

CREATING EXPENSE REPORTS

Expense reports are used to manage transactions that have a common purpose, such as a business trip or sales meeting. You will create a new expense report using a multi-step wizard on Centresuite. 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 will be listed as "Unsubmitted" in the In Progress section of your Manage Expense Reports page.

Summary

1. **Step 1: Update General Report Information** - Create the expense report by assigning an expense report name. Define a date range for the expense report and move to the next step, all transactions in this date range are displayed and you choose which transactions to include.

Tip: You have the option to **Auto-attach transactions**. If you select this option and move to the next step of the wizard, all transactions in the defined date range are automatically attached to the expense report. You can proceed to the final step of the wizard and submit the completed report or attach additional transactions in step 2.

2. **Step 2: Attach Additional Transactions** - All unattached transactions in the date range specified in step 1 are displayed here. If the auto-attach option was not selected, choose which transactions to attach to the report. You may also search additional date ranges for transactions and attach these to the report.
3. **Step 3: Create Out-of-Pocket Transactions** - Out-of-pocket transactions are transactions you paid for yourself and are now submitting for reimbursement. You define out-of-pocket transactions by defining fields specific for the type of transaction. You are able to create as many out-of-pocket transactions as required and attach them to the report.
4. **Step 4: Finalize Report** - In the final step of the wizard you can split, allocate, attach notes, or delete these any of the transactions. When the report is complete, you submit the report to your approver

Instructions

Step 1: Define General Report Information

Select the Create Expense Report link on your home page. You can also select *Expenses>Manage Expense Reports* from the menu to open the Manage Expense Reports page. You then click the **Create Expense Reports** button.

This step defines the expense report name and allows you to attach a description and destination, if desired. You 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.

Note: All required fields are marked with a red asterisk. These fields must be defined before you can continue with the wizard or save the expense report.

Expense report for: CardHolder (123456***9876)**

Step 1: Define General Report Information

Define the general information for the expense report.

* Expense Report Name

* Account: Cardholder (123456*****9876)

Description

Destination

* Date Range Start date: End date:

☐ Auto-attach transactions

1. Type a name in the **Expense Report Name** field. This field is required.
If you do your expense reports monthly you may name it as follows:
Last Name – Month/Year Expense Report
If you do your expense report by week or trip you name it as follows:
Last Name – xx/xx/xx-xx/xx/x Expense Report
2. If you have access to multiple accounts, select an account from the **Account** list, otherwise, your account is listed in the **Account** field.
3. Type a description in the **Description** field, Required.
4. Type a destination in the **Destination** field, Required.
5. Select a date range from the **Date Range** list. The default is forty-five days or the last selection you made from the **Date Range** list. To create a custom date range, use the calendar icons (), or type a date in the **Start date** and **End date** fields. You can span multiple months or accounting cycles.
6. Select **Auto-attach transactions** if you want to automatically attach all transactions within the specified date range to the expense report.
7. You can now perform one of the following actions:
 - Click **Next** to proceed to Step 2: Attach Transactions, the next step of the wizard. If you did *not* select the **Auto-attach transactions** option, all transactions within the specified date range will appear in step 2 of the wizard. You can select the specific transactions you want to attach at that time.
 - Click **Finish** to open the Finalize Report section which summarizes the report in progress. You can then click **Save** to save the report.
 - Click **Save** on the Create Expense Report page to save the report. The report is listed with a "Unsubmitted" status in the In Progress section of the Expense Reports tab.

Step 2: Attach Transactions

This step allows you to search for 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.

Expense report for: Cardholder (123456***9876)**

Step 2: Attach Additional Transactions

Attach transactions to the expense report.







Available (Unassigned) Transactions

Date Range: From: To:

Filter Search Results By: ☐ Transactions Only ☐ Splits Only ☒ Both

No unassigned transactions found.

Attached Transactions

	Split Status	Date Posted	Date Occured	Billing Amount	Merchant Name	Remove
		07/10/2008	07/10/2008	\$1,279.50	United Airlines	
		07/10/2008	07/10/2008	\$14.50	Personal Mileage	

If you did not select this option, the transactions are listed and you choose which transactions you want to attach. You can then search for additional transactions by specifying other date ranges.

