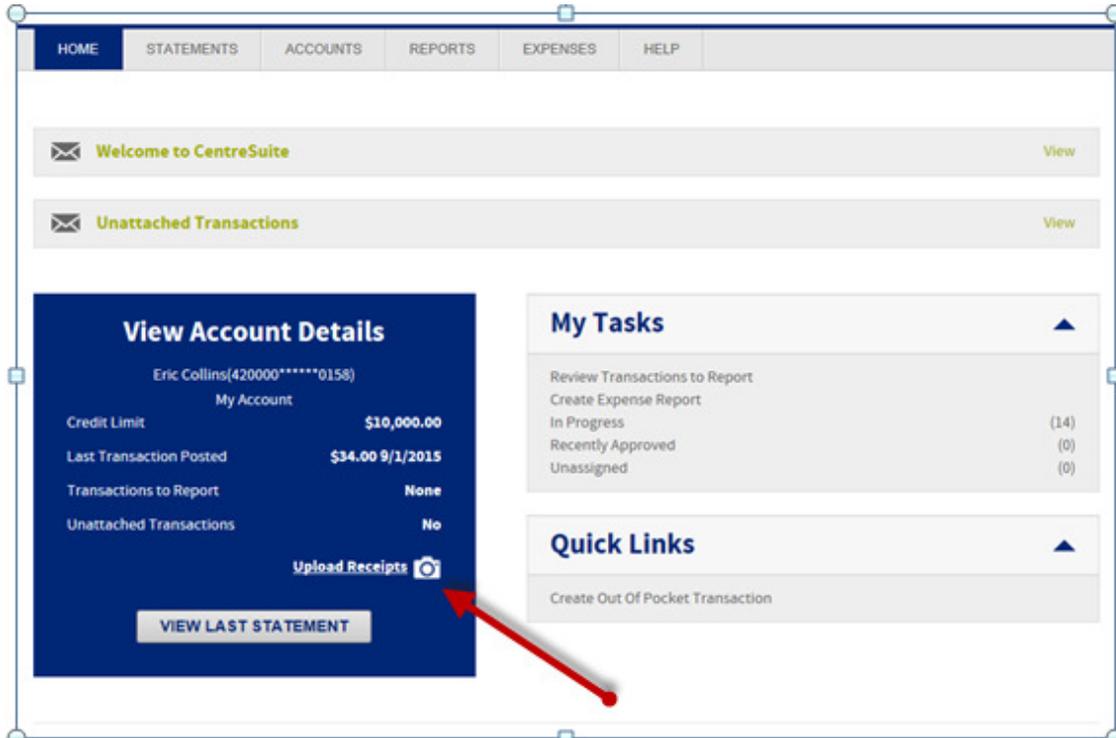


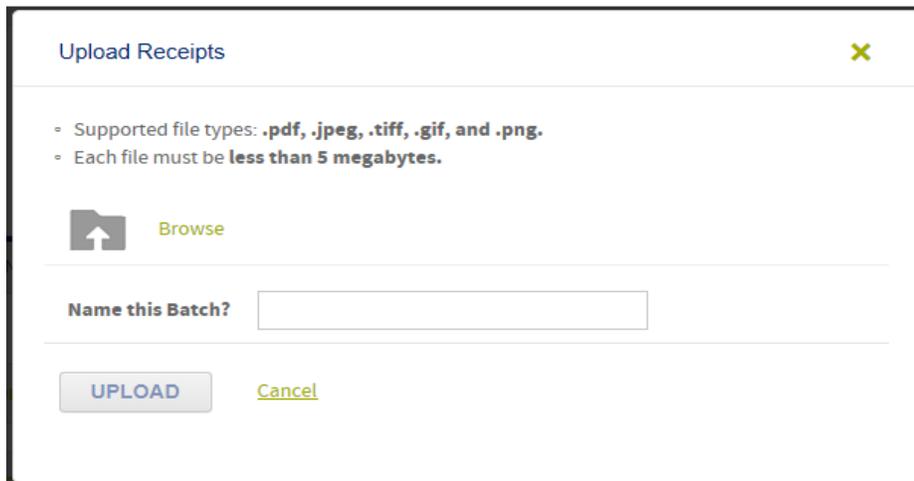
Expense Module - Mobile receipt Capture Functionality

With this release new functionality will be added which will allow users to upload receipt images prior to actually creating their expense report. This will allow users to upload receipt images while traveling versus waiting until they are back in the office.

