

November 2022

Santander Commercial Card CentreSuite Expense Management Guide


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1. Introduction

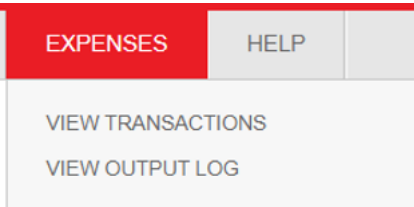
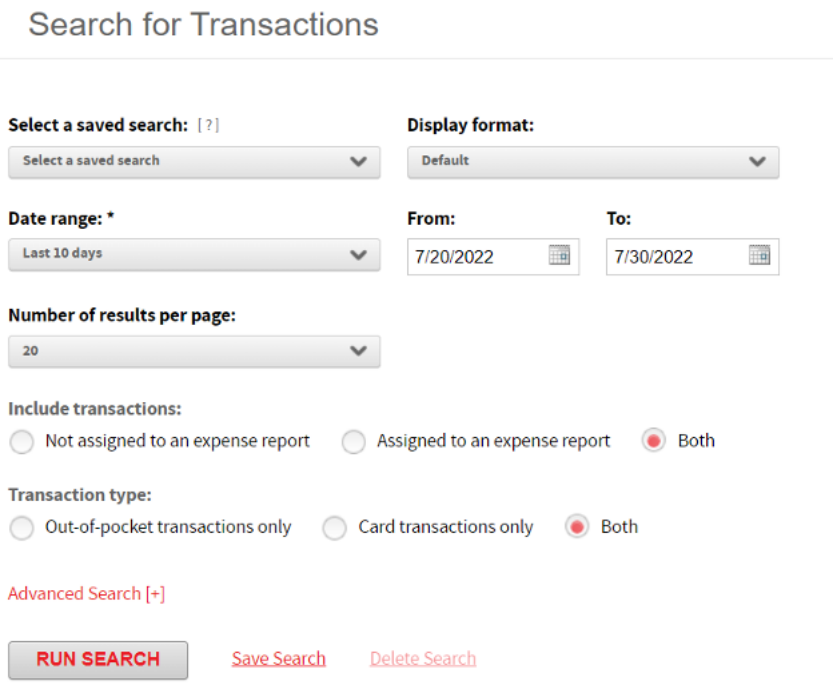
CentreSuite has expense management modules that can be enabled for customers who require this feature. If this has not been enabled for you and you would like it, please contact Client Service.

This guide will provide you with the information to support cardholders, approvers, and program administrators for Expense Report Management programs. A separate guide is available for other CentreSuite modules - CentreSuite Program Administrator's Guide - available from our Commercial Card Resource Center www.santanderbank.com/commercial-card or by contacting Client Service:



Santander Client Service is open
Monday - Friday 7:30 AM – 6:00 PM ET: 844-726-0095
For service after hours: 877-598-7799
By email: clientservice@santander.us

2. Searching for Transactions

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

3 The results are shown on the page.

Search Results [?]

EXPORT

Date Range 5/1/2022 - 7/30/2022

With unsplit transactions show: 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
	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

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 5/1/2022 - 9/16/2022

With unsplit transactions show: 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
	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

4 You can display more fields on this Search Results page by choosing the **New Format** option under **Display Format**.

Search Results [?]

EXPORT

Date Range 5/1/2022 - 7/30/2022

With unsplit transactions show: Split Transactions Split Detail Split Transactions and Split Detail

Action: [?] **Display format:** [?] **New format** **GO** **EDIT**

Dropdown menu options: **New format** (selected), Default, New format

5 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.

Format Display

Name: *

Description

Make Default

Available [\(Select All\)](#) [\(Clear All\)](#)

- Account Number
- Account Postal Code
- Account State/Province
- Account Unit Name
- Allocation Codes
- Authorization Number
- Bank Allocation
- Billing Amount
- Billing Currency Code
- Conversion Rate
- Customer Def...

Selected [\(Select All\)](#) [\(Clear All\)](#)

- Posted Date
- Occurred Date
- Billing Amount
- Merchant Name
- Account Name
- Allocation Codes



SAVE

FINISHED

[Preview](#)

[Cancel](#)

6 The new field will now be given in the Search Results.

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 Actions from the Search Results.</p> <div data-bbox="267 268 1416 814"> <p>Search Results [?]</p> <p>EXPORT</p> <p>Date Range: 5/1/2022 - 9/16/2022</p> <p>With unsplit transactions show: <input checked="" type="radio"/> Split Transactions <input type="radio"/> Split Detail <input type="radio"/> Split Transactions and Split Detail</p> <p>Action: [?] Display format: [?] My default GO EDIT</p> <p>SAVE Undo</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>MARRIOTT 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	MARRIOTT 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
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2	<p>From Transaction Detail page and the Transaction Allocation and Expense Type section, you can split a transaction and allocate an expense category.</p> <div data-bbox="267 919 885 1564"> <p>Transaction Detail [?]</p> <p>PAPER STATEMENT FEE</p> <p>15.00</p> <p>9/5/2022</p> <p>TRIXIE TRAVEL 7</p> <p>539444*****9509</p> <p>Transaction Allocation and Expense Type [?]</p> <p>SPLIT [?]</p> <p>Expense category: [?]</p> <p>Other</p> <p>Description:</p> </div>																																																						

Step	Action/Information
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3 To split a transaction click on the **Split** button and enter the parameters for how you would like the transaction split.