Expense report for: Cardholder (123456***9876)**





Step 2: Attach Transactions


Attach transactions to the expense report.

Available (Unassigned) Transactions

Date Range: From: To:

Filter Search Results By: ☐ Transactions Only ☐ Splits Only ☒ Both

	<input type="checkbox"/>	Split Status	Date Posted	Date Occured	Billing Amount	Merchant Name
	<input type="checkbox"/>		7/10/2008	7/10/2008	\$14.50	Personal Mileage
	<input type="checkbox"/>		7/10/2008	7/10/2008	\$1,279.50	United Airlines



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.

8. Click **Attach Selected Transaction(s)**. All selections are listed below in the Attached Transactions section.
9. If you want to search for additional transaction outside the initially specified date range, specify a date range by selecting one from the Date Range list or create a custom range by either typing in the **From** and **To** fields or using the calendar controls () to select a starting and ending date.
10. Click **Search**. The available transactions search results updates.
11. Select transactions and click **Attach Selected Transaction(s)**. The additional selections are listed below in the Attached Transactions section.
12. Continue searching for and attaching transactions, as required.
13. You can now perform one of the following actions:
 - Click **Back** to open the preceding step of the wizard.
 - Click **Next** to proceed to Step 3: Create Out-of-Pocket Transactions, the next step of the wizard. Depending on your site settings, the Create Out-of-Pocket Transactions step may not be available.
 - Click **Finish** to open the Finalize Report section which summarizes the report in progress. You can edit the expense report or you can click **Save** to save the report.
 - Click **Save** to save the report. The report is listed with a "Unsubmitted" status in the In Progress section of the Expense Reports tab.

Step 3: Create Out-of-Pocket Transactions

There are three types of out-of-pocket expenses that you can add and attach to the expense report.

☐ **Step 3: Create Additional Out-of-Pocket Transactions**

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.

Select type of Out-of-Pocket transaction:

Lodging, Transportation and Other

Lodging, Transportation and Other

Meals

Personal Mileage

Add rows:

To add out-of-pocket transactions:

1. Select one of the three out-of-pocket expense types from the **Select type of Out-of-Pocket transaction** list.
2. Specify the number of expense types required in the **Add rows** field.
3. Click **Add**. The number of fields specified are added to the Create Additional Out-of-Pocket Transactions section.

- Repeat steps 1-3 until the number of out-of-pocket expense types required are added to the Create Additional Out-of-Pocket Transactions section.

☐ **Step 3: Create Additional Out-of-Pocket Transactions**

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.

Select type of Out-of-Pocket transaction: Personal Mileage Add rows: 2 Add i

Personal Mileage

Date Occurred	Description	Distance	Rate	
3/31/2011		0	Effective 2/12/2009 (0.55 per Mile)	Remove
3/31/2011		0	Effective 2/12/2009 (0.55 per Mile)	Remove

Meals

Date Occurred	Description	Meal Type	Business Meal	Attendees	Purpose	Amount	Merchant Name	Merchant City	State/Province	Country	
3/31/2011		Select value	No			0					Remove
3/31/2011		Select value	No			0					Remove

Lodging, Transportation and Other

Date Occurred	Description	Expense Type	Amount	Merchant Name	Merchant City	State/Province	Country	
3/31/2011		Select Type	0					Remove
3/31/2011		Select Type	0					Remove

Save OOPs to Exp Report i

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

- Specify a date in the **Date Occurred** field. Use the calendar control to select a date.
- Specify a description in the **Description** field, if required.
- Specify the distance traveled in the **Distance** field. This is a number only field.
- Select a distance rate from the **Rate** list. This rate is applied to the distance traveled.
- Click **Save OOPs to Exp Report** if your out-of-pocket transactions are complete, otherwise, proceed to the next expense type.

