

**CentreSuite Quick Reference Guide**

*May 2015*

**Managing Expense Reports**  
**Program Administrators and Approvers**

On the Manage Expense Reports page, you can manage the expense reports you create, and, if you are an approver, review expense reports that have been submitted to you for approval. Depending on your user access rights, you can approve and close an expense report. When the expense report is closed, the transactions in the report are locked. If you have appropriate permissions assigned to you, you can reopen a closed expense report.

You can access the Manage Expense Reports page by selecting *Expenses > Manage Expense Reports* from the menu.

The Manage Expense Reports page contains three tabs. Each tab enables the user to perform different tasks on existing expense reports. You can also create a new expense report by clicking the **Create Expense Report** button.

**Corporation.Inc**

HOME STATEMENTS ACCOUNTS REPORTS **EXPENSES** ADMINISTRATION HELP

Manage Expense Reports [?] CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

In Progress [?]

<input type="checkbox"/>	Details	Notes	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...		0002809475	CARDHOLDER	OCTOBER TRIP	Unsubmitted	10/9/2014	10/9/2014	\$2,081.16	\$2,081.16
<input type="checkbox"/>	...		0002809482	CARDHOLDER	SALES TRIP	Unsubmitted	8/25/2014	8/25/2014	\$1000.00	\$1000.00
<input type="checkbox"/>	...		0002809483	CARDHOLDER	AUGUST TRIP	Unsubmitted	8/25/2014	8/25/2014	\$255.00	\$255.00

SUBMIT SELECTED DELETE SELECTED

Recently Approved [?]

No reports found.

### Expense Reports Tab

The Expense Reports tab groups your expense reports into sections based on the expense report status.

If you are a cardholder with one or more accounts directly assigned to you, two sections on the Expense Reports tab are displayed. The In Progress tab lists all of your unsubmitted expense reports and the Recently Approved section lists all of your expense reports that have been approved in the last 10 days. You can select expense reports and submit or delete them from the In Progress section. You can also view expense report details and review any notes attached to an expense report.

If you are an approver, the For Your Approval section is also displayed. Approvers can select expense reports and approve or reject them. Approvers can also view expense report details and review any notes attached to an expense report.

### **Expense Reports Tab – Unassigned section**

Automatically generated (autogenerated) and unassigned expense reports are listed in this section. You can review expense report details or click the **Take Ownership** button to assign expense reports to yourself.

- Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
- Select expense reports you want to assign to yourself by selecting the associated check box and clicking **Take Ownership**. A dialog box is displayed asking you to confirm this selection. Click **Take Ownership** on the dialog box to confirm your choice. The expense report is assigned to you and displays in the In Progress section with **Yes** as the **System Created** status.

### **Expense Reports Tab – In Progress section**

In the In Progress section, you can review unsubmitted expense report details and notes. You also can select expense reports you want to submit or delete.

1. Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
2. Click the Note icon (📝) to open the Add Expense Report Note pop-up window. Enter a note and click **Save Note** to save the note and attach it to the expense report. The Note icon changes to (📝) to indicate that text has been added. Click this icon to reopen the Add Expense Report Note pop-up window and then click the Add Note link to add additional notes to the expense report.
3. If receipts are required for your organization, click the receipt icon (📄) to open the Manage Receipts dialog. You can review, add, or delete receipts in this dialog box. If no receipts are attached, you can attach them by clicking the blank receipts icon (📄). You can now perform the following actions on the expense report:
  - If the expense report is complete, select the report and click **Submit Selected** to route the expense report to your approver. The Submit Expense Report(s) dialog box opens and you can select the approvers to whom you want to route this expense report. You also have the option to attach a note to this expense report.
  - Click **Save** to save the expense report for further edits. The expense report is still displayed in the In Progress section of the Expense Reports tab.
  - Click **Cancel** to return to the Expense Reports tab. Any changes made are discarded.
  - 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.

### **To submit or delete multiple expense reports:**

Select each expense report check box. The check box at the top of the column selects all expense reports.

1. Click **Submit Selected**. The Submit Expense Report(s) dialog box opens.
2. Select the approvers from the list to whom you want to route the expense reports.

3. Enter an optional note. This note is attached to all expense reports.
4. Click **Submit**. The expense reports are routed to the selected approvers.

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**Note:** Click **Delete Selected** to delete the selected expense reports. Any attached transactions are available for new expense reports and are displayed on the Unattached Transactions tab.