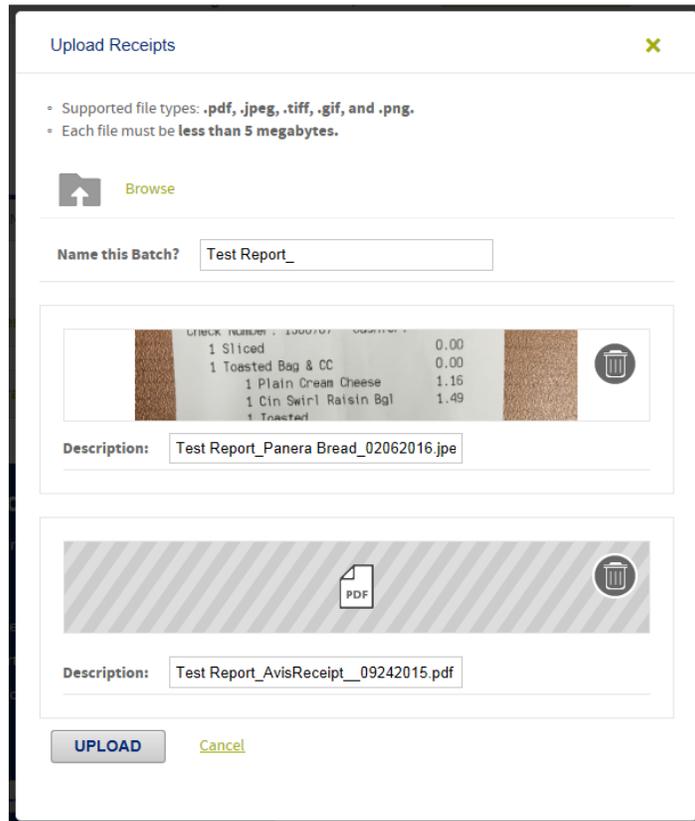
Access to this functionality will tie to the existing options and will display when the receipts are enabled at the company level. Cardholders will see a new option on the CentreSuite home page within the “View Account Details” box to “Upload Receipts”:



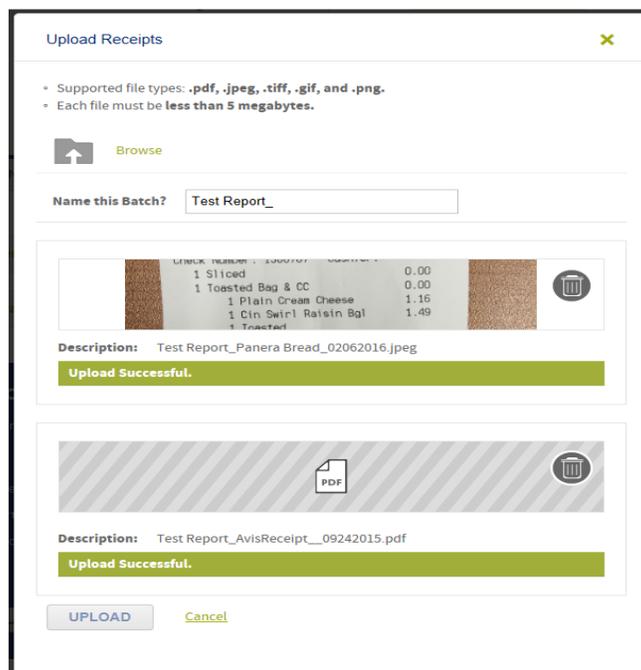
When “Upload Receipts” is selected the user will be prompted with a popup to browse and locate the file(s) to be uploaded. Depending on the device being used, the user will select from a file folder or from their photo gallery. Users will be able to select multiple files to upload all images at the same time. The same size limitations will still apply.