Meals section

- Specify a date in the **Date Occurred** field. Use the calendar control to select a date.
- Specify a description in the **Description** field, if required.
- Select a meal type from the **Meal Type** list.
- Specify the **Attendees** and **Purpose** in the appropriate fields.
- Specify if this was a business meal by selecting "Yes" from the **Business Meal** list. If it was not a business meal, leave the default "No" selected.
- 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 **Save OOPs to Exp Report** if your out-of-pocket transactions are complete, otherwise, proceed to the next expense type.

Lodging, Transportation, and Other section

1. Specify a date in the **Date Occurred** field. Use the calendar control to select a date.
2. Specify a description in the **Description** field, if required.
3. Select an expense type from the **Expense Type** list.
4. Specify the transaction amount in the **Amount** field. This is a number only field. Do not type a currency symbol.
5. Specify the **Merchant Name**, **City**, **State/Province**, and **Country** in the appropriate fields.

When you click **Save OOPs to Exp Report**, all out-of-pocket transactions are added to the expense report and are visible in the Finalize Report section (Step 4).

Step 4: Finalize Report

The screenshot shows the 'Edit Expense Report' page in the CentreSuite application. The 'Manage Receipts' modal is open, displaying the following text: 'There are no receipts attached to this expense report. Please click on the Browse button to add a receipt.' Below this, it lists supported file types: '.pdf, .jpeg, .tiff, .gif, and .png. Each file must be less than 5 megabytes.' There is a 'Browse...' button and a 'Description:' text field. At the bottom of the modal are 'Add Receipt', 'Delete Receipt', and 'Done' buttons. In the background, the 'Step 4: Finalize Report' section is visible, showing a summary of the expense report for BRANDI DODGE (556971***). The summary includes: Expense Report ID: 0003175407, Current Report Status: Unsubmitted, Grand Total: \$399.00, Reimbursable Total: \$0.00, and Receipt Attached: No. A table at the bottom shows transaction details with columns: Split Status, Date Posted, Date Occurred, Billing Amount, Merchant Name, Description, Fund, Org, Account, Program, Activity, Detail, Remove, and Delete.

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Org	Account	Program	Activity	Detail	Remove	Delete
	12/23/2014	12/30/2014	\$399.00	TD TTA-RESEARCH & DEV									

You will need to scan in your receipts associated with the expense report and attach either individually or as one document. Click on the **Manage Receipts** button to add.

Edit Expense Report x

https://www.centresuite.com/Centre/TE/EditExpenseReportVertical.aspx

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HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP LOG OFF

Expenses > Expense Reports

Edit Expense Report ⓘ

Expense report for: BRANDI DODGE (556971***
Expense Report ID: 0003175407
Current Report Status: Unsubmitted

Step 1: Update General Report Info

Step 2: Attach Additional Transaction

Step 3: Create Additional Out-of-Pocket Transactions

Step 4: Finalize Report Refresh Page

Split or allocate transactions as necessary, add any
Expense Report Name: Dodge - December Expense Report
Account: BRANDI DODGE (556971***
Description:
Destination:
Dates: 11/15/2014 - 12/30/2014
Grand Total: \$399.00
Reimbursable Total: \$0.00
Receipt Attached: Yes

Manage Receipts

File Name	Description
CPE Receipt.pdf	CPE Receipt

Save Cancel Print Expense Report

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

Browse...

Description:

Add Receipt Delete Receipt

Done

Action: Select Go ⓘ

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Org	Account	Program	Activity	Detail	Remove	Delete
<input type="checkbox"/>	12/22/2014	12/20/2014	\$399.00	TCD TTA-RESEARCH & CPE		1101							

The transactions attached to the expense report are managed in this section. You split transactions, view transaction detail, and provide allocation information for the transaction and/or transaction split. If you have added transactions or created out-of-pockets, click **Refresh Page** to ensure that all new transactions display in this step.

