

CentreSuite Quick Reference Guide

May 2015

Creating an out of pocket (OOP) expense

An account holder sometimes incurs a valid business expense that he or she must pay for without using the card account. Such expenses are tracked in the card management system as Out-of-Pocket transactions. Once the out-of-pocket transaction is created, it will show in transaction searches and can be added to an expense report and submitted for approval for reimbursement.

Note: Depending on your program set up, Out-of-Pocket transactions may or may not be enabled for your card program. Please refer questions on OOP functionality to your Organization Administrator.

Select *Expenses>Create Out-of-Pocket* from the menu to access the Create Out-of-Pocket page. Your account is displayed. You can also create an OOP transaction during the Expense Report creation process. Refer to the Creating an Expense Report User Guide for further instructions.

If you have access to multiple accounts, you first search for an account and then create an out-of-pocket expense for that account.

To search for an account

If you are responsible for multiple accounts you must specify for which account you want to create an out-of-pocket expense. If you are responsible for your account, proceed to step 4.

The screenshot shows a web interface for selecting an account. At the top, there is a breadcrumb trail with '1' in a dark grey box and '2 Create Out-of-Pocket Transactions' in a light grey box. Below this is the heading 'Select Account'. The main form area contains a dropdown menu labeled 'Name on Account' with a downward arrow, followed by a text input field. Below these are four checkboxes: 'Active accounts' (checked), 'Inactive within 45 days' (checked), 'Inactive longer than 45 days' (unchecked), and 'Purged' (unchecked). At the bottom of the form is a 'SEARCH' button.

1. Select the account search criteria from the list in the Select Account section and further refine your search by specifying criteria in the associated field. See the quick reference guide, "Searching without the wildcard character" for examples of these searches.
 - If you select **Account Number** or **Name on Account** from the search list, all accounts that match your criteria will be returned.
 - If you select **Unit Name** or **Unit Number** from the search list, all your accounts within the specified unit will be returned. You must have access to the unit before the unit search works.
2. 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.
3. Click **Search**. All accounts that meet your criteria are listed in the Search Results section. Select an account and click **Next** to display the Create Out-of-Pocket Transactions page.
4. Your account is listed. Click **Next** to display the Create Out-of-Pocket Transactions page.

✓ Select Account 2 Create Out-of-Pocket Transactions

Create Out-of-Pocket Transactions [?]

Selected Account:
CARDHOLDER (000000*****0000)

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.

Type
 Lodging, Transportation and Other

Number of Transactions
 1

ADD [?]

CREATE [Cancel](#)

Any additional out-of-pocket transactions you attach are created on this page.

1. Select one of the three out-of-pocket expense types from the **Type** list.
 - Lodging, Transportation and Other
 - Meals
 - Personal Mileage
2. Specify the number of each expense type required in the **Number of Transactions** field.
3. Click **Add**. The number of fields specified are added..

You now add out-of-pocket information for each expense type you created:

Important: If you expand an out-of-pocket section but do not specify any data, click the Remove icon (⊖) 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

The screenshot shows the 'Create Out-of-Pocket Transactions' form. At the top, there are tabs for 'Select Account' and 'Create Out-of-Pocket Transactions'. Below the tabs, the title 'Create Out-of-Pocket Transactions' is displayed. The 'Selected Account' is 'CARDHOLDER (000000****0000)'. A note states: '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.' The form has two main sections: 'Type' and 'Number of Transactions'. The 'Type' dropdown is set to 'Personal Mileage' and the 'Number of Transactions' field contains '1'. Below these is an 'ADD' button. A table below shows a single transaction with columns: 'Remove', 'Transaction Date' (03/13/2015), 'Description', 'Distance' (0), and 'Rate' (Mileage as of 11/2/2014 (0.5600 per Mile)). At the bottom are 'CREATE' and 'Cancel' buttons.

1. Specify a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Specify a description in the **Description** field, if required.
3. Specify 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 **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the out-of-pocket icon ().

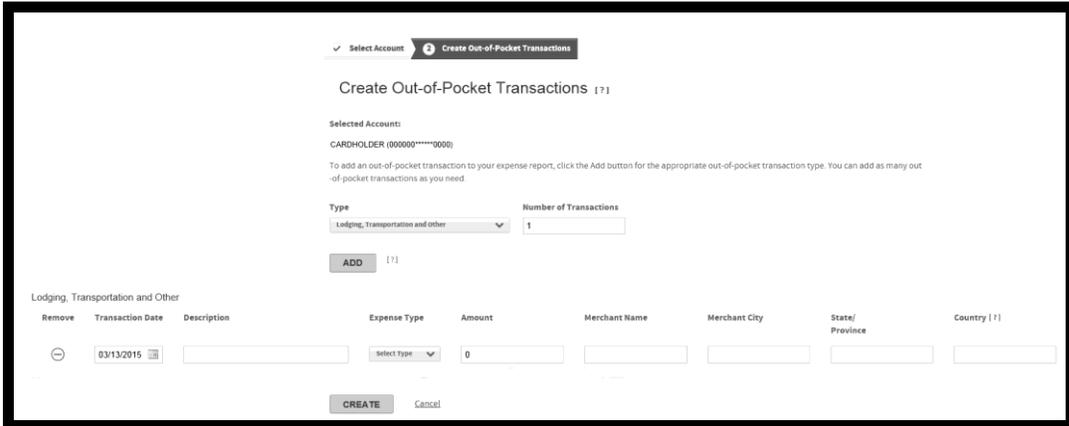
Meals

The screenshot shows the 'Create Out-of-Pocket Transactions' form for Meals. The 'Selected Account' is 'CARDHOLDER (000000****0000)'. A note states: '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.' The form has two main sections: 'Type' and 'Number of Transactions'. The 'Type' dropdown is set to 'Meals' and the 'Number of Transactions' field contains '1'. Below these is an 'ADD' button. A table below shows a single transaction with columns: 'Remove', 'Transaction Date' (03/13/2015), 'Description', 'Meal Type' (Indefinite), 'Business Meal' (No), 'Attendees', 'Purpose', 'Amount' (0), 'Merchant Name', 'Merchant City', 'State/Province', and 'Country'. At the bottom are 'CREATE' and 'Cancel' buttons.

1. Specify a date in the **Transaction Date** field. You can use the calendar control () to select a date.
2. Specify a description in the **Description** field, if required.
3. Select a meal type from the **Meal Type** list.
4. Specify the **Attendees** and **Purpose** in the appropriate fields.
5. Specify the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.

- Specify the **Merchant Name, City, State/Province, and Country** in the appropriate fields.
- Click **Add** to add another out-of-pocket type or click **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the out-of-pocket icon ().

Lodging, Transportation, and Other section



- Specify a date in the **Transaction Date** field. You can use the calendar control () to select a date.
- Specify a description in the **Description** field, if required.
- Select an expense type from the **Expense Type** list.
- Specify the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.
- Specify the **Merchant Name, City, State/Province, and Country** in the appropriate fields.
- Click **Add** to add another out-of-pocket type or click **Create** and all out-of-pocket transactions are added to the account. Out-of-Pocket transactions are denoted by the out-of-pocket icon ().

After you have added all your out-of-pocket transactions to the account and clicked **Create**, you are returned to the Select Account page and a confirmation message displays.

Note: After the OOP transaction is added to your list of transactions, you can then allocate the transactions and/or add them to an Expense Report. If at any time you wish to delete an OOP after it is created you can simply click on

Remove

the Remove icon () to delete the OOP from the system.

