket transactions are denoted by the out-of-pocket icon ().
8. Click **Remove** if you no longer want this out-of-pocket transaction.

Lodging, Transportation, and Other section

The screenshot shows the 'Out of Pocket' section of an expense report wizard. At the top, there are navigation tabs: 'Information', 'Transactions', 'Out of Pocket', 'Receipts', and 'Check'. Below the tabs, the title 'Out of Pocket' is displayed. A sub-header reads: 'To add an out-of-pocket transaction to your expense report, click the Add button for the appropriate out-of-pocket transaction type. You can add as many out-of-pocket transactions as you need.' Below this, there is a form with a 'Type' dropdown menu (highlighted in yellow) showing 'Lodging, Transportation and Other', and a 'Number of Transactions' input field with the value '1'. An 'ADD' button is located below the form. Below the form is a table with the following columns: 'Remove', 'Transaction Date', 'Description', 'Expense Type', 'Amount', 'Merchant Name', 'Merchant City', 'State/Province', and 'Country (T)'. The table contains one row with the date '03/12/2016' and a 'select type' dropdown. At the bottom of the form, there are buttons for 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.

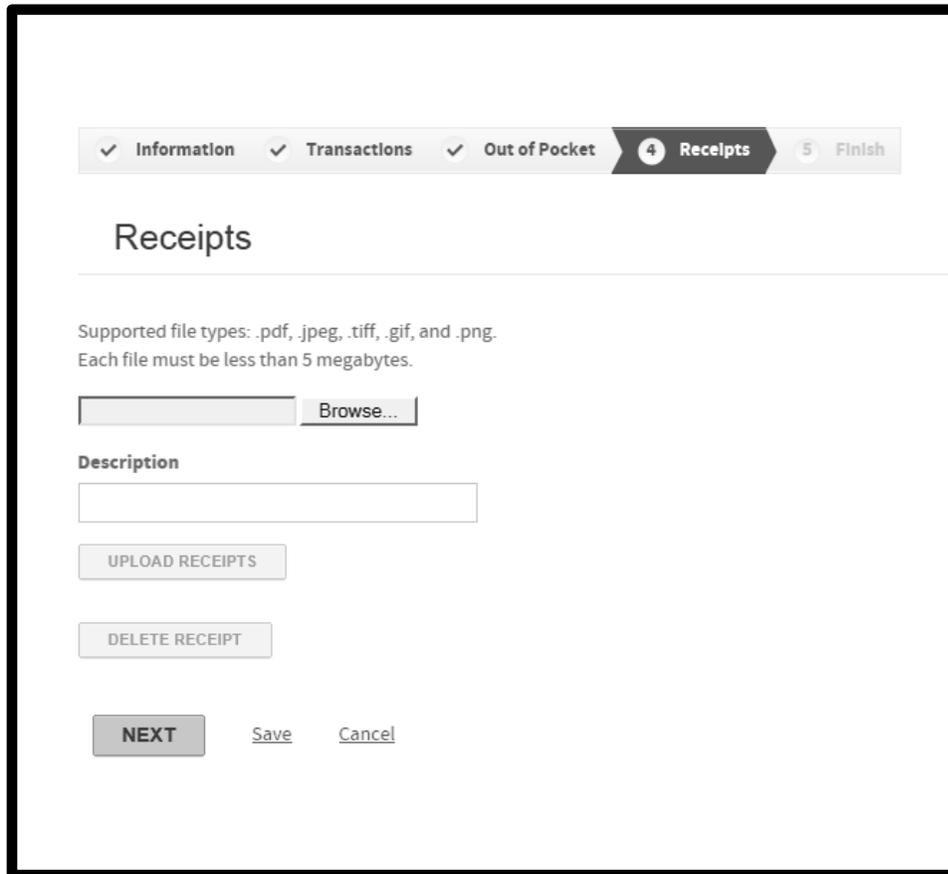
1. Enter a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Enter a description in the **Description** field, if required.
3. Select an expense type from the **Expense Type** list.
4. Enter the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.
5. Enter the **Merchant Name**, **City**, **State/Province**, and **Country** in the appropriate fields.
6. Click **Add** to add another out-of-pocket type or click **Next**. If you click **Next**, all out-of-pocket transactions are added to the expense report and you will proceed to the next step in the wizard. Out-of-pocket transactions are denoted by the out-of-pocket icon ().

Step 4: Attach Receipts

The **Manage Receipts** step is available if your organization requires copies of transaction receipts to be attached to the expense report. When you create an expense report, the receipt required icon () is displayed next to an unsubmitted expense report. Expense reports that have receipts attached display the receipts attached icon ()

You can create copies of your receipts, save them in one of the five supported file types (.pdf, .jpeg, .tiff, .gif, .png), and store them on your computer.

Note: Many printer/copiers support saving copies in various file formats. Contact your operations or IT department for assistance in creating these and storing them on your computer. Each file must be less than 5 megabytes.



The screenshot shows a web interface for attaching receipts. At the top, a progress bar indicates five steps: Information, Transactions, Out of Pocket, Receipts (current step), and Finish. Below the progress bar, the heading "Receipts" is displayed. Underneath, it lists supported file types: .pdf, .jpeg, .tiff, .gif, and .png, with a note that each file must be less than 5 megabytes. There is a text input field for the file path, followed by a "Browse..." button. Below this is a "Description" label and a text input field. At the bottom of the form, there are three buttons: "UPLOAD RECEIPTS", "DELETE RECEIPT", and "NEXT". The "NEXT" button is highlighted in a darker shade. To the right of the "NEXT" button are links for "Save" and "Cancel".

1. Click **Browse**. The Choose File to Upload dialog is displayed.
2. Navigate to the folder on your computer that has the receipt files and locate the file you want to attach to the expense report.
3. Click the file and select **Open**. The Choose File to Upload dialog box closes and the path and filename are displayed in the **Browse** field of the Receipts page.
4. Enter a description, if desired, and click **Upload Receipt**. The file is uploaded to the system and is displayed in the File Name column.
5. Continue adding receipt files to the expense report and click **Next** to attach the files, close the Manage Receipts step, and proceed to the final step.

Step 5: Finalize Report

Step 5: Finalize Report [?]

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.

Expense Report Name:	Business Trip
Account:	CARDHOLDER (00000*****0000)
Description:	Sales and Service
Destination:	Anytown, USA
Dates:	1/27/2015 - 2/24/2015
Grand Total:	\$5,709.44
Reimbursable Total:	\$5,709.44
Receipt Attached:	Yes

You can now perform one of the following tasks:

- Click **Submit**. A dialog box is displayed which allows you to select approvers. You can also enter a note, if desired.

Note: Once submitted, no further changes to allocation fields or descriptions are allowed. The report would have to be rejected back to you for adjustments.

Submit Expense Report(s)

Select Approver(s)
WHEN SUBMITTING AS A CARDHOLDER ONLY SUBMIT TO AN INTERIM APPROVER, NOT THE FINAL APPROVER.

User Name	Business Unit	Approver Type
<input type="checkbox"/> Approver	CARD SERVICES	Interim

Note (Optional):

SUBMIT Cancel

- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.
- Click **Cancel** to discard any changes and return to the In Progress section of the Expense Reports tab.
- Click **Print Expense Report** to generate **Report 3120 - Expense Report** in PDF format. You can view the report or save it to your local system.

For information on adding description and allocation field information, refer to the *Allocating Transactions* quick reference guide.