

November 2023

# Santander Commercial Card

CentreSuite Expense Management Guide  
For Cardholders

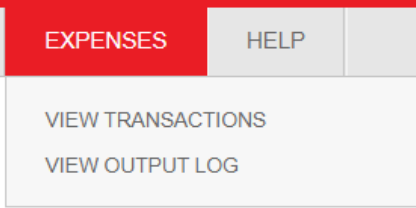
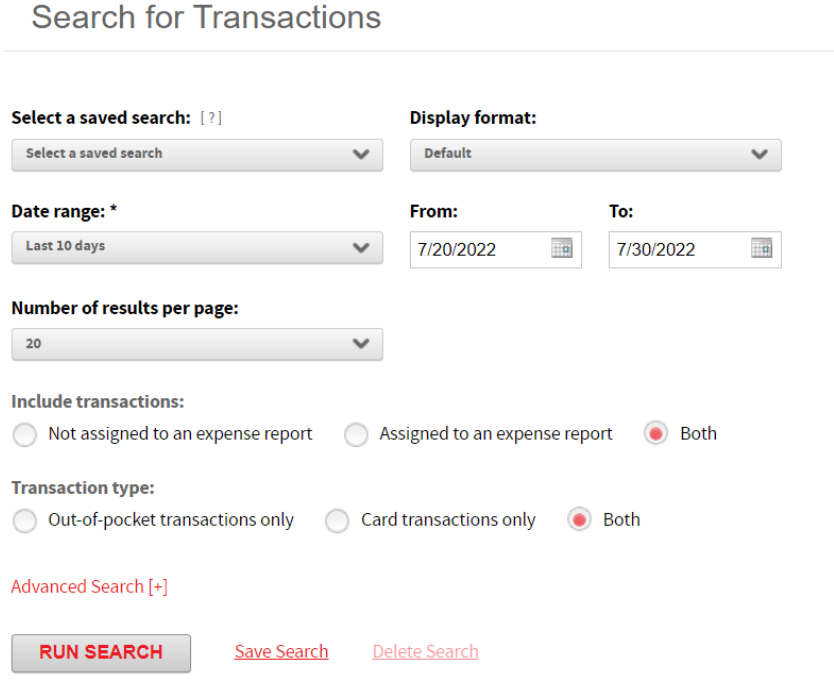
## 1 Introduction

This guide is for cardholders who use Centersuite to create and submit expense reports.

There is a supplementary document, 'Cardholder Getting Started Guide' which outlines how to register and get started in the CentreSuite tool. This can be provided by your company program administrator.

If you have any questions on how to use CentreSuite, please contact your company program administrator.

## 2 Searching for Transactions

Step	Action/Information
1	<p>Click on the <b>Expenses</b> menu and choose the <b>View Transactions</b> option.</p> 
2	<p>Use the filters to define the transactions to view, and click on <b>Run Search</b>. <b>Search criteria can be saved</b></p> 

Step	Action/Information
------	--------------------

3

The results are shown on the page.

Search Results [?]
EXPORT

---

**Date Range**      **With unsplit transactions show:**

5/1/2022 - 7/30/2022       Split Transactions     Split Detail     Split Transactions and Split Detail

Action: [?]      Display format: [?] Default    GO    EDIT

SAVE    [Undo](#)

	Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name
<input type="checkbox"/>	● ● ●	6/17/2022	6/16/2022	\$2.66	ACME SUPPLY	SALLY CARDHOLDER
<input type="checkbox"/>	● ● ●	6/17/2022	6/16/2022	\$1.15	MAIN ST EQUIPMENT	SALLY CARDHOLDER
<input type="checkbox"/>	● ● ●	6/17/2022	6/16/2022	\$0.83	ROGERS INDUSTRIAL	SALLY CARDHOLDER

A paper clip means the transaction has already been attached to an expense report.

A solid circle under Actions means it is the whole transaction, i.e.; it has not been split.

Search Results [?]
EXPORT

---

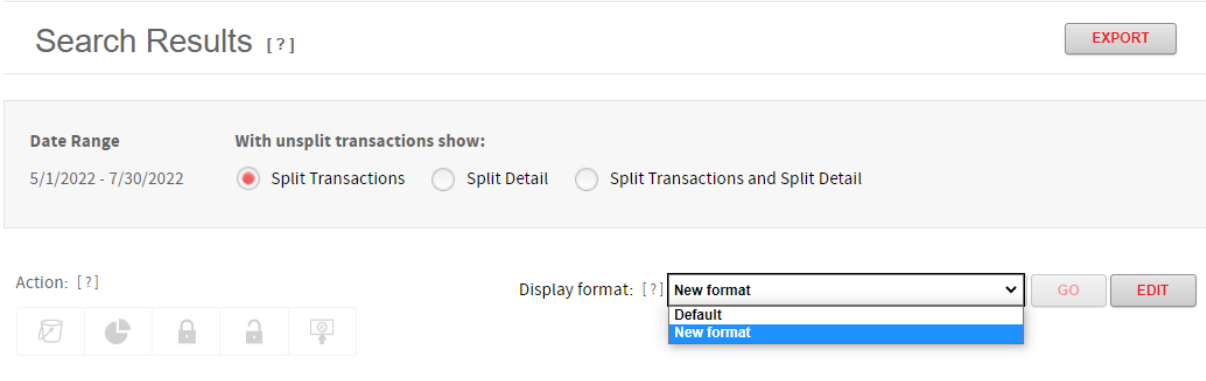
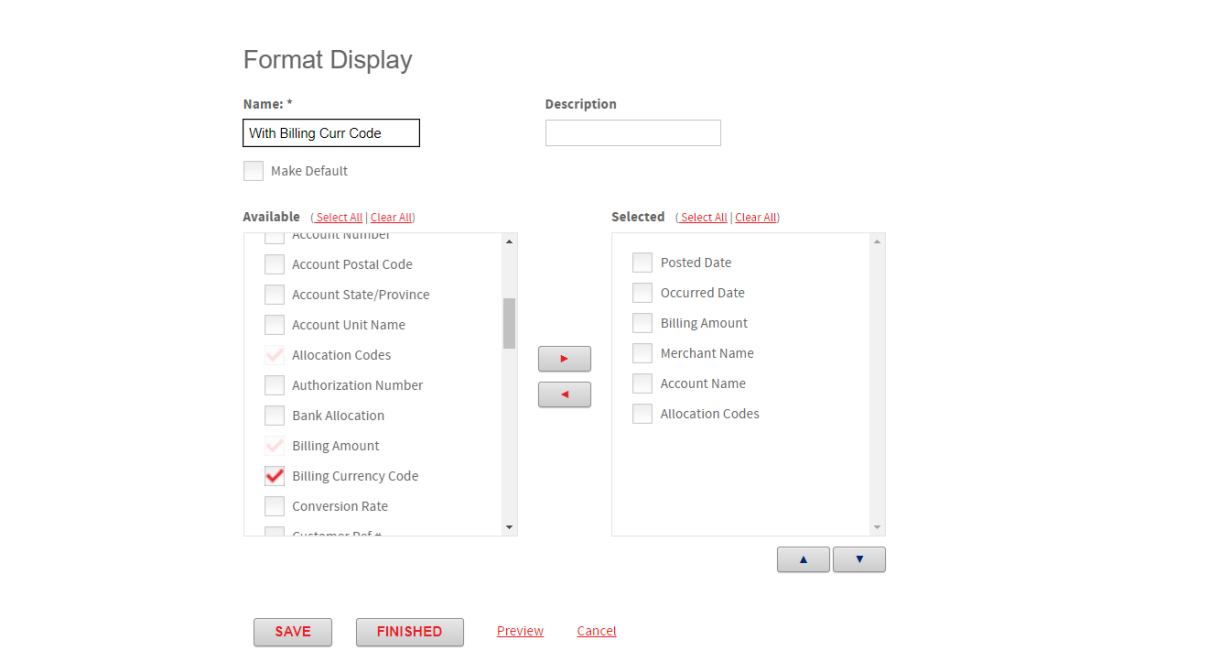
**Date Range**      **With unsplit transactions show:**