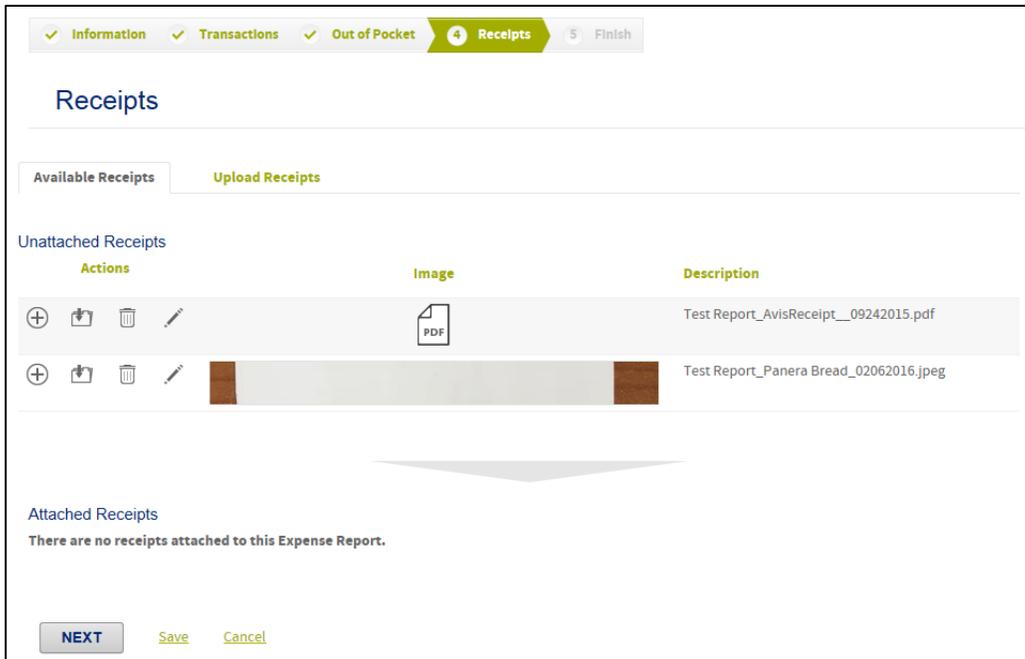
Once the files are selected the user will see a portion of the file depending on the file type. For PDF files, the user will see PDF in the preview pane. Users are able to provide a general name for all files being uploaded which will be appended to each file name:



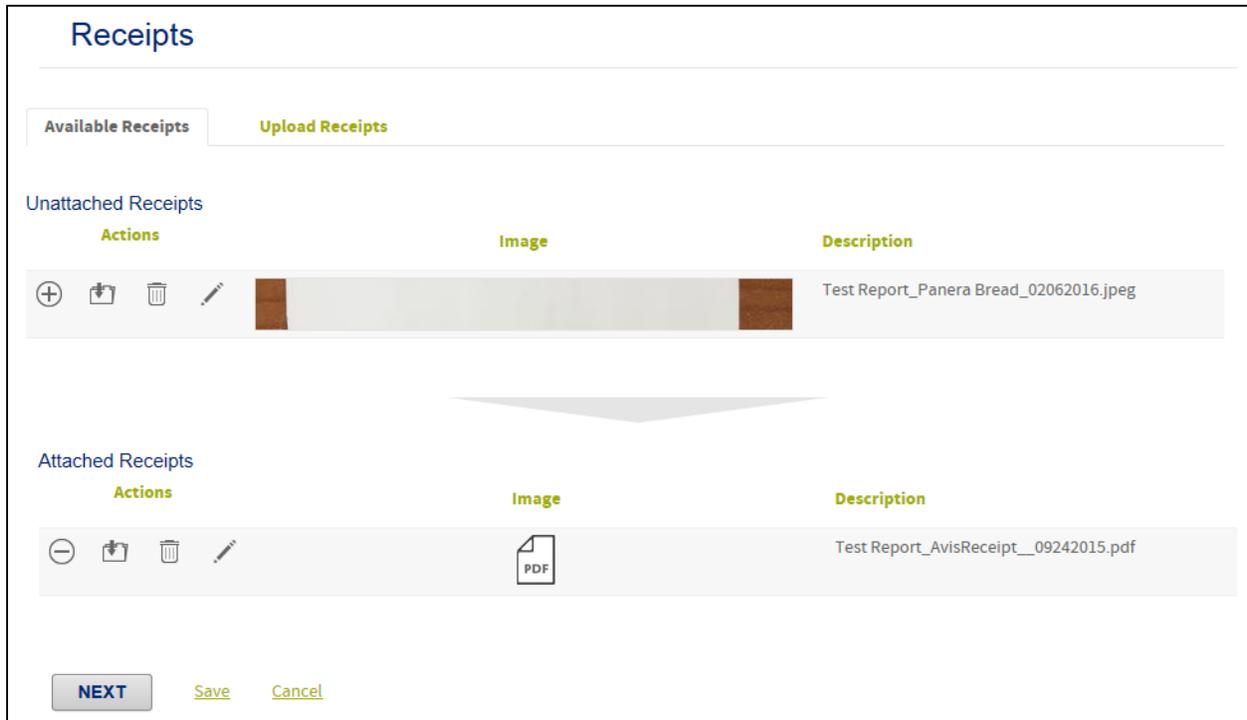
Users will click on Upload to complete the process. Once complete, a confirmation message will display:



The process to create an Expense Report will remain the same, however when attaching receipts, users will now have the option to select previously uploaded receipts from the Available Receipts tab or upload receipts as they do today.