Edit Expense Report x

https://www.centresuite.com/Centre/TE/EditExpenseReportVertical.aspx

Expense report for: BRANDI DODGE (556971*****5859)
Expense Report ID: 0003175407
Current Report Status: Unsubmitted

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Create Additional Out-of-Pocket Transactions

Step 4: Finalize Report Refresh Page ⓘ Manage Receipts

Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.
Expense Report Name: Dodge - December Expense Report
Account: BRANDI DODGE (556971*****5859)
Description:
Destination:
Dates: 11/15/2014 - 12/30/2014
Grand Total: \$399.00
Reimbursable Total: \$0.00
Receipt Attached: No

Action: Select Go ⓘ

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Org	Account	Program	Activity	Detail	Remove	Delete
<input type="checkbox"/>	12/22/2014	12/20/2014	\$399.00	TCD TTA-RESEARCH & CPE		1101							




Report History ⓘ

End of Page Submit Save Cancel Print Expense Report


Type your description in the in the **Description** field. You can use up to 250 characters.

Enter in your **Fund Org Account Program** (FOAP) for each transaction.


To split a transaction:


1. Click the Split icon (). The Split Transaction page opens.
2. Split the transaction. The individual split icons display as split detail ().
3. Enter the FOAP fields as required.
4. Remove splits you do not want in the expense report by clicking the Remove icon ().
5. Click **Save** to save the expense report for further edits.

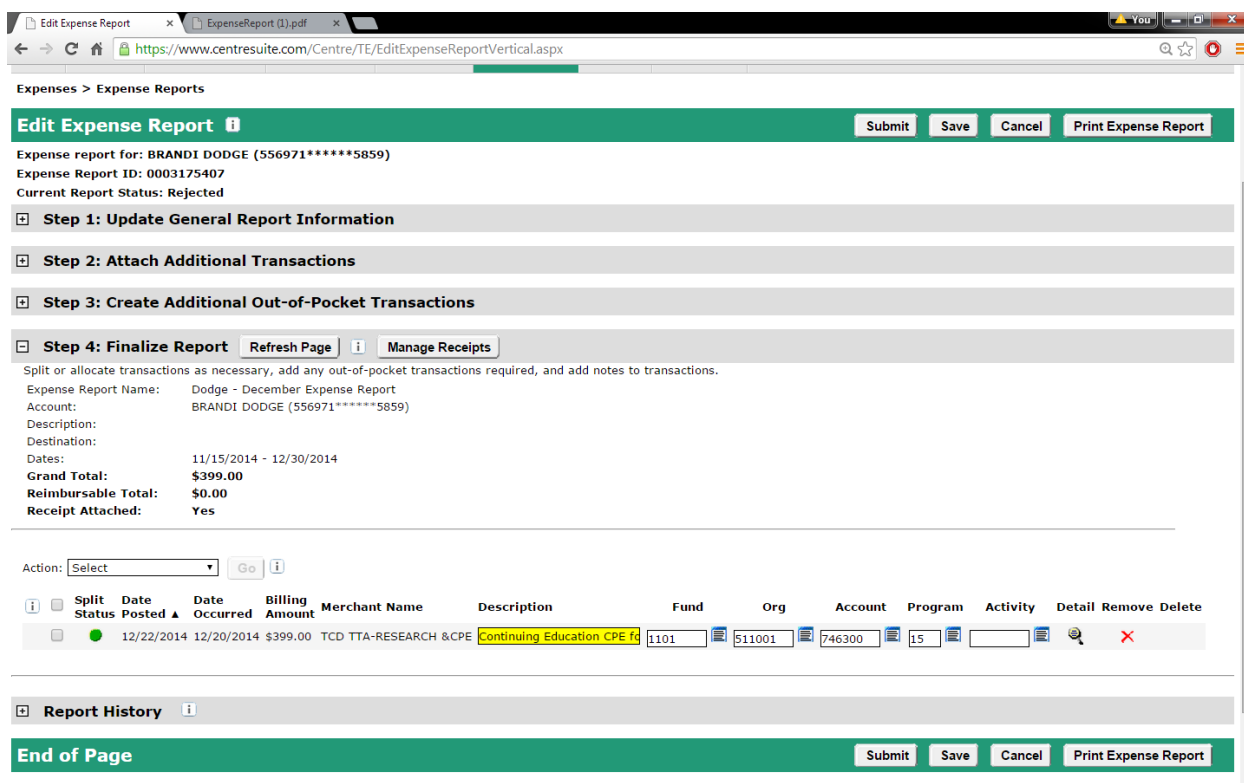
To remove a transaction from the expense report:

1. Click the Remove icon (). The transaction or transaction split is removed.
2. Click **Save**. The expense report is saved.