5/1/2022 - 9/16/2022       Split Transactions     Split Detail     Split Transactions and Split Detail

Action: [?]      Display format: [?] My default    GO    EDIT

SAVE    [Undo](#)

	Actions	Posted Date	Original Amount	Billing Amount	MCC	Occurred Date	Merchant Name	Account Name	Account Number
<input type="checkbox"/>	● ● ●	5/3/2022	\$15.00	\$15.00	0	5/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509
<input type="checkbox"/>	● ● ●	5/5/2022	\$2.22	\$2.22	3504	5/3/2022	HILTON STREETSIDE DT	TRIXIE TRAVEL 7	539444*****9509
<input type="checkbox"/>	● ● ●	5/5/2022	\$3.01	\$3.01	3509	5/3/2022	MARRIOT CROSSTOWN DT	TRIXIE TRAVEL 7	539444*****9509
<input type="checkbox"/>	● ● ●	6/3/2022	\$15.00	\$15.00	0	6/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509
<input type="checkbox"/>	● ● ●	6/28/2022	\$25.00	\$25.00	0	6/28/2022	LATE PAYMENT FEE	TRIXIE TRAVEL 7	539444*****9509

Step	Action/Information
4	<p>You can display more fields on this Search Results page by choosing the <b>New Format</b> option under <b>Display Format</b>.</p>  <p>The screenshot shows the 'Search Results' interface. At the top right is an 'EXPORT' button. Below it, there's a 'Date Range' section with '5/1/2022 - 7/30/2022' and a 'With unsplit transactions show:' section with radio buttons for 'Split Transactions' (selected), 'Split Detail', and 'Split Transactions and Split Detail'. At the bottom, there's an 'Action: [?]' section with icons for various actions. To the right, the 'Display format: [?]' dropdown menu is open, showing 'New format' (selected), 'Default', and 'New format'.</p>
5	<p>Choose the field you would like added and click the right arrow to select (or the left arrow to remove). Click Finished when you have chosen all the ones you want. You can name and save the display formats and select them each time you do a transaction search.</p>  <p>The screenshot shows the 'Format Display' configuration screen. It has a 'Name: *' field with 'With Billing Curr Code' and a 'Description' field. There's a 'Make Default' checkbox. Below, there are two lists: 'Available' and 'Selected'. The 'Available' list includes fields like 'Account Number', 'Account Postal Code', 'Account State/Province', 'Account Unit Name', 'Allocation Codes' (checked), 'Authorization Number', 'Bank Allocation', 'Billing Amount' (checked), 'Billing Currency Code' (checked), 'Conversion Rate', and 'Customer Def...'. The 'Selected' list includes 'Posted Date', 'Occurred Date', 'Billing Amount', 'Merchant Name', 'Account Name', and 'Allocation Codes'. There are right and left arrows between the lists. At the bottom, there are 'SAVE', 'FINISHED', 'Preview', and 'Cancel' buttons.</p>

Step	Action/Information																												
6	<p>The new field will now be given in the Search Results</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Posted Date</th> <th>Occurred Date</th> <th>Billing Amount</th> <th>Merchant Name</th> <th>Account Name</th> <th>Billing Currency Code</th> </tr> </thead> <tbody> <tr> <td> ...</td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$2.66</td> <td>ACME SUPPLY</td> <td>SALLY CARDHOLDER</td> <td>USD</td> </tr> <tr> <td> ...</td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$1.15</td> <td>MAIN ST EQUIPMENT</td> <td>SALLY CARDHOLDER</td> <td>USD</td> </tr> <tr> <td> ...</td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$0.83</td> <td>ROGERS INDUSTRIAL</td> <td>SALLY CARDHOLDER</td> <td>USD</td> </tr> </tbody> </table>	Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Billing Currency Code	...	6/17/2022	6/16/2022	\$2.66	ACME SUPPLY	SALLY CARDHOLDER	USD	...	6/17/2022	6/16/2022	\$1.15	MAIN ST EQUIPMENT	SALLY CARDHOLDER	USD	...	6/17/2022	6/16/2022	\$0.83	ROGERS INDUSTRIAL	SALLY CARDHOLDER	USD
Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name	Billing Currency Code																							
...	6/17/2022	6/16/2022	\$2.66	ACME SUPPLY	SALLY CARDHOLDER	USD																							
...	6/17/2022	6/16/2022	\$1.15	MAIN ST EQUIPMENT	SALLY CARDHOLDER	USD																							
...	6/17/2022	6/16/2022	\$0.83	ROGERS INDUSTRIAL	SALLY CARDHOLDER	USD																							

### 3 Reviewing Transactions

Step	Action/Information																																																						
1	<p>To see the transaction details click on the three dots under <b>Actions</b> from the <b>Search Results</b>.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Search Results</b> [?]</p> <p style="text-align: right;"><a href="#">EXPORT</a></p> <p><b>Date Range</b> 5/1/2022 - 9/16/2022</p> <p><b>With unsplit transactions show:</b></p> <p> <input checked="" type="radio"/> Split Transactions             <input type="radio"/> Split Detail             <input type="radio"/> Split Transactions and Split Detail           </p> <p>Action: [?]</p> <p>Display format: [?] My default <a href="#">GO</a> <a href="#">EDIT</a></p> <p><a href="#">SAVE</a> <a href="#">Undo</a></p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Posted Date</th> <th>Original Amount</th> <th>Billing Amount</th> <th>MCC</th> <th>Occurred Date</th> <th>Merchant Name</th> <th>Account Name</th> <th>Account Number</th> </tr> </thead> <tbody> <tr> <td> ...</td> <td>5/3/2022</td> <td>\$15.00</td> <td>\$15.00</td> <td>0</td> <td>5/3/2022</td> <td>PAPER STATEMENT FEE</td> <td>TRIXIE TRAVEL 7</td> <td>539444*****9509</td> </tr> <tr> <td> ...</td> <td>5/5/2022</td> <td>\$2.22</td> <td>\$2.22</td> <td>3504</td> <td>5/3/2022</td> <td>HILTON STREETSIDE DT</td> <td>TRIXIE TRAVEL 7</td> <td>539444*****9509</td> </tr> <tr> <td> ...</td> <td>5/5/2022</td> <td>\$3.01</td> <td>\$3.01</td> <td>3509</td> <td>5/3/2022</td> <td>MARRIOT CROSSTOWN DT</td> <td>TRIXIE TRAVEL 7</td> <td>539444*****9509</td> </tr> <tr> <td> ...</td> <td>6/3/2022</td> <td>\$15.00</td> <td>\$15.00</td> <td>0</td> <td>6/3/2022</td> <td>PAPER STATEMENT FEE</td> <td>TRIXIE TRAVEL 7</td> <td>539444*****9509</td> </tr> <tr> <td> ...</td> <td>6/28/2022</td> <td>\$25.00</td> <td>\$25.00</td> <td>0</td> <td>6/28/2022</td> <td>LATE PAYMENT FEE</td> <td>TRIXIE TRAVEL 7</td> <td>539444*****9509</td> </tr> </tbody> </table> </div>	Actions	Posted Date	Original Amount	Billing Amount	MCC	Occurred Date	Merchant Name	Account Name	Account Number	...	5/3/2022	\$15.00	\$15.00	0	5/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509	...	5/5/2022	\$2.22	\$2.22	3504	5/3/2022	HILTON STREETSIDE DT	TRIXIE TRAVEL 7	539444*****9509	...	5/5/2022	\$3.01	\$3.01	3509	5/3/2022	MARRIOT CROSSTOWN DT	TRIXIE TRAVEL 7	539444*****9509	...	6/3/2022	\$15.00	\$15.00	0	6/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509	...	6/28/2022	\$25.00	\$25.00	0	6/28/2022	LATE PAYMENT FEE	TRIXIE TRAVEL 7	539444*****9509
Actions	Posted Date	Original Amount	Billing Amount	MCC	Occurred Date	Merchant Name	Account Name	Account Number																																															
...	5/3/2022	\$15.00	\$15.00	0	5/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509																																															
...	5/5/2022	\$2.22	\$2.22	3504	5/3/2022	HILTON STREETSIDE DT	TRIXIE TRAVEL 7	539444*****9509																																															
...	5/5/2022	\$3.01	\$3.01	3509	5/3/2022	MARRIOT CROSSTOWN DT	TRIXIE TRAVEL 7	539444*****9509																																															
...	6/3/2022	\$15.00	\$15.00	0	6/3/2022	PAPER STATEMENT FEE	TRIXIE TRAVEL 7	539444*****9509																																															
...	6/28/2022	\$25.00	\$25.00	0	6/28/2022	LATE PAYMENT FEE	TRIXIE TRAVEL 7	539444*****9509																																															