From the Available Receipts tab, click on the “plus” icon next to each receipt to be added.



If additional receipts need to be uploaded users can click on the Upload Receipts tab to browse and select additional receipts. Once all receipts have been selected, click on Upload and Attach to finish the process.

Receipts

Available Receipts | **Upload Receipts**

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
- Each file must be less than 5 megabytes.

Browse

Name this Batch?

Description:

UPLOAD AND ATTACH

Attached Receipts

Actions	Image	Description
		Test Report_AvisReceipt__09242015.pdf

NEXT | [Save](#) | [Cancel](#)

Click Next to finalize the Expense Report. Step 4 on the finalize screen will be the same as above and will allow users to select from Available Receipts or Upload Receipts.

Step 4: Manage Receipts

Available Receipts **Upload Receipts**

Unattached Receipts

Actions	Image	Description
		Test Report_Panera Bread_02062016.jpeg

Attached Receipts

Actions	Image	Description
		Test Report_AvisReceipt__09242015.pdf

Receipts

Available Receipts **Upload Receipts**

- Supported file types: **.pdf, .jpeg, .tiff, .gif, and .png.**
- Each file must be **less than 5 megabytes.**

Browse

Name this Batch?

Description:

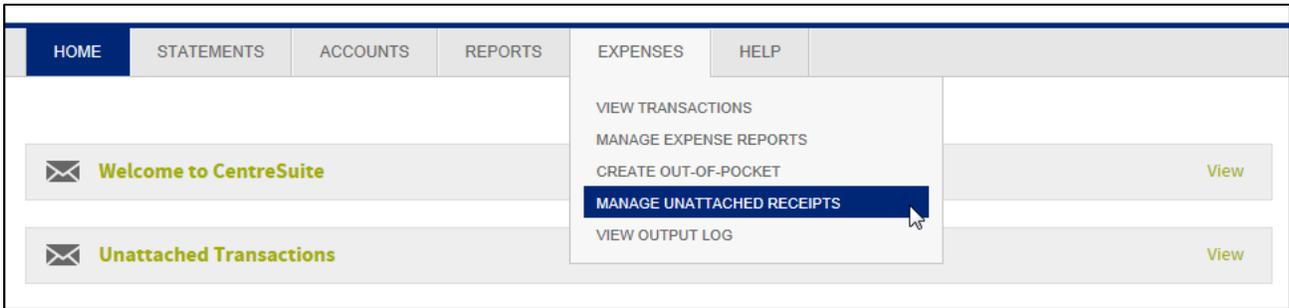
UPLOAD AND ATTACH

Attached Receipts

Actions	Image	Description
		Test Report_AvisReceipt__09242015.pdf

NEXT [Save](#) [Cancel](#)

In addition, users will see a new menu option under Expenses to Manage Unattached Receipts.



Again, users will be able to view and delete receipts that have been previous uploaded and/or upload additional receipts.