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### ***Expense Report tab - Recently Approved section***

The Recently Approved section lists all your submitted expense reports approved in the last 10 days. You can review expense report detail by clicking the Detail icon (•••) or review attached notes by clicking the Notes icon (📄). All fields are visible but are read-only. If changes to an approved expense report are required, an approver with the appropriate permissions must re-open it before any changes can be made.

### ***Expense Report tab - For Your Approval section (Approvers only)***

All expense reports that have been routed to you for approval are listed here.

1. Click the expense report detail icon (•••) to open the Finalize Report section of the Edit Expense Report page. You can review existing expense reports from the Edit Expense Report page.
2. Click the note icon (📄) to review notes attached to the expense report . If you see the blank note icon (📄+) icon, no notes have been attached.
3. Select the check box associated with each expense report and apply one of the following actions:
  - Click **Approve Selected**. The Note dialog box opens and you can attach a note. The expense report(s) are routed to the next approver in the hierarchy. If you are the final approver, the expense report is closed.
  - Click **Reject Selected** to reject the expense reports. You can attach a note to the expense report before it is routed back to the originator

### **Unattached Transactions Tab**

All transactions that are not assigned to an expense report are listed here. The default date is the last 45 days. If you want to search for transactions outside this range, use the following procedure. You can create new expense reports using the results of your transaction search. To assign transactions to an existing expense report, you must perform that action on the Expense Report tab - In Progress section.

#### **To search for unattached transactions:**

If you are responsible for multiple accounts, either those directly assigned to you or accounts you are responsible for, you must specify which account you want to search for transactions. If you are only responsible for your account, proceed to step 4.

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.

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports   Unattached Transactions   Search Expense Reports

Select Account [?]

Name on Account   Cardholder

Active accounts    Inactive within 45 days    Inactive longer than 45 days    Purged

SEARCH

Search Results

Account Number	Name on Account	Unit Name	Unit Number	Account Holder	Inactive
<input checked="" type="radio"/> 000000*****0000	CARDHOLDER	1111-SALES	00001111	CARDHOLDER	No

- If you select **Account Number** or **Name on Account** from the search list, all accounts that match your criteria are returned.
  - If you select **Unit Name** or **Unit Number** from the search list, all your accounts within the specified unit are 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 include all inactive accounts.
  3. Click **Search**. All accounts that meet your criteria are listed in the Search Results section.
  4. Select the account you want to search. You can select one account. If you want to change that account, deselect it and select another from the Search Results section.
  5. Specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing 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.
  6. Select a transaction filter from the **Filter Search Results By** option.
  7. Click **Search**. Transactions that meet your criteria are listed below.

**SEARCH**

Search Results

Account Number	Name on Account	Unit Name	Unit Number	Account Holder	Inactive
<input checked="" type="radio"/> 000000*****0000	CARDHOLDER	1111-SALES	00001111	CARDHOLDER	No

**Date Range:** Last 45 Days **From:** 03/03/2015 **To:** 3/5/2015

**SEARCH**

**Filter Search Results By:**  Transactions Only  Splits Only  Both

<input type="checkbox"/>	<input type="checkbox"/>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	3/3/2015	3/3/2015	\$10.00	Wendy's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	3/3/2015	3/3/2015	\$28.00	Personal Mileage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	3/3/2015	3/3/2015	\$5.00	Lodge
<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	3/3/2015	3/3/2015	\$5.00	PC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	●	3/3/2015	3/3/2015	\$5.00	Trans

**CREATE EXPENSE REPORT**

8. Select the check boxes associated with the transactions you want to include in an expense report and click **Create Expense Report**. The selected transactions are assigned to your new expense report.

## Search Expense Reports Tab

You can search for expense reports on this tab by specifying status and date criteria.

### To search for expense reports:

If you have access to one account, use the following procedure to locate expense reports.

The screenshot shows the 'Manage Expense Reports' interface. At the top, there is a title 'Manage Expense Reports [?]' and a 'CREATE EXPENSE REPORT' button. Below the title are three tabs: 'Expense Reports', 'Unattached Transactions', and 'Search Expense Reports'. The 'Search Expense Reports' tab is active. Underneath, there are several sections for filtering: 'Report Status' with checkboxes for 'Unsubmitted', 'Pending Approval', 'Approved/Closed', 'Rejected', 'Reopened', and 'Incomplete'; 'Date Range' with a dropdown menu set to 'Last 45 Days'; 'From' and 'To' date fields with calendar icons, showing '1/19/2015' and '3/5/2015' respectively; 'Search by' with radio buttons for 'Last Status Date' (selected) and 'Date Created'; and 'Search Using' with a dropdown menu set to 'Select value' and an empty text input field. A 'SEARCH' button is located at the bottom left of the form area.