Step	Action/Information																		
2	<p>From <b>Transaction Detail</b> page and the <b>Transaction Allocation and Expense Type</b> section, you can split a transaction and allocate an expense category</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #c00000;"><b>Transaction Detail</b> [?]</p> <hr/> <p>PAPER STATEMENT FEE</p> <p>15.00</p> <p>9/5/2022</p> <p>TRIXIE TRAVEL 7</p> <p>539444*****9509</p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; background-color: #f0f0f0;"> <p style="text-align: center; color: #c00000;"><b>Transaction Allocation and Expense Type</b> [?]</p> </div> <div style="margin: 10px 0;"> <p style="text-align: center;"><b>SPLIT</b> [?]</p> <p><b>Expense category:</b> [?] <span style="float: right;">▼</span></p> <p style="margin-left: 20px;">Other</p> <p><b>Description:</b></p> <input style="width: 200px; height: 20px;" type="text"/> </div>																		
3	<p>To split a transaction click on the Split button and enter the parameters for how you would like the transaction split.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #c00000;"><b>Split Transactions</b> [?]</p> <hr/> <p>Date Posted: 9/5/2022  Date Occurred: 9/5/2022  Billing Amount: \$15.00  Merchant Name: PAPER STATEMENT FEE</p> <p><b>Method:</b></p> <p><input checked="" type="radio"/> Split by amount    <input type="radio"/> Split by percent    [?]</p> <p><b>Number of splits</b>    <b>Add splits</b></p> <p>2    <input style="width: 50px;" type="text"/>    <b>GO</b> [?]</p> <p style="text-align: center; margin-top: 10px;"><b>SPLIT EQUALLY</b> [?] [?]</p> <p><b>Running total:</b>    <b>Balance remaining:</b>  <b>\$15.00</b>                    <b>\$0.00</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">Personal</th> <th style="text-align: center;">Disputed</th> <th style="text-align: center;">Mapped</th> <th style="text-align: center;">Split Amount</th> <th style="text-align: center;">Split Percent</th> </tr> </thead> <tbody> <tr> <td><input style="width: 200px;" type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="7.50"/></td> <td style="text-align: center;">50.00%</td> </tr> <tr> <td><input style="width: 200px;" type="text"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">No</td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="7.50"/></td> <td style="text-align: center;">50.00%</td> </tr> </tbody> </table> </div>	Description	Personal	Disputed	Mapped	Split Amount	Split Percent	<input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input style="width: 50px;" type="text" value="7.50"/>	50.00%	<input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input style="width: 50px;" type="text" value="7.50"/>	50.00%
Description	Personal	Disputed	Mapped	Split Amount	Split Percent														
<input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input style="width: 50px;" type="text" value="7.50"/>	50.00%														
<input style="width: 200px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input style="width: 50px;" type="text" value="7.50"/>	50.00%														

Step	Action/Information
4	<p>From the <b>Transaction Allocation and Expense Type</b> section you can see the assigned expense category. This can be overwritten and a description may be added (if the transactions has not yet been submitted). . Choose the new category and click <b>Save</b>.</p> <div data-bbox="527 407 1161 898" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: #c00000;">Transaction Allocation and Expense Type [?]</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="SPLIT"/> [?]         </p> <p style="margin-top: 5px;"><b>Expense category:</b> [?]</p> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;"> <span style="float: right;">▼</span>           Lodging         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">           Select Type         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0; background-color: #e0f0ff;">           Lodging         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">           Meals         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">           Other         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">           Personal Mileage         </div> <div style="border: 1px solid #ccc; padding: 2px; margin: 2px 0;">           Transportation         </div> </div> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="SAVE"/>    <a href="#">Cancel</a> </p>



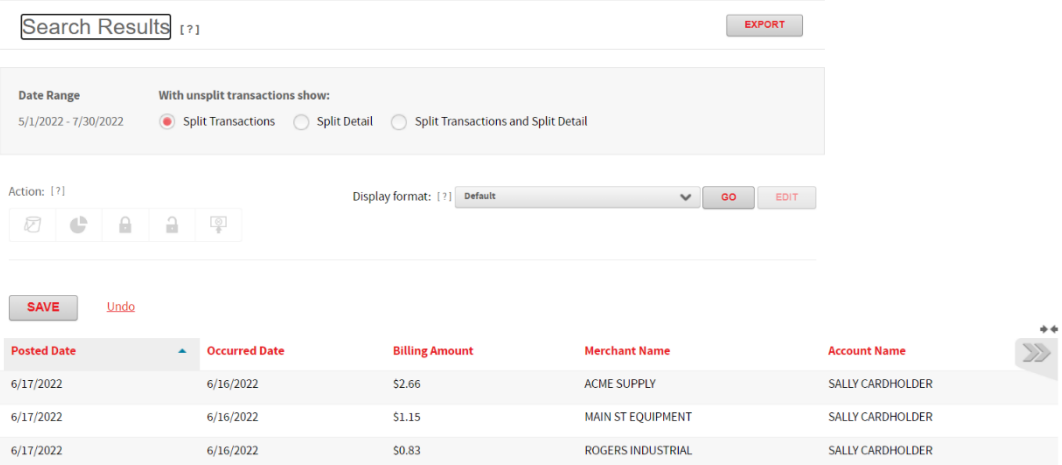
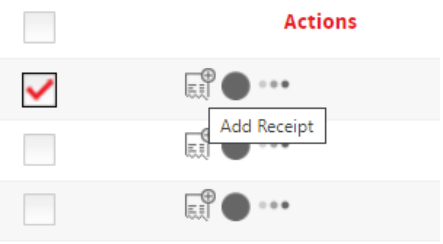
Step	Action/Information
6	<p>Merchant Information and Account Information is provided</p> <div data-bbox="256 338 1463 506" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Merchant Information [?]</p> <p>Account Information [?]</p> </div>
7	<p>Cardholders can update the transaction status from the <b>Transaction Status</b> section of the <b>Transaction Details</b> screen, for example mark the transaction as personal.</p> <p>Note, marking the transaction as Dispute DOES NOT open a dispute case. A call needs to be made to Client Service to open a dispute. Marking a transaction as Disputed serves to stop the cardholder being sent reminders to process the transaction until the dispute has been resolved. The transaction will still appear on an expense report.</p> <p>A locked transaction means it has already been approved.</p> <p>We recommend that you do not use the Transaction status dropdown list for noting whether a transaction has been approved. Noting it approved here, does not mean it has been approved on an expense report.</p> <div data-bbox="529 1058 1105 1570" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Transaction Status [?]</p> <p>Personal: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Disputed: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Locked: <input type="radio"/> Yes <input checked="" type="radio"/> No [?]</p> <p>Mapped: No [?]</p> <p>Transaction status: <span>Not Reviewed</span> [?]</p> <p>Diverted: No</p> <p>Disputed Tracking #: 0</p> <p>Reference #: 7539444216800000000149</p> <p><span>SAVE</span> <a href="#">Cancel</a></p> </div>