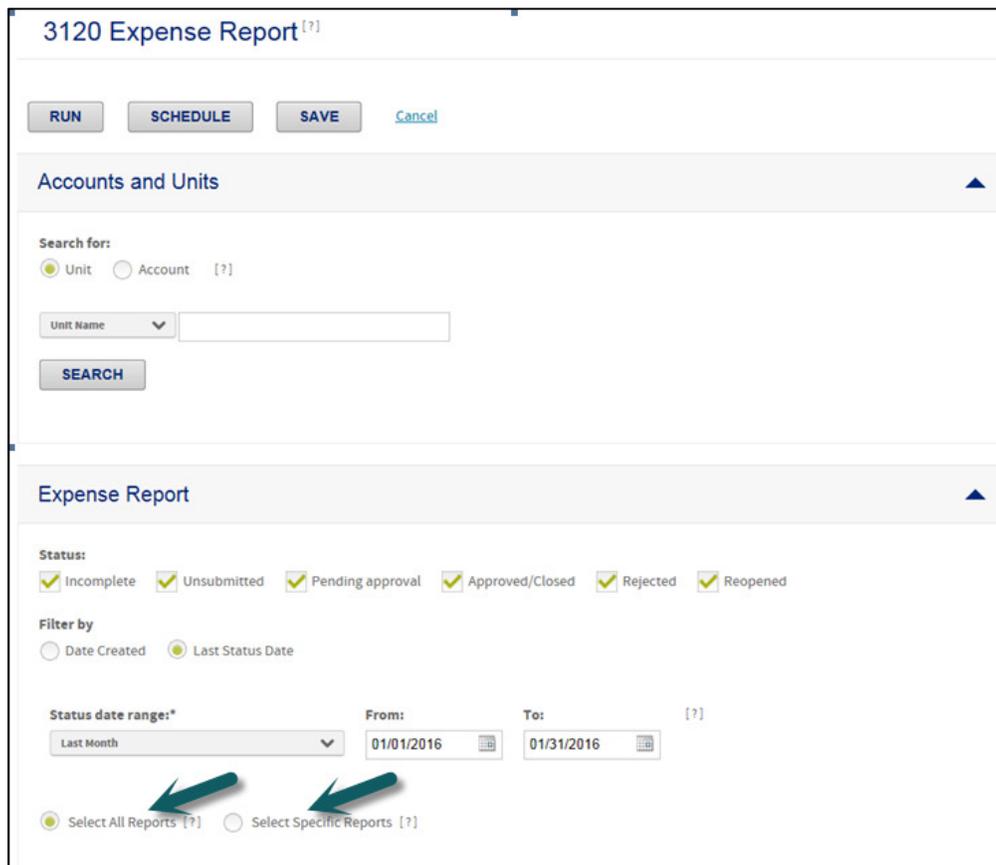
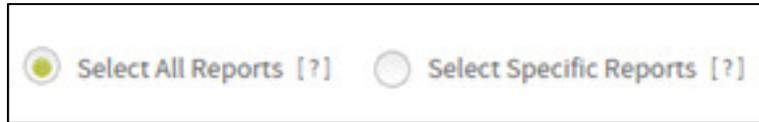
Additional Changes for the March 19, 2016 Release

Grid View Update

Modifications will be made to some grid views within CentreSuite to ensure the column headers continue to display when scrolling horizontally or vertically through a long list.

Expense Report within the Report Module Update

Within Standard Reports – when choosing Expense Reports; users will now be able to automatically select ALL reports within the date range entered versus being required to select each individual expense report. Within the Expense Report section two new options will display at the bottom to “Select All Reports” or “Select Specific Reports”.



A screenshot of the "3120 Expense Report" interface. The interface includes a title bar with the text "3120 Expense Report [?]". Below the title bar are buttons for "RUN", "SCHEDULE", "SAVE", and "Cancel". The main content area is divided into two sections: "Accounts and Units" and "Expense Report".

The "Accounts and Units" section contains a "Search for:" label with radio buttons for "Unit" (selected) and "Account [?]". Below this is a "Unit Name" dropdown menu and a text input field, followed by a "SEARCH" button.

The "Expense Report" section contains a "Status:" label with checkboxes for "Incomplete", "Unsubmitted", "Pending approval", "Approved/Closed", "Rejected", and "Reopened", all of which are checked. Below this is a "Filter by:" label with radio buttons for "Date Created" and "Last Status Date" (selected). There is also a "Status date range:" label with a dropdown menu set to "Last Month". To the right of the dropdown are "From:" and "To:" labels with date pickers set to "01/01/2016" and "01/31/2016" respectively. At the bottom of the "Expense Report" section are two radio buttons: "Select All Reports [?]" (selected) and "Select Specific Reports [?]" (unselected). Two green arrows point to these radio buttons.

With this enhancement, the report will now be able to be scheduled and will automatically run based on the frequency selected.

Schedule New Task ^[?]

Task category
 Reports [?]

SEARCH

Available Reports

Schedule	Sample	Report Name	Number	Category	Description
		Allocation Analysis Report	1500	Account	Detail or summary of transactions by their assigned allocation code over a specified date range
		Cardholder Profile Report	5080	Account	An unformatted file of accounts with their authorization and allocation values
		Expense Report	3120	Expense	Expense report

When scheduling the report, the option to select specific reports will be hidden as that will not apply to the scheduler.

1 Set General Information 2 Name and schedule task 3 Review And Submit

Schedule Expense Report ^[?]

NEXT [Cancel](#)

Accounts and Units

Search for:
 Unit Account [?]

Unit Name

SEARCH

Expense Report

Status:
 Incomplete Unsubmitted Pending approval Approved/Closed Rejected Reopened

Filter by
 Date Created Last Status Date

Select All Reports [?]