Split Transactions ^[?]

Date Posted: 9/5/2022
 Date Occurred: 9/5/2022
 Billing Amount: \$15.00
 Merchant Name: PAPER STATEMENT FEE

Method:
 Split by amount Split by percent ^[?]

Number of splits **Add splits**
 2 **GO** ^[?]

SPLIT EQUALLY ^{[?] [?]}

Running total: **Balance remaining:**
 \$15.00 \$0.00

Description	Personal	Disputed	Mapped	Split Amount	Split Percent
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="text" value="7.50"/>	50.00%
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="text" value="7.50"/>	50.00%

4 From the **Transaction Allocation and Expense Type** 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 **Save**.

Transaction Allocation and Expense Type ^[?]

SPLIT ^[?]

Expense category: ^[?]

Lodging ▼

Select Type

Lodging

Meals

Other

Personal Mileage

Transportation

SAVE Cancel

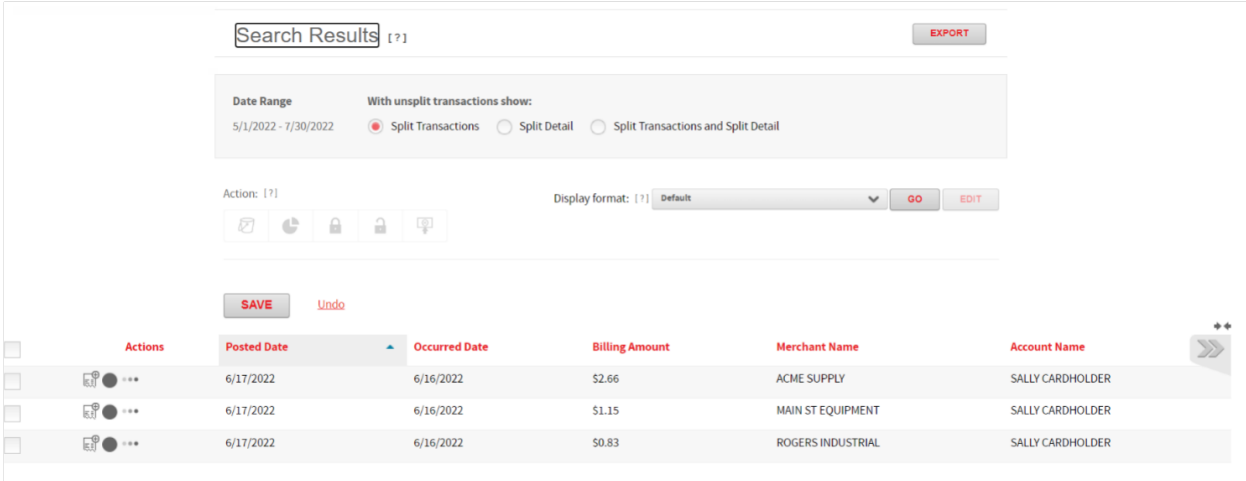
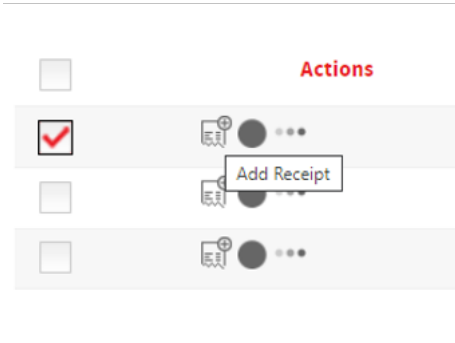
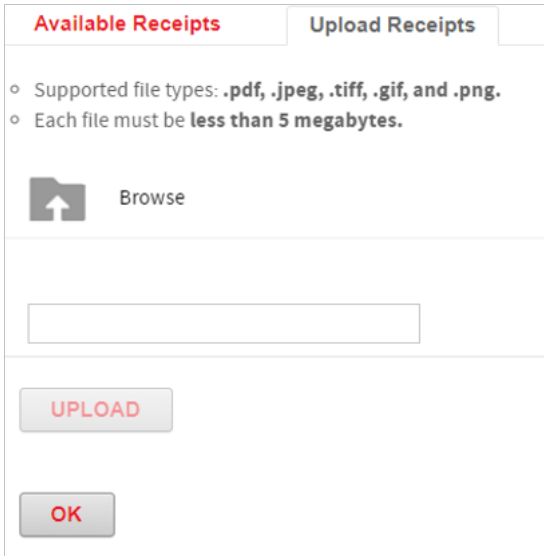
Step	Action/Information																																
5	<p>The transaction Information section gives details on the transaction. Note that if the Sales Tax is \$0, it does not necessarily mean there was no sales tax, just that the merchant did not provide it.</p> <div data-bbox="269 235 1463 709" style="border: 1px solid #ccc; padding: 10px;"> <p>Transaction Information [?]</p> <table border="1"> <tr> <td>Merchant:</td> <td>PAPER STATEMENT FEE</td> <td>Diverted:</td> <td>False</td> </tr> <tr> <td>Amount:</td> <td>15.00</td> <td>Original Amount:</td> <td>15.00</td> </tr> <tr> <td>Sales Tax:</td> <td>0.00</td> <td>Original Currency:</td> <td>US Dollar (840)</td> </tr> <tr> <td>Posted:</td> <td>9/5/2022</td> <td>Conversion Rate:</td> <td>0.000000000</td> </tr> <tr> <td>Transaction Date:</td> <td>9/5/2022</td> <td>Transaction ID:</td> <td>383524851</td> </tr> <tr> <td>Merchant Reference #:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MCC:</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Purchase ID:</td> <td></td> <td></td> <td></td> </tr> </table> </div>	Merchant:	PAPER STATEMENT FEE	Diverted:	False	Amount:	15.00	Original Amount:	15.00	Sales Tax:	0.00	Original Currency:	US Dollar (840)	Posted:	9/5/2022	Conversion Rate:	0.000000000	Transaction Date:	9/5/2022	Transaction ID:	383524851	Merchant Reference #:				MCC:	0			Purchase ID:			
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MCC:	0																																
Purchase ID:																																	
6	<p>Merchant Information and Account Information is provided.</p> <div data-bbox="269 785 1487 974" style="border: 1px solid #ccc; padding: 10px;"> <p>Merchant Information [?]</p> <p>Account Information [?]</p> </div>																																
7	<p>Cardholders can update the transaction status from the Transaction Status section of the Transaction Details screen, for example, they can 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. 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="269 1318 862 1850" style="border: 1px solid #ccc; padding: 10px;"> <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: Not Reviewed [?]</p> <p>Diverted: No</p> <p>Disputed Tracking #: 0</p> <p>Reference #: 75394442168000000000149</p> <p>SAVE Cancel</p> </div>																																