Step	Action/Information																												
8	<p data-bbox="224 254 1365 289">Any addenda that comes through with the transaction from the merchant would appear here</p> <div data-bbox="272 321 1471 390" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span data-bbox="293 338 444 367" style="color: red;">Purchase [?]</span> <span data-bbox="1419 344 1446 365" style="float: right;">▲</span> </div> <table border="0" data-bbox="272 470 1471 1115"> <tr> <td data-bbox="272 470 859 512">Purchase ID</td> <td data-bbox="891 470 1471 512">Unique Invoice Number:</td> </tr> <tr> <td data-bbox="272 522 859 554">Merchant Order Number:</td> <td data-bbox="891 522 1471 554">Minority Ownership Code:</td> </tr> <tr> <td data-bbox="272 564 859 606">Commodity Code:</td> <td data-bbox="891 564 1471 606">Originating Postal Code:</td> </tr> <tr> <td data-bbox="272 617 859 648">Purchase Identifier:</td> <td data-bbox="891 617 1471 648">Alternate Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 659 859 701">Business Disadvantaged:</td> <td data-bbox="891 659 1471 701">Local Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 711 859 743">Business Owner Type:</td> <td data-bbox="891 711 1471 743">Order Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 753 859 795">Business Type:</td> <td data-bbox="891 753 1471 795">Sales Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 806 859 837">Customer VAT Number:</td> <td data-bbox="891 806 1471 837">VAT Tax Shipping Amount: 0.00</td> </tr> <tr> <td data-bbox="272 848 859 890">Destination Country Code:</td> <td data-bbox="891 848 1471 890">VAT Tax Shipping Rate: 0.0000</td> </tr> <tr> <td data-bbox="272 900 859 932">Destination Postal Code:</td> <td data-bbox="891 900 1471 932">Merchant Postal Code:</td> </tr> <tr> <td data-bbox="272 942 859 984">Destination State Code:</td> <td data-bbox="891 942 1471 984">Supplier Postal Code:</td> </tr> <tr> <td data-bbox="272 995 859 1026">Discount Amount: 0.00</td> <td data-bbox="891 995 1471 1026">Supplier State:</td> </tr> <tr> <td data-bbox="272 1037 859 1079">Duty Amount: 0.00</td> <td data-bbox="891 1037 1471 1079">Merchant Tax ID:</td> </tr> <tr> <td data-bbox="272 1089 859 1115">Freight Amount: 0.00</td> <td data-bbox="891 1089 1471 1115">Merchant VAT Number:</td> </tr> </table>	Purchase ID	Unique Invoice Number:	Merchant Order Number:	Minority Ownership Code:	Commodity Code:	Originating Postal Code:	Purchase Identifier:	Alternate Tax Amount: 0.00	Business Disadvantaged:	Local Tax Amount: 0.00	Business Owner Type:	Order Tax Amount: 0.00	Business Type:	Sales Tax Amount: 0.00	Customer VAT Number:	VAT Tax Shipping Amount: 0.00	Destination Country Code:	VAT Tax Shipping Rate: 0.0000	Destination Postal Code:	Merchant Postal Code:	Destination State Code:	Supplier Postal Code:	Discount Amount: 0.00	Supplier State:	Duty Amount: 0.00	Merchant Tax ID:	Freight Amount: 0.00	Merchant VAT Number:
Purchase ID	Unique Invoice Number:																												
Merchant Order Number:	Minority Ownership Code:																												
Commodity Code:	Originating Postal Code:																												
Purchase Identifier:	Alternate Tax Amount: 0.00																												
Business Disadvantaged:	Local Tax Amount: 0.00																												
Business Owner Type:	Order Tax Amount: 0.00																												
Business Type:	Sales Tax Amount: 0.00																												
Customer VAT Number:	VAT Tax Shipping Amount: 0.00																												
Destination Country Code:	VAT Tax Shipping Rate: 0.0000																												
Destination Postal Code:	Merchant Postal Code:																												
Destination State Code:	Supplier Postal Code:																												
Discount Amount: 0.00	Supplier State:																												
Duty Amount: 0.00	Merchant Tax ID:																												
Freight Amount: 0.00	Merchant VAT Number:																												

## 4 Adding Receipts

Only companies enabled for receipts will be able to view the options to add receipts.

Receipts can be added to transactions from the **Search Results** screen, or when creating an expense report (see Section 6)

Step	Action/Information																								
1	<p>Receipts can be added from the <b>Search Results</b> screen</p>  <p>The screenshot shows the 'Search Results' interface. At the top, there is a search bar and an 'EXPORT' button. Below that, there are filters for 'Date Range' (5/1/2022 - 7/30/2022) and 'With unsplit transactions show:' (radio buttons for Split Transactions, Split Detail, and Split Transactions and Split Detail). There are also buttons for 'Action: [?]', 'Display format: [?] Default', 'GO', and 'EDIT'. A 'SAVE' button and 'Undo' link are visible above the table. The table has columns: Actions, Posted Date, Occurred Date, Billing Amount, Merchant Name, and Account Name. The data rows are:</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Posted Date</th> <th>Occurred Date</th> <th>Billing Amount</th> <th>Merchant Name</th> <th>Account Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$2.66</td> <td>ACME SUPPLY</td> <td>SALLY CARDHOLDER</td> </tr> <tr> <td></td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$1.15</td> <td>MAIN ST EQUIPMENT</td> <td>SALLY CARDHOLDER</td> </tr> <tr> <td></td> <td>6/17/2022</td> <td>6/16/2022</td> <td>\$0.83</td> <td>ROGERS INDUSTRIAL</td> <td>SALLY CARDHOLDER</td> </tr> </tbody> </table>	Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name		6/17/2022	6/16/2022	\$2.66	ACME SUPPLY	SALLY CARDHOLDER		6/17/2022	6/16/2022	\$1.15	MAIN ST EQUIPMENT	SALLY CARDHOLDER		6/17/2022	6/16/2022	\$0.83	ROGERS INDUSTRIAL	SALLY CARDHOLDER
Actions	Posted Date	Occurred Date	Billing Amount	Merchant Name	Account Name																				
	6/17/2022	6/16/2022	\$2.66	ACME SUPPLY	SALLY CARDHOLDER																				
	6/17/2022	6/16/2022	\$1.15	MAIN ST EQUIPMENT	SALLY CARDHOLDER																				
	6/17/2022	6/16/2022	\$0.83	ROGERS INDUSTRIAL	SALLY CARDHOLDER																				
2	<p>Select the transaction and click on the receipt icon.</p>  <p>The close-up shows the 'Actions' column with three rows. The first row has a red checkmark in the checkbox. A tooltip 'Add Receipt' is displayed over the receipt icon in the first row.</p>																								


3

Receipts can either be emailed to Centresuite, in which case they will be available under Available Receipts or the carholder can upload the receipts from their computer.

Ask you program administrator for the email address to send your receipts to. It is listed under our User profile.