To delete an out-of-pocket expense from the expense report:

You can delete out-of-pocket () expenses from expense reports only if the expense report is unsubmitted or rejected. If the out-of-pocket expense has been split, the splits must be removed before deletion.

1. Click the Delete icon (). This icon only appears next to out-of-pocket expenses that are not split or locked. The out-of-pocket expense is removed from the expense report and deleted from the system.
2. Click **Save**. The expense report is saved.



The screenshot shows the 'Edit Expense Report' page in a web browser. The page has a green header with the title 'Edit Expense Report' and buttons for 'Submit', 'Save', 'Cancel', and 'Print Expense Report'. Below the header, the report details are displayed: 'Expense report for: BRANDI DODGE (556971*****5859)', 'Expense Report ID: 0003175407', and 'Current Report Status: Rejected'. The page is divided into four steps: 'Step 1: Update General Report Information', 'Step 2: Attach Additional Transactions', 'Step 3: Create Additional Out-of-Pocket Transactions', and 'Step 4: Finalize Report'. Step 4 is currently active, showing a summary of the report: 'Expense Report Name: Dodge - December Expense Report', 'Account: BRANDI DODGE (556971*****5859)', 'Destination: 11/15/2014 - 12/30/2014', 'Grand Total: \$399.00', 'Reimbursable Total: \$0.00', and 'Receipt Attached: Yes'. Below the summary, there is a table with columns for 'Split', 'Date', 'Status', 'Date', 'Billed', 'Amount', 'Merchant Name', 'Description', 'Fund', 'Org', 'Account', 'Program', 'Activity', 'Detail', 'Remove', and 'Delete'. The table contains one row with a green split icon, a date of 12/22/2014, a status of 'Posted', a date of 12/20/2014, a billed amount of \$399.00, a merchant name of 'TCD TTA-RESEARCH & CPE', a description of 'Continuing Education CPE 14', a fund of 1101, an org of 511001, an account of 746300, a program of 15, and an activity of 15. At the bottom of the page, there is a green bar with the text 'End of Page' and buttons for 'Submit', 'Save', 'Cancel', and 'Print Expense Report'.

When all of the receipts have been uploaded and the **Description** and **FOAP**'s have been filled out for the Expense Report you now can print the expense report.

Edit Expense Report Submit Save Cancel Print Expense Report

Expense report for: BRANDI DODGE (556971*****5859)
Expense Report ID: 0003175407
Current Report Status: Rejected

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Create Additional Out-of-Pocket Transactions

Step 4: Finalize Report Refresh Page Manage Receipts

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

Expense Report Name: Dodge - December Expense Report
Account: BRANDI DODGE (556971*****5859)
Description:
Destination:
Dates: 11/15/2014 - 12/30/2014
Grand Total: \$399.00
Reimbursable Total: \$0.00
Receipt Attached: Yes

Action: Select Go i

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Org	Account	Program	Activity	Detail	Remove	Delete
<input type="checkbox"/>	12/22/2014	12/20/2014	\$399.00	TCD TTA-RESEARCH &CPE	Continuing Education CPE	1101	511001	746300	15				

Report History i

End of Page Submit Save Cancel Print Expense Report

When printing the Expense Report, do not click the print receipts box as you will be sending the original receipts with the Expense Report to General Accounting.

Edit Expense Report ExpenseReport (1).pdf

file:///C:/Users/cmbentle/Downloads/ExpenseReport%20(1).pdf

Report 3120
Run by: Brandi Dodge
Header Note:

Expense Report

Run Date: 12/30/2014
Time: 1:25 PM

00003175407

Cardholder Name: BRANDI DODGE (556971*****5859)
Expense Report ID: 0003175407
Expense Report Name: Dodge - December Expense Report

Current Status: Unsubmitted
Date: 12/30/2014 1:18:00 PM
Current Recipient: Brandi Dodge
Location: UTICA COLLEGE (00059543)