Step	Action/Information																												
8	<p data-bbox="266 163 1268 195">Any addenda that comes through with the transaction from the merchant will appear here.</p> <div data-bbox="272 205 1471 279" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Purchase [?] ▲ </div> <table border="0" data-bbox="272 352 1471 1010"> <tr> <td data-bbox="272 352 859 401">Purchase ID</td> <td data-bbox="889 352 1471 401">Unique Invoice Number:</td> </tr> <tr> <td data-bbox="272 401 859 449">Merchant Order Number:</td> <td data-bbox="889 401 1471 449">Minority Ownership Code:</td> </tr> <tr> <td data-bbox="272 449 859 497">Commodity Code:</td> <td data-bbox="889 449 1471 497">Originating Postal Code:</td> </tr> <tr> <td data-bbox="272 497 859 546">Purchase Identifier:</td> <td data-bbox="889 497 1471 546">Alternate Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 546 859 594">Business Disadvantaged:</td> <td data-bbox="889 546 1471 594">Local Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 594 859 642">Business Owner Type:</td> <td data-bbox="889 594 1471 642">Order Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 642 859 690">Business Type:</td> <td data-bbox="889 642 1471 690">Sales Tax Amount: 0.00</td> </tr> <tr> <td data-bbox="272 690 859 739">Customer VAT Number:</td> <td data-bbox="889 690 1471 739">VAT Tax Shipping Amount: 0.00</td> </tr> <tr> <td data-bbox="272 739 859 787">Destination Country Code:</td> <td data-bbox="889 739 1471 787">VAT Tax Shipping Rate: 0.0000</td> </tr> <tr> <td data-bbox="272 787 859 835">Destination Postal Code:</td> <td data-bbox="889 787 1471 835">Merchant Postal Code:</td> </tr> <tr> <td data-bbox="272 835 859 884">Destination State Code:</td> <td data-bbox="889 835 1471 884">Supplier Postal Code:</td> </tr> <tr> <td data-bbox="272 884 859 932">Discount Amount: 0.00</td> <td data-bbox="889 884 1471 932">Supplier State:</td> </tr> <tr> <td data-bbox="272 932 859 980">Duty Amount: 0.00</td> <td data-bbox="889 932 1471 980">Merchant Tax ID:</td> </tr> <tr> <td data-bbox="272 980 859 1010">Freight Amount: 0.00</td> <td data-bbox="889 980 1471 1010">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:																												
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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