**Available Receipts**    **Upload Receipts**

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

 Browse

---

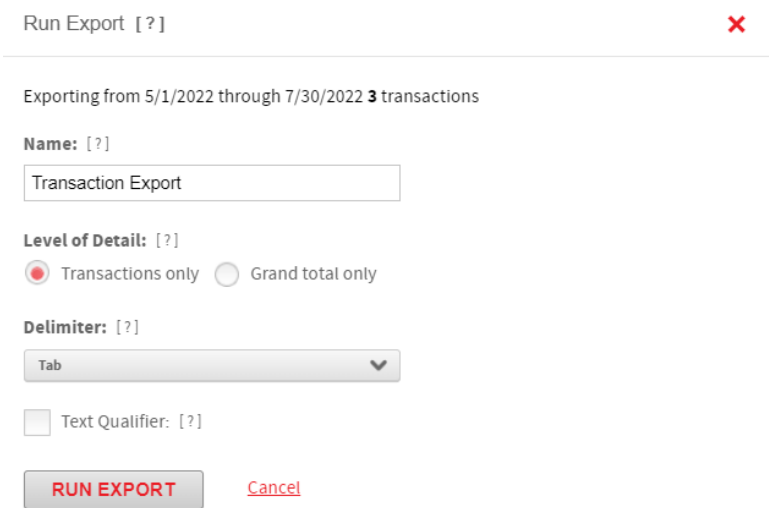
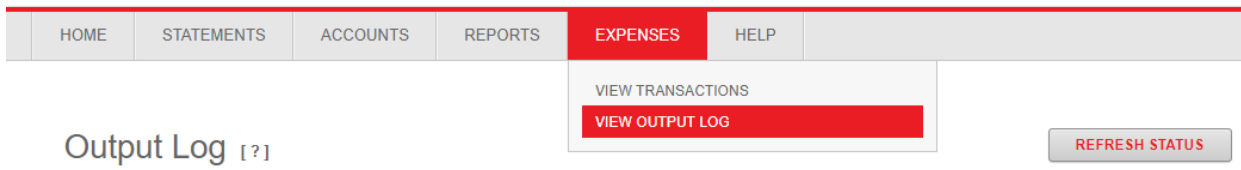
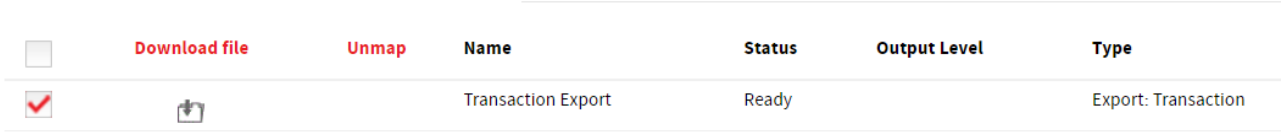
---

**UPLOAD**

**OK**

## 5 Exporting Transactions

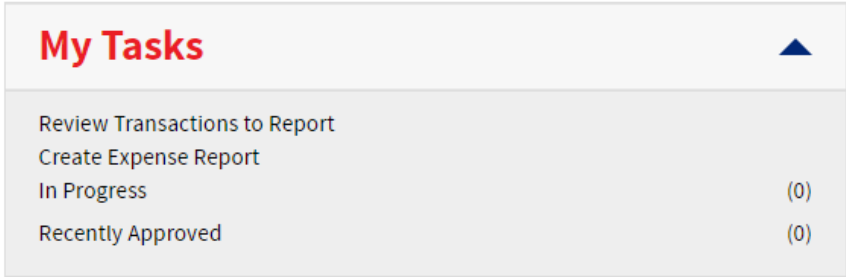
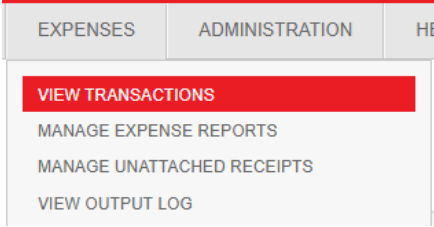
To export transactions, first Search for the transactions to export.

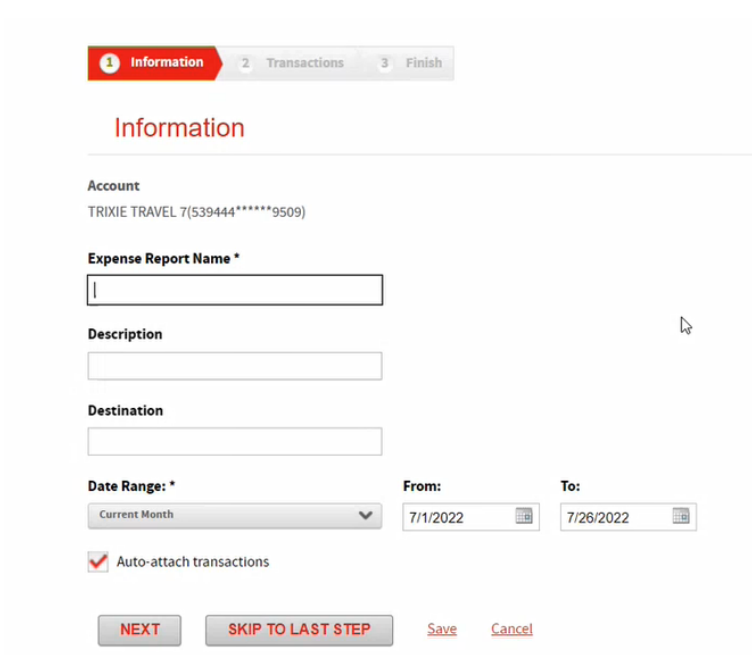
Step	Action/Information														
1	<p>You can name the export file, set the level of detail required and the format of the file. Click <b>Run Export</b>.</p> 														
2	<p>The report will be available in the Output Log. This can be reached through the <b>Reports</b> menu or the <b>Expenses</b> Menu. Click the <b>Refresh Status</b> log after a few minutes if the report has not appeared.</p> 														
3	<p>Select the report to download by checking the box next to report and click on the download icon to download. Reports will remain in the Output Log for 10 business days then deleted.</p>  <table border="1"> <thead> <tr> <th data-bbox="267 1690 292 1722"><input type="checkbox"/></th> <th data-bbox="373 1690 487 1711">Download file</th> <th data-bbox="584 1690 641 1711">Unmap</th> <th data-bbox="706 1690 755 1711">Name</th> <th data-bbox="982 1690 1039 1711">Status</th> <th data-bbox="1112 1690 1226 1711">Output Level</th> <th data-bbox="1323 1690 1372 1711">Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="267 1743 292 1774"><input checked="" type="checkbox"/></td> <td data-bbox="414 1753 446 1774"></td> <td></td> <td data-bbox="706 1743 852 1764">Transaction Export</td> <td data-bbox="982 1743 1031 1764">Ready</td> <td></td> <td data-bbox="1323 1743 1485 1764">Export: Transaction</td> </tr> </tbody> </table>	<input type="checkbox"/>	Download file	Unmap	Name	Status	Output Level	Type	<input checked="" type="checkbox"/>			Transaction Export	Ready		Export: Transaction
<input type="checkbox"/>	Download file	Unmap	Name	Status	Output Level	Type									
<input checked="" type="checkbox"/>			Transaction Export	Ready		Export: Transaction									

## 6 Creating an Expense Report

If the company has been set up to be able to create expense reports and the user has a security role that lets them create an expense report, then they will see **Create Expense Report** in the **My Tasks** box on the home page.

The **In Progress** link takes a user to an expense report they have begun work on but not completed. The **Recently Approved** takes the user to expense reports that have been approved.

Step	Action/Information
1	<p>To create an expense report chose the Create Expense Report option under <b>My Tasks</b>.</p> 
2	<p>You can also reach these options from the <b>Expenses</b> menu and choose the <b>View Transactions</b> option.</p> 

Step	Action/Information
3	<p>If you are not set up for the auto create expense report feature (e.g. a report for each payment cycle) then you will need to create the report. Create a name and date range. Adding a description is useful if the expense report is for a specific trip, conference, or project.</p> <p>If you check <b>Auto-attach transactions</b> all the transactions in that date range will be included in the expense report. If you do not check this box, all transactions not assigned to an expense report will be displayed and you can choose whether to select them or not.</p> <p>Click <b>Next</b> to continue.</p> <div data-bbox="487 735 1234 1386"><p>The screenshot shows a three-step process: 1. Information, 2. Transactions, 3. Finish. The 'Information' step is active. The form includes the following fields: Account (TRIXIE TRAVEL 7(539444*****9509)), Expense Report Name (required, empty text box), Description (empty text box), Destination (empty text box), Date Range (Current Month dropdown), From (7/1/2022 date picker), To (7/26/2022 date picker), and a checked checkbox for 'Auto-attach transactions'. At the bottom are buttons for 'NEXT', 'SKIP TO LAST STEP', 'Save', and 'Cancel'.</p></div>

