



# Procedure **EXPENSE REPORT ONLINE APPROVAL**

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DCN : OR 511 Rev 0

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## 1. Introduction / Background

Anyone who is issued a corporate business expense credit card is required to use it for all business related charges, with the exception of fuel. Every card holder will have an online account for managing card expenses and submitting expense reports to their supervisor or manager for approval. Approving managers must follow this procedure for approving their responsible expense reports.

## 2. Scope / Purpose

The company credit card billing cycles run from the first to the last day of every month. By the 10<sup>th</sup> of every month, all expenses from the prior month are required to be entered in the card holder's online account. If an expense report is incomplete, not submitted by that date, or contains personal expenses, processing fees and penalties will be charged to that employee. If a cardholder's expense report is not entered and approved by the 15<sup>th</sup>, the MasterCard will be shut off on the 16<sup>th</sup>.

## 3. Definitions

None.

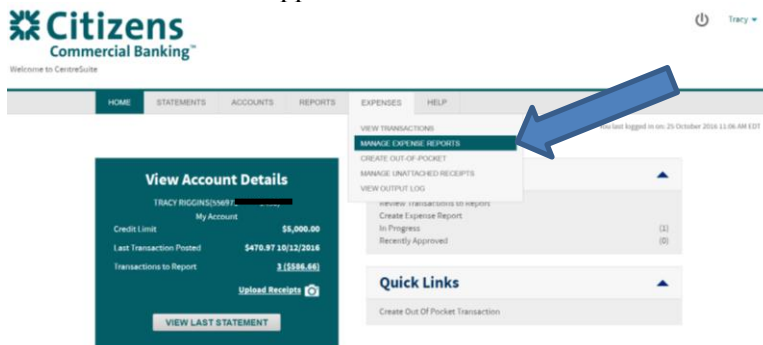
## 4. Instructions

### Company Credit Card Expense Report Approval Procedure:

1. Direct internet browser to <https://www.centresuite.com>.
2. Login using the proper credentials.
  - a. If this is the first time logging on, use the following:  
Username: 'First Initial' 'Last Name' 16 (Ex. TRiggins16)  
Password: Today2016!

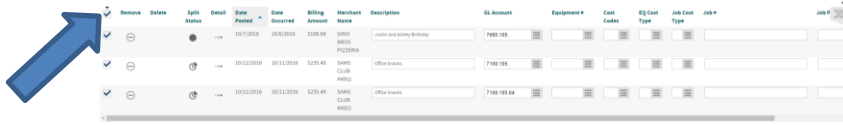


3. The home screen will appear. Click on 'EXPENSES' and then 'MANAGE EXPENSE REPORTS'.



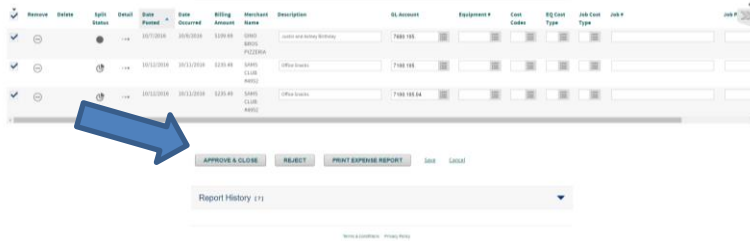


8. Click the checkbox next to all items to be approved.



A screenshot of the 'Expense Report' table. The table has columns: Expense, Status, Split Status, Date Entered, Date Occurred, Billing Amount, Merchant Name, Description, GL Account, Equipment #, Cost Codes, EQ Cost Type, Job Cost Type, and Job #. Three rows are visible, each with a checked checkbox in the 'Expense' column. A blue arrow points to the first checked checkbox.

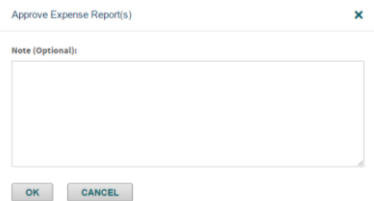
9. Click on 'APPROVE AND CLOSE' or 'REJECT'.



A screenshot of the 'Expense Report' table, similar to the previous one. Below the table, there are buttons: 'APPROVE & CLOSE', 'REJECT', 'PRINT EXPENSE REPORT', 'Save', and 'Cancel'. A blue arrow points to the 'APPROVE & CLOSE' button. Below the buttons is a 'Report History (1)' dropdown menu.

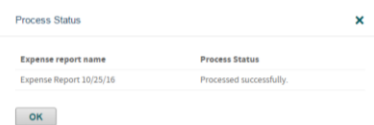
- If rejected, contact owner of expense report immediately so that the issue can be resolved.
- Potential reasons for rejection are improper coding, no receipt attached, etc.

10. Add notes, if desired. Then click 'OK'.



A screenshot of the 'Approve Expense Report(s)' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Note (Optional):' label and a large text area for entering a note. At the bottom are 'OK' and 'CANCEL' buttons.

11. Once processed, click 'OK'.



A screenshot of the 'Process Status' dialog box. It has a title bar with a close button (X). Below the title bar is a table with two columns: 'Expense report name' and 'Process Status'. The first row shows 'Expense Report 10/25/16' and 'Processed successfully.'. At the bottom is an 'OK' button.