1. Select one or more expense report statuses from the **Report Status** list.
2. 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. Select a search by option: **Last Status Date** or **Date Created**.
4. Select the account search criteria from the **Search Using** list and further refine your search by specifying criteria in the associated field. You can use an asterisk (\*) as a leading or trailing wildcard character in your searches.
5. Click **Search**. The search results display below.
6. Click the expense report detail icon (  ) to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
7. Click the note icon (  ) to review notes attached to the expense report . If you see the blank note icon (  ) icon, no notes have been attached.

## To search for expense reports if you have access to multiple accounts and/or units

If you have access to multiple units, you can search using account or unit information. If you have access to multiple accounts, use the following procedure to locate a single account.

The screenshot shows the 'Manage Expense Reports' interface. At the top right is a 'CREATE EXPENSE REPORT' button. Below the title are three tabs: 'Expense Reports', 'Unattached Transactions', and 'Search Expense Reports'. A grey box contains the instruction 'Click here to select accounts or units for your search'. The 'Search for:' section has radio buttons for 'Account' (selected) and 'unit'. Below is a 'Name on Account' dropdown menu and a text input field. There are four checked checkboxes: 'Active accounts', 'Inactive within 45 days', 'Inactive longer than 45 days', and 'Purged'. A 'SEARCH' button is below. The 'Report Status:' section has six checked checkboxes: 'Unsubmitted', 'Pending Approval', 'Approved/Closed', 'Rejected', 'Reopened', and 'Incomplete'. The 'Date Range:' section has a dropdown set to 'Last 45 Days', and 'From:' and 'To:' date pickers with values '1/19/2015' and '3/5/2015'. The 'Search by:' section has radio buttons for 'Last Status Date' (selected) and 'Date Created'. The 'Search Using:' section has a 'Select value' dropdown and a text input field. A 'SEARCH' button is at the bottom.

## To search for expense reports (multiple unit access only)

If you have access to both accounts and units, you can combine specific accounts and all accounts within a unit in your expense report search. The unit search is for users who have both account and unit access. You must first specify the accounts or units for your expense report search.

### To specify Accounts or Units:

#### Account Search:

1. To search by account, select **Account** from the **Search for** option . The search list is populated with account search criteria.
2. Select account search criteria from the search list.
  - If you select **Name On Account** or **Account Number**, specify additional search criteria in the search field. You can use the leading or trailing wildcard character (\*) for partial searches.

- a. Click **Search**. The results of your account search are displayed in the Search Results section.
- b. Select the accounts you want to include in your search.
- If you select **Unit Name** or **Unit Number**, specify additional search criteria in the search field. You can use the leading or trailing wildcard character (\*) for partial searches.
  - a. Click **Search**. All accounts you have access to in that unit are displayed in the Search Results section.
  - b. Select the accounts you want to include in your search.

If you want to include all accounts within a unit, and you have unit access, use the procedure in the Unit Search section below to add all accounts within selected units to your search. Otherwise, skip to *To specify report status and date range information for multiple units access*.

### Unit Search:

1. To search by unit, select **Unit** from the **Search for** option. The search list is populated with unit search criteria.
2. Select unit search criteria from the search list, specify additional criteria in the search field. You can use the leading or trailing wildcard character (\*) for partial searches.
3. Click **Search**. The units returned by your search appear in the Select Units section. Click the hierarchy icon () to view the parent hierarchy of the selected unit.
4. Select the units you want to include in your search.

### To specify report status and date range information for multiple unit access:

1. Select one or more expense report statuses from the **Report Status** list.
2. 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. Select the date criteria from the **Search by** option.
4. Select the search criteria from the **Search Using** list and further refine your search by specifying criteria in the associated field. You can use an asterisk (\*) as a leading or trailing wildcard character in your searches.
5. Click **Search**. The search results are displayed below.
6. Click the expense report detail icon () to open the Finalize Report section of the Edit Expense Report page. You can manage existing expense reports from the Edit Expense Report page.
7. Click the note icon () to review notes attached to the expense report. If you see the blank note icon () icon, no notes have been attached.
8. Export the search results grid as a Microsoft® Office Excel Comma Separated Values file (.csv)
  - a. Click **Export**. The File Download dialog opens.
  - b. Click **Open** to open the file in Excel.
  - c. Click **Save** to open the Save As dialog. Specify the local folder you want this file saved to and type in a filename.
  - d. Click **Save** to download the file to your local drive.