



## Procedure

# EXPENSE REPORT ONLINE ENTRY

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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. Employees must follow this procedure for submitting expense reports online.

### 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

**Equipment (EQ) Cost Type** – Accounting code the company uses to categorize financial transactions pertaining to equipment.

**General Ledger (GL) Account** – Numerical accounting record the company uses to categorize typical financial transactions in the form '#####.###.##' where ##### is the GL type code, ### is the location code, and ## is the subdivision code (not always required).

**Out of Pocket Expenses** – Reimbursement for eligible mileage as well as cash purchases that could not be made with credit card such as tips, tolls, taxis, etc.

### 4. Instructions

#### Company Credit Card Reporting 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 'EXPENSES' and then 'MANAGE EXPENSE REPORTS'.

4. Click 'CREATE EXPENSE REPORT'.

Welcome to CentreSuite

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES HELP

Manage Expense Reports [7]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

In Progress [7]

Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
				TRACY RIGGINS	Tracy's Expenses Sept 2016	Pending Approval	10/3/2016	10/3/2016	\$0.00	\$470.21

SUBMIT SELECTED DELETE SELECTED

5. Enter the Expense Report Name, Description, and Date Range and click 'NEXT'.

Information

Account  
TRACY RIGGINS

Expense Report Name \*  
Expense Report 10/25/16

Description  
Expenses for Oct 2016

Destination

Date Range \*  
From: 10/01/2016 To: 10/31/2016

☒ Auto-attach transactions

NEXT SKIP TO LAST STEP Save Cancel

6. Review transactions and click 'NEXT'.

Transactions

Available (Unassigned) Transactions

Attach the selected Transactions to the Expense Report.

Date Range:  
From: 10/01/2016 To: 10/31/2016

SEARCH

Selected Transactions

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name
	10/7/2016	10/6/2016	\$109.69	GINO BROS PIZZERIA
	10/12/2016	10/11/2016	\$470.97	SAMS CLUB #4952

NEXT SKIP TO LAST STEP Save Cancel

7. The Out of Pocket page will appear. If you do not have out of pocket expenses, click 'NEXT' and skip to step 9. If you have out of pocket expenses, use the dropdown button to select the correct category, either 'Personal Mileage', 'Meals', or 'Lodging, Transportation and Other'. Click 'ADD'. Then click 'NEXT'.

Out of Pocket

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  
Lodging, Transportation and Other  
Meals  
Personal Mileage  
ADD

Number of Transactions  
1

NEXT SKIP TO LAST STEP Save Cancel

8. For personal mileage, choose the current year rate from the dropdown menu. Enter mileage description, total number of miles, and the GL or Job Phase code. For all other out of pocket expenses, enter description and GL or Job Phase code. Then click 'NEXT'.

Personal Mileage

Remove	Transaction Date	Description	Distance	Rate	GL Account	Equipment #	Cost Codes	EQ Cost Type	Job Cost Type
	12/22/2016	Oak for scholarship package	21	2016 (\$0.5400 per mile)	7100.105				

NEXT SKIP TO LAST STEP Save Cancel

9. The Receipts page will appear. Click 'Upload Receipts'. Scan all receipts pertaining to the current month's expense report on to the computer in one file.

10. Upload scanned file of receipts by clicking 'Browse'. Choose the correct file and click 'UPLOAD AND ATTACH'. Once the file appears under Attached Receipts, click 'NEXT'.

Attached Receipts  
There are no receipts attached to this Expense Report.

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

Attached Receipts

Actions	Image	Description
		SKM_C364e16102511221.pdf

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

11. Review all charges billed to the credit card on this page. If there are any personal or unfamiliar charges, contact the accounting department. If receipts must be split between different cost codes, proceed to Step 12. If not, skip to Step 15.