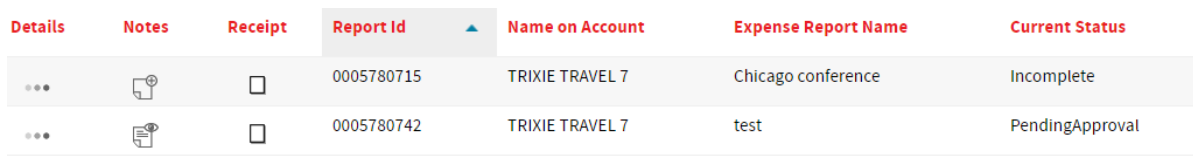
Step	Action/Information												
4	<p>Select or deselect transactions to go on your expense report and click <b>Next</b>.</p> <div data-bbox="337 338 1458 911"> <h3 style="color: red;">Transactions</h3> <hr/> <p><b>Available (Unassigned) Transactions</b> Attach the selected Transactions to the Expense Report.</p> <p><b>Date Range:</b> <input type="text" value="Current Month"/> <b>From:</b> <input type="text" value="04/01/2022"/> <b>To:</b> <input type="text" value="9/17/2022"/></p> <p><input type="button" value="SEARCH"/></p> <p><b>Selected Transactions</b></p> <table border="1"> <thead> <tr> <th></th> <th>Split Status</th> <th>Date Posted</th> <th>Date Occurred</th> <th>Billing Amount</th> <th>Merchant Name</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td>9/5/2022</td> <td>9/5/2022</td> <td>\$15.00</td> <td>PAPER STATEMENT FEE</td> </tr> </tbody> </table> <p><input type="button" value="NEXT"/> <input type="button" value="SKIP TO LAST STEP"/> <a href="#">Save</a> <a href="#">Cancel</a></p> </div>		Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	<input type="radio"/>	<input type="radio"/>	9/5/2022	9/5/2022	\$15.00	PAPER STATEMENT FEE
	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name								
<input type="radio"/>	<input type="radio"/>	9/5/2022	9/5/2022	\$15.00	PAPER STATEMENT FEE								
5	<p>Next you can either attach receipts that have already been captured, which will appear under Available Receipts, or Upload Receipts saved to your computer.</p> <div data-bbox="509 1129 1182 1587"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <span style="color: green;">✔</span> Information <span style="color: green;">✔</span> Transactions <span style="background-color: red; color: white; padding: 2px 5px; border-radius: 3px;">3</span> Receipts <span style="color: gray;">4</span> Finish         </div> <h3 style="color: red;">Receipts</h3> <hr/> <p><input type="button" value="Available Receipts"/> <input type="button" value="Upload Receipts"/></p> <ul style="list-style-type: none"> <li>◦ Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.</li> <li>◦ Each file must be less than 5 megabytes.</li> </ul> <p><input type="button" value="Browse"/></p> <hr/> <p><input type="text"/></p> <hr/> <p><input type="button" value="UPLOAD AND ATTACH"/></p> </div>												



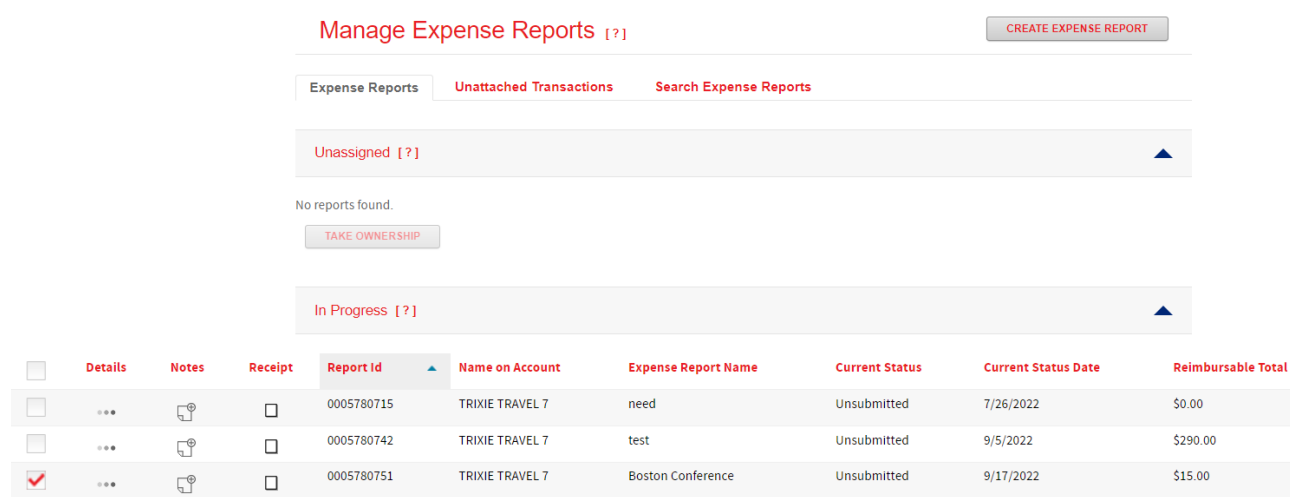
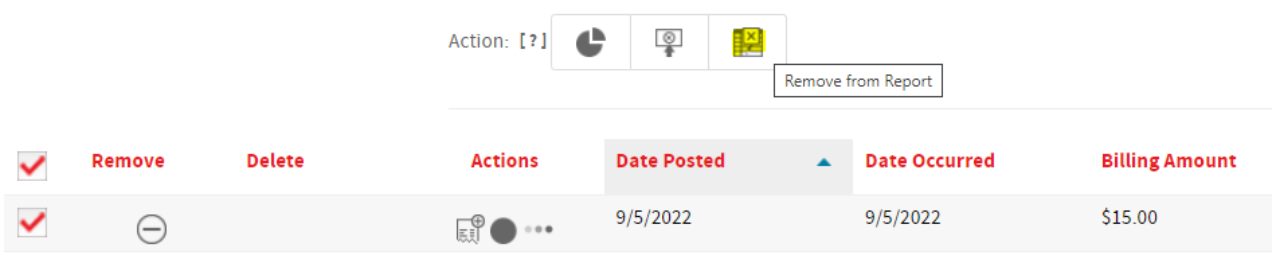
Step	Action/Information
6	<p>CentreSuite will then take you through a wizard to finalize the expense report.</p> <p>Expense report for: TRIXIE TRAVEL 7 (539444*****9509)  Expense Report ID: 0005780742  Current Report Status: Unsubmitted</p> <ul style="list-style-type: none"> <li>Step 1: Update General Report Information ▼</li> <li>Step 2: Attach Additional Transactions ▼</li> <li>Step 3: Create Additional Out-of-Pocket Transactions ▼</li> <li>Step 4: Manage Receipts ▼</li> <li>Step 5: Finalize Report [?] ▲</li> </ul>
7	<p>Under <b>Update General Report Information</b> you can edit the name, description or date range.</p> <p>Step 1: Update General Report Information</p> <p>Define the general information for the expense report.</p> <p><b>Account *</b>  TRIXIE TRAVEL 7 (539444*****9509)</p> <p><b>Expense Report Name *</b>  <input type="text" value="May Transactions"/></p> <p><b>Description</b>  <input type="text"/></p> <p><b>Destination</b>  <input type="text"/></p> <p><b>Date Range *</b>      <b>From</b>      <b>To</b></p> <p>Current Month ▼      04/01/2022 <input type="text"/> <input type="text"/>      07/26/2022 <input type="text"/> <input type="text"/></p> <p><input type="button" value="UPDATE REPORT INFO"/> [?]</p>