Summary Information

Date Range:	11/15/2014 - 12/30/2014	Memo-Posted Transactions:	\$399.00
Description:		Grand Total:	\$399.00
Destination:			

Memo-Posted Transactions:

Date Occurred	Date Posted	Merchant Allocation	Original Amount	Settlement Amount	Split Amount
12/20/2014	12/22/2014	TCD TTA-RESEARCH &CPE	\$399.00	\$399.00	
		Purchase ID VSYCC84DE0CA			
		1101 511001 746300 15			
		CPE Receipt for Kristin Haag			

Memo-Posted Transactions Totals Count: 1 Total: \$399.00

Expense Report History

Status	Date/Time	User Name	Business Unit	Notes
Unsubmitted	12/30/2014 1:18:00 PM	Brandi Dodge	UTICA COLLEGE	

Expense Report Summary

Reimbursable Total	\$0.00
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ExpenseReport (1).pdf Show all downloads...

Attach the original receipts to the Expense Report and submit to the General Accounting Office.

Click **Submit**. A dialog opens and you specify which approver to whom want to route the expense report. You can attach a note, if desired.

Edit Expense Report

Expense report for: BRANDI DODGE (556971****)
Expense Report ID: 0003175407
Current Report Status: Unsubmitted

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Create Additional Out-of-Pocket

Step 4: Finalize Report Refresh Page

Split or allocate transactions as necessary, add any out-of-pocket transactions.

Expense Report Name: Dodge - December Expense Report
Account: BRANDI DODGE (556971****)
Description:
Destination:
Dates: 11/15/2014 - 12/30/2014
Grand Total: \$399.00
Reimbursable Total: \$0.00
Receipt Attached: Yes

Submit Expense Report

Select Approver(s)

User Name	Business Unit	Approver Type
<input checked="" type="checkbox"/> Tammara Raub	Direct Assign	Final Approver

Note (optional):

Submit Cancel

After submission you will be directed to the Manage Expense Reports Screen where you are able to check the status of your submitted report at any time.

Manage Expense Reports

Expense Reports Unattached Transactions Search Expense Reports

In Progress

Detail	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
			0003175407	BRANDI DODGE	Dodge - December Expense Report	Pending Approval	12/30/2014	12/30/2014	\$0.00	\$399.00

Page: 1 of 1 Go

Displaying page 1 of 1, items 1 to 1 of 1.

Submit Selected Delete Selected

Recently Approved

No reports found.

You can also search past expense reports under the Manage Expense Reports Screen where you are able to check the status of your submitted report at any time by date range.

Expense Report Management

https://www.centresuite.com/Centre/ExpenseManagement/ManageER.aspx

Citizens Bank Welcome to CentreSuite
Not your typical bank®

HOME STATEMENTS ACCOUNTS REPORTS **EXPENSES** HELP LOG OFF

Expenses > Manage Expense Reports

Manage Expense Reports Create Expense Report

Expense Reports Unattached Transactions **Search Expense Reports**

Report Status: ☒ Unsubmitted ☒ Pending Approval ☒ Approved/Closed ☒ Rejected ☒ Reopened ☒ Incomplete

Date Range: Current Month Start Date: 9/1/2014 End Date: 12/31/2014

Search by: ☐ Date Created ☒ Last Status Date

Search Using: Select value Search For:

Search

<input type="checkbox"/>	Detail	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Recipients	Originator	Current Status	Current Status Date	Reimbursab Tot
<input type="checkbox"/>				0002951852	BRANDI DODGE	Brandi Dodge - 9/1-9/18	Bobbi Smorol	Colleen Bentley- Ciccone	Approved/Closed	10/1/2014	\$0.00
<input type="checkbox"/>				0003080569	BRANDI DODGE	Dodge - November 14	Tammara Raub	Brandi Dodge	Approved/Closed	11/17/2014	\$0.00
<input type="checkbox"/>				0003175407	BRANDI DODGE	Dodge - December Expense Report	Tammara Raub	Brandi Dodge	Approved/Closed	12/30/2014	\$0.00

Page: 1 of 1 Go

Export

End of Manage Expense Reports