Step 5: Finalize Report [7]

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

Expense Report Name: Expense Report 10/25/16

Account: TRACY RIGGINS (506971\*\*\*\*2430)

Description: Expenses for Oct 2016

Destination:

Date: 10/1/2016 - 10/31/2016

Grand Total: \$580.66

Reimbursable Total: \$0.00

Receipt Attached: Yes

Action: [1]

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	GL Account	Equipment
		●	---	10/7/2016	10/6/2016	\$109.69	GINO BROS PIZZERIA			
		●	---	10/12/2016	10/11/2016	\$470.97	SAMS CLUB #4952			

12. To equally split charges from the same receipt, click the split status button for the bill to be divided.

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	GL Account	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	...	10/7/2016	10/6/2016	\$109.69	GINO BROS PIZZERIA			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	...	10/12/2016	10/11/2016	\$478.97	SAMS CLUB #4952			

13. Click 'SPLIT EQUALLY' to divide the charge in half so that it can be charged to two different accounting codes. If it is not split equally, enter the dollar amount under 'Split Amount' for each charge to be coded.

**SPLIT EQUALLY** [1]

Running total: \$470.97 Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Percent	GL Account	Equipment #	Cost Codes	EQ Cost Type
Office Snacks	<input type="checkbox"/>	<input type="checkbox"/>	No	235.48	50.00%				
Office Snacks	<input type="checkbox"/>	<input type="checkbox"/>	No	235.48	50.00%				

14. Click 'Update Split Amount' to correct the split percent based on the dollar amounts entered.

**SPLIT EQUALLY** [1]

Running total: \$470.97 Balance remaining: \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Account	Equipment #	Cost Codes	EQ Cost Type
Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>	No	53.40	11.34%	7100.105			
Office Snacks	<input type="checkbox"/>	<input type="checkbox"/>	No	417.57	88.66%	7100.105.04			

15. Enter the accounting codes. If these codes are not known, proceed to Steps 16 - 18. If these codes are known, fill out the appropriate fields and skip to Step 19.

- For all normal expenses (office/shop supplies, travel, food, etc.) enter GL Account. The GL Account must be formatted as '####.###.' for submission.
- For all equipment related expenses enter Equipment #, Cost Code, and EQ Cost Type.
- For all expenses related to a job (TPR event, necessary supplies, etc.) enter Job # and Job Phase #.

GL Account	Equipment #	Cost Codes	EQ Cost Type	Job Cost Type	Job #	Job Phase #

**SUBMIT** **PRINT EXPENSE REPORT** **Save** **Cancel**

16. Click the button next to the text box code.

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	GL Account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	...	10/7/2016	10/6/2016	\$109.69	GINO BROS PIZZERIA		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	...	10/12/2016	10/11/2016	\$478.97	SAMS CLUB #4952		

17. Using the dropdown, choose 'Valid code description'. Type key word(s) followed by a '\*' in the text box and click 'SEARCH'. When the list appears, choose the correct code by selecting the circle and click 'OK'. If the necessary code is not found, contact the accounting department.

Select GL Account [?]

Search by: Valid code description

Search for: Employee\* **SEARCH**

Valid code	Description
<input type="radio"/> 7680.105.	Employee Appre and Recognition
<input type="radio"/> 7680.105.02	Employee Recognition - Safety
<input type="radio"/> 7680.105.04	Employee Recognition- HR
<input type="radio"/> 7680.115.	Employee Appre and Recognition
<input type="radio"/> 7680.115.02	Employee Recognition - Safety
<input type="radio"/> 7680.115.04	Employee Recognition- HR

18. If an error occurs regarding the account codes, ensure that there is a ‘.’ at the end of each code and all GL Accounts are ‘####.####.’

Description	Personal	Disputed	Mapped	Split Amount	Split Percent	GL Account	Equipment #	Cost Codes	EQ Cost Type
Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>	No	53.40	50.00%	7100.105			
Office Snacks	<input type="checkbox"/>	<input type="checkbox"/>	No	417.87	50.00%	7100.105.04			

SAVE AND RETURN    Update Split Amount    Start Over [?]    Save and Return [?]    Cancel

19. Review expense report for errors. Click ‘PRINT EXPENSE REPORT’ **before** submitting.  
NOTE: This will not print the report, that step will come later in the procedure.