Step	Action/Information																								
8	<p>Under <b>Out of Pocket Transactions</b> you can add any out of pocket expenses you have. If this section does not appear, it means it has not been enabled for your company.</p> <div data-bbox="245 380 1455 856"> <p style="text-align: right; color: red;">Step 3: Create Additional Out-of-Pocket Transactions <span style="float: right;">▲</span></p> <p>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.</p> <p><b>Type</b>  <span style="border: 1px solid #ccc; padding: 2px;">Lodging, Transportation and Other</span> <span style="float: right;">▼</span></p> <p><b>Number of Transactions</b>  <input style="width: 50px;" type="text" value="1"/></p> <p><span style="border: 1px solid #ccc; padding: 2px 5px; color: red;">ADD</span> <span style="font-size: small;">[?]</span></p> <p><span style="color: red;">.odging, Transportation and Other</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="color: red;">Remove</th> <th style="color: red;">Transaction Date</th> <th style="color: red;">Expense Type</th> <th style="color: red;">Amount</th> <th style="color: red;">Merchant Name</th> <th style="color: red;">Merchant City</th> <th style="color: red;">State/Province</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">⊖</td> <td style="text-align: center;">09/17/2022 <span style="font-size: x-small;">📅</span></td> <td style="text-align: center;"><span style="border: 1px solid #ccc; padding: 2px;">Petty Cash</span> <span style="float: right;">▼</span></td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="50"/></td> <td style="text-align: center;"><input style="width: 100px;" type="text" value="Clarkes"/></td> <td style="text-align: center;"><input style="width: 80px;" type="text" value="Boston"/></td> <td style="text-align: center;"><input style="width: 50px;" type="text" value="MA"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><span style="border: 1px solid #ccc; padding: 2px 10px; color: red;">SAVE OOP TO EXP REPORT</span> <span style="font-size: x-small;">[?]</span></p> </div>	Remove	Transaction Date	Expense Type	Amount	Merchant Name	Merchant City	State/Province	⊖	09/17/2022 <span style="font-size: x-small;">📅</span>	<span style="border: 1px solid #ccc; padding: 2px;">Petty Cash</span> <span style="float: right;">▼</span>	<input style="width: 80px;" type="text" value="50"/>	<input style="width: 100px;" type="text" value="Clarkes"/>	<input style="width: 80px;" type="text" value="Boston"/>	<input style="width: 50px;" type="text" value="MA"/>										
Remove	Transaction Date	Expense Type	Amount	Merchant Name	Merchant City	State/Province																			
⊖	09/17/2022 <span style="font-size: x-small;">📅</span>	<span style="border: 1px solid #ccc; padding: 2px;">Petty Cash</span> <span style="float: right;">▼</span>	<input style="width: 80px;" type="text" value="50"/>	<input style="width: 100px;" type="text" value="Clarkes"/>	<input style="width: 80px;" type="text" value="Boston"/>	<input style="width: 50px;" type="text" value="MA"/>																			
9	<p>Under Finalize Report you can see a quick recap of the report. You can also split or allocate transactions, or add any out of pocket transactions and notes.</p> <div data-bbox="402 982 1252 1465"> <p style="text-align: center; background-color: #f0f0f0; padding: 5px;">Step 5: Finalize Report <span style="font-size: x-small;">[?]</span></p> <p>Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Expense Report Name:</b></td> <td>test</td> </tr> <tr> <td><b>Account:</b></td> <td>TRIXIE TRAVEL 7 (539444*****9509)</td> </tr> <tr> <td><b>Description:</b></td> <td>test</td> </tr> <tr> <td><b>Destination:</b></td> <td></td> </tr> <tr> <td><b>Dates:</b></td> <td>9/5/2020 - 9/5/2022</td> </tr> <tr> <td><b>Grand Total:</b></td> <td style="text-align: right;"><b>\$290.00</b></td> </tr> <tr> <td><b>Reimbursable Total:</b></td> <td style="text-align: right;"><b>\$290.00</b></td> </tr> <tr> <td><b>Receipt Attached:</b></td> <td style="text-align: right;"><b>No</b></td> </tr> </table> </div>	<b>Expense Report Name:</b>	test	<b>Account:</b>	TRIXIE TRAVEL 7 (539444*****9509)	<b>Description:</b>	test	<b>Destination:</b>		<b>Dates:</b>	9/5/2020 - 9/5/2022	<b>Grand Total:</b>	<b>\$290.00</b>	<b>Reimbursable Total:</b>	<b>\$290.00</b>	<b>Receipt Attached:</b>	<b>No</b>								
<b>Expense Report Name:</b>	test																								
<b>Account:</b>	TRIXIE TRAVEL 7 (539444*****9509)																								
<b>Description:</b>	test																								
<b>Destination:</b>																									
<b>Dates:</b>	9/5/2020 - 9/5/2022																								
<b>Grand Total:</b>	<b>\$290.00</b>																								
<b>Reimbursable Total:</b>	<b>\$290.00</b>																								
<b>Receipt Attached:</b>	<b>No</b>																								
10	<p>All the transactions for the report will be displayed, with the option to type in a description. This field can up to 75 characters in length.</p> <div data-bbox="233 1686 1528 1787"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="color: red;">Remove</th> <th style="color: red;">Delete</th> <th style="color: red;">Actions</th> <th style="color: red;">Date Posted</th> <th style="color: red;">Date Occurred</th> <th style="color: red;">Billing Amount</th> <th style="color: red;">Merchant Name</th> <th style="color: red;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">⊖</td> <td></td> <td style="text-align: center;">● ...</td> <td style="text-align: center;">5/5/2022</td> <td style="text-align: center;">5/3/2022</td> <td style="text-align: center;">\$2.22</td> <td style="text-align: center;">HILTON STREETSIDE DT</td> <td style="border: 1px solid #ccc; width: 100px;"></td> </tr> <tr> <td style="text-align: center;">⊖</td> <td></td> <td style="text-align: center;">● ...</td> <td style="text-align: center;">5/5/2022</td> <td style="text-align: center;">5/3/2022</td> <td style="text-align: center;">\$3.01</td> <td style="text-align: center;">MARRIOT CROSSTOWN DT</td> <td style="border: 1px solid #ccc; width: 100px;"></td> </tr> </tbody> </table> </div>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	⊖		● ...	5/5/2022	5/3/2022	\$2.22	HILTON STREETSIDE DT		⊖		● ...	5/5/2022	5/3/2022	\$3.01	MARRIOT CROSSTOWN DT	
Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description																		
⊖		● ...	5/5/2022	5/3/2022	\$2.22	HILTON STREETSIDE DT																			
⊖		● ...	5/5/2022	5/3/2022	\$3.01	MARRIOT CROSSTOWN DT																			

Step	Action/Information																
11	<p>The status of all your expense reports submitted will be shown under Report History. Unsubmitted, Incomplete, Submitted, Rejected, Approved and Forwarded, Approved and Closed. You can also see which user is in control of the current status.</p> <div data-bbox="256 411 1360 583" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Report History [?]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: red;">Status</th> <th style="color: red;">Date/Time</th> <th style="color: red;">User Name</th> <th style="color: red;">Business Unit</th> <th style="color: red;">Notes</th> </tr> </thead> <tbody> <tr> <td>Unsubmitted</td> <td>9/5/2022 5:47:00 PM</td> <td>Account Holder User</td> <td>TRAVEL 6 - L1</td> <td></td> </tr> </tbody> </table> </div>	Status	Date/Time	User Name	Business Unit	Notes	Unsubmitted	9/5/2022 5:47:00 PM	Account Holder User	TRAVEL 6 - L1							
Status	Date/Time	User Name	Business Unit	Notes													
Unsubmitted	9/5/2022 5:47:00 PM	Account Holder User	TRAVEL 6 - L1														
12	<p><b>Save</b> the report to keep the descriptions.</p> <p>Click <b>Submit</b> to complete and submit the expense report.</p> <p>You can also print the report if you want a physical copy. The printed version has to option for the cardholder and approver to sign. The cardholder still has to Submit the report and the approver will still</p> <div data-bbox="548 919 1169 961" style="text-align: center; margin: 10px 0;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 10px;">SUBMIT</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 10px;">PRINT EXPENSE REPORT</span> <span style="color: red; text-decoration: underline;">Save</span> <span style="color: red; text-decoration: underline;">Cancel</span> </div>																
13	<p>Check the approver for your expense report, add a note for the approver if required, and click <b>Submit</b>. If there is no approver to select, speak to your program administrator and have them set up and approver for you.</p> <p>Once submitted you will see that the Status of the report will be <b>Pending Approval</b>.</p> <p>An email will be sent to the Approver to notify them that they have a report to review.</p> <div data-bbox="506 1281 1156 1852" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: red; text-align: right;">Submit Expense Report(s) <span style="color: red;">✕</span></p> <hr/> <p>Select Approver(s)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: gray;">User Name</th> <th style="color: gray;">Business Unit</th> <th style="color: gray;">Approver Type</th> <th style="color: gray;">Profile Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Grace Chapman</td> <td>TRAVEL 6 - L1</td> <td>Interim</td> <td>Interim approver</td> </tr> <tr> <td><input type="checkbox"/> Approver User</td> <td>TRAVEL 6 - L1</td> <td>Final</td> <td>Final Approver</td> </tr> <tr> <td><input checked="" type="checkbox"/> Lara Willatt</td> <td>TRAVEL 6 - L1</td> <td>Final</td> <td>Final Approver</td> </tr> </tbody> </table> <p>Note (Optional):</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: center; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin: 0 10px;">SUBMIT</span> <span style="color: red; text-decoration: underline;">Cancel</span> </div> </div>	User Name	Business Unit	Approver Type	Profile Name	<input checked="" type="checkbox"/> Grace Chapman	TRAVEL 6 - L1	Interim	Interim approver	<input type="checkbox"/> Approver User	TRAVEL 6 - L1	Final	Final Approver	<input checked="" type="checkbox"/> Lara Willatt	TRAVEL 6 - L1	Final	Final Approver
User Name	Business Unit	Approver Type	Profile Name														
<input checked="" type="checkbox"/> Grace Chapman	TRAVEL 6 - L1	Interim	Interim approver														
<input type="checkbox"/> Approver User	TRAVEL 6 - L1	Final	Final Approver														
<input checked="" type="checkbox"/> Lara Willatt	TRAVEL 6 - L1	Final	Final Approver														

Step	Action/Information																					
14	<p>An email will be sent to the Approver to notify them that they have a report to review.</p> <p>Once submitted you will see that the Status of the report will be <b>Pending Approval</b> on the <b>Manage Expense Reports</b> page.</p>  <table border="1"> <thead> <tr> <th>Details</th> <th>Notes</th> <th>Receipt</th> <th>Report Id</th> <th>Name on Account</th> <th>Expense Report Name</th> <th>Current Status</th> </tr> </thead> <tbody> <tr> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780715</td> <td>TRIXIE TRAVEL 7</td> <td>Chicago conference</td> <td>Incomplete</td> </tr> <tr> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780742</td> <td>TRIXIE TRAVEL 7</td> <td>test</td> <td>PendingApproval</td> </tr> </tbody> </table>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	Chicago conference	Incomplete	...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	PendingApproval
Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status																
...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	Chicago conference	Incomplete																
...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	PendingApproval																

## 7 Deleting an Expense Report

Step	Action/Information																																								
1	<p>To delete an expense report go to <b>Manage Expense Reports</b>, check the box next to report you want to delete, and click on the three dots under <b>Details</b> to remove the associated transactions.</p>  <p>Manage Expense Reports [?]</p> <p>Expense Reports Unattached Transactions Search Expense Reports</p> <p>Unassigned [?]</p> <p>No reports found.</p> <p>In Progress [?]</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Details</th> <th>Notes</th> <th>Receipt</th> <th>Report Id</th> <th>Name on Account</th> <th>Expense Report Name</th> <th>Current Status</th> <th>Current Status Date</th> <th>Reimbursable Total</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780715</td> <td>TRIXIE TRAVEL 7</td> <td>need</td> <td>Unsubmitted</td> <td>7/26/2022</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780742</td> <td>TRIXIE TRAVEL 7</td> <td>test</td> <td>Unsubmitted</td> <td>9/5/2022</td> <td>\$290.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780751</td> <td>TRIXIE TRAVEL 7</td> <td>Boston Conference</td> <td>Unsubmitted</td> <td>9/17/2022</td> <td>\$15.00</td> </tr> </tbody> </table>	<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	<input type="checkbox"/>	...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	need	Unsubmitted	7/26/2022	\$0.00	<input type="checkbox"/>	...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	Unsubmitted	9/5/2022	\$290.00	<input checked="" type="checkbox"/>	...		<input type="checkbox"/>	0005780751	TRIXIE TRAVEL 7	Boston Conference	Unsubmitted	9/17/2022	\$15.00
<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total																																
<input type="checkbox"/>	...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	need	Unsubmitted	7/26/2022	\$0.00																																
<input type="checkbox"/>	...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	Unsubmitted	9/5/2022	\$290.00																																
<input checked="" type="checkbox"/>	...		<input type="checkbox"/>	0005780751	TRIXIE TRAVEL 7	Boston Conference	Unsubmitted	9/17/2022	\$15.00																																
2	<p>Scroll to the bottom of the report to where the transactions are listed. Select the top box to select all transactions and click the Remove from Report option.</p>  <p>Action: [?]</p> <p>Remove from Report</p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Remove</th> <th>Delete</th> <th>Actions</th> <th>Date Posted</th> <th>Date Occurred</th> <th>Billing Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td>9/5/2022</td> <td>9/5/2022</td> <td>\$15.00</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	<input checked="" type="checkbox"/>				9/5/2022	9/5/2022	\$15.00																										
<input checked="" type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount																																			
<input checked="" type="checkbox"/>				9/5/2022	9/5/2022	\$15.00																																			

Step	Action/Information																																								
3	<p>Click Yes to confirm you want to remove the transactions</p> <div style="text-align: center;"> <p>Remove Transaction(s) from Expense Report <span style="color: red;">✕</span></p> <hr/> <p>Are you sure you want to remove the selected transactions from the expense report?</p> <p> <input type="button" value="YES"/> <input type="button" value="NO"/> </p> </div>																																								
4	<p>You can then go back to Manage Expense Reports and Delete the report.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Details</th> <th>Notes</th> <th>Receipt</th> <th>Report id</th> <th>Name on Account</th> <th>Expense Report Name</th> <th>Current Status</th> <th>Current Status Date</th> <th>Reimbursable Total</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780715</td> <td>TRIXIE TRAVEL 7</td> <td>need</td> <td>Unsubmitted</td> <td>7/26/2022</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780742</td> <td>TRIXIE TRAVEL 7</td> <td>test</td> <td>Unsubmitted</td> <td>9/5/2022</td> <td>\$290.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005780751</td> <td>TRIXIE TRAVEL 7</td> <td>Boston Conference</td> <td>Unsubmitted</td> <td>9/17/2022</td> <td>\$0.00</td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="SUBMIT SELECTED"/> <input type="button" value="DELETE SELECTED"/> </p>	<input type="checkbox"/>	Details	Notes	Receipt	Report id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	<input type="checkbox"/>	...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	need	Unsubmitted	7/26/2022	\$0.00	<input type="checkbox"/>	...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	Unsubmitted	9/5/2022	\$290.00	<input checked="" type="checkbox"/>	...		<input type="checkbox"/>	0005780751	TRIXIE TRAVEL 7	Boston Conference	Unsubmitted	9/17/2022	\$0.00
<input type="checkbox"/>	Details	Notes	Receipt	Report id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total																																
<input type="checkbox"/>	...		<input type="checkbox"/>	0005780715	TRIXIE TRAVEL 7	need	Unsubmitted	7/26/2022	\$0.00																																
<input type="checkbox"/>	...		<input type="checkbox"/>	0005780742	TRIXIE TRAVEL 7	test	Unsubmitted	9/5/2022	\$290.00																																
<input checked="" type="checkbox"/>	...		<input type="checkbox"/>	0005780751	TRIXIE TRAVEL 7	Boston Conference	Unsubmitted	9/17/2022	\$0.00																																