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	GL Account	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/12/2016	10/11/2016	\$235.49	SAMS CLUB	Office Snacks	7100.105.04	

SUBMIT    PRINT EXPENSE REPORT    Save    Cancel

Report History [?]

- a. When this screen appears, ensure both answers are ‘YES’ and then click ‘CONTINUE’.

Print Expense Report ✕

Print Receipts?  
☒ YES

Include Line Items?  
☒ YES

CONTINUE    CANCEL

20. Click ‘SUBMIT’.

Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	GL Account	Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10/12/2016	10/11/2016	\$235.49	SAMS CLUB #4932	Office Snacks	7100.105.04	

SUBMIT    PRINT EXPENSE REPORT    Save    Cancel

Report History [?]

- a. When this screen appears, select the checkbox next to the approver and click ‘SUBMIT’.

Submit Expense Report(s) ✕

Select Approver(s)

User Name	Business Unit	Approver Type
<input type="checkbox"/> Matthew Johnson	Direct Assign	Final

Note (Optional):

SUBMIT    Cancel

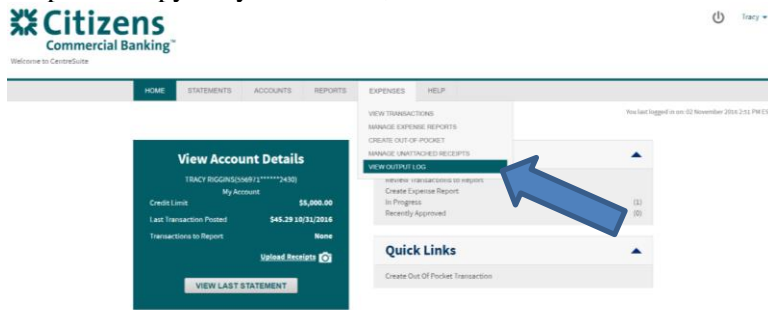
21. A status screen will appear, then click ‘OK’.

Process Status ✕

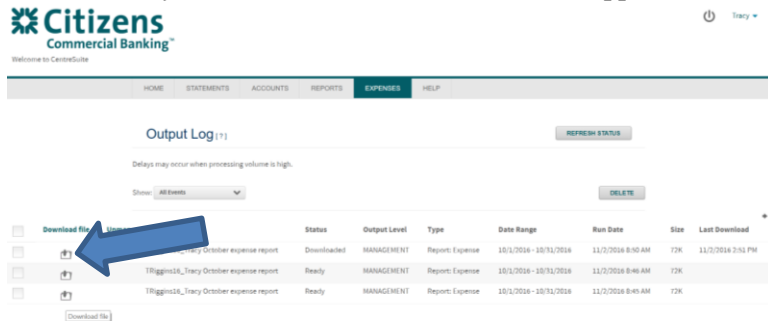
Expense report name	Process Status
Expense Report 10/25/16	Processed successfully.

OK

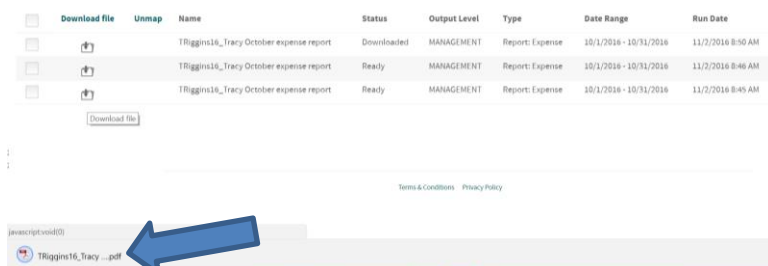
22. To print a copy for your records, return to the Home Screen and click 'VIEW OUTPUT LOG'.



23. Under Download file, click the icon corresponding to the expense report you would like to print.  
NOTE: It may take a few minutes for this icon to appear.



24. Click the file to open the pdf report.



25. Print the report by clicking the Print icon.



26. Send an email to notify your approver that the expense report is submitted.