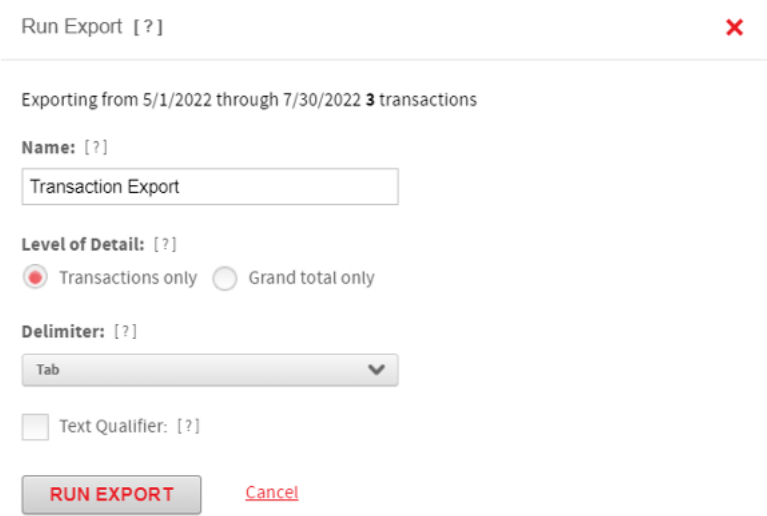
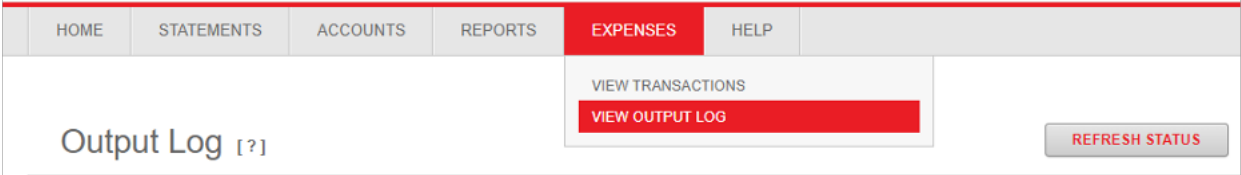
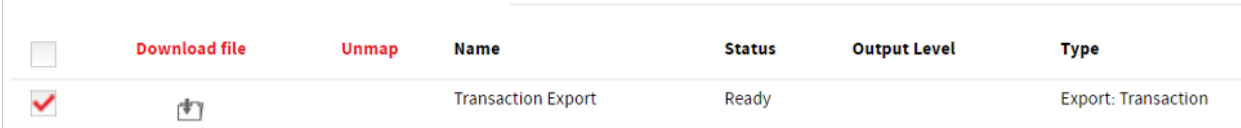
Only companies enabled for receipts will be able to view the options to add receipts.

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 Search Results screen.</p>  <p>The screenshot shows the 'Search Results' interface. At the top, there is a search bar and an 'EXPORT' button. Below that, a 'Date Range' section shows '5/1/2022 - 7/30/2022' and options for 'With unsplit transactions show: Split Transactions (selected), Split Detail, and Split Transactions and Split Detail'. There are also 'Action' and 'Display format' dropdowns, and 'GO' and 'EDIT' buttons. A 'SAVE' button and 'Undo' link are visible above a table of transactions. The table has columns for 'Posted Date', 'Occurred Date', 'Billing Amount', 'Merchant Name', and 'Account Name'. Three transactions are listed, each with a receipt icon.</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><input type="checkbox"/></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><input type="checkbox"/></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><input type="checkbox"/></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	<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
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<input type="checkbox"/>	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 a row from the table with a checked checkbox on the left and a receipt icon on the right. A tooltip labeled 'Add Receipt' is visible over the receipt icon.</p>																								
3	<p>Receipts can either be emailed to CentreSuite, in which case they will be available under Available Receipts or the cardholder can upload the receipts from their computer.</p> <p>Ask your program administrator for the email address to send your receipts to. It is listed under your User profile.</p>  <p>The screenshot shows a dialog box with two tabs: 'Available Receipts' (selected) and 'Upload Receipts'. Under 'Available Receipts', there are instructions: 'Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.' and 'Each file must be less than 5 megabytes.' Below this is a 'Browse' button with an upward arrow icon. At the bottom, there are 'UPLOAD' and 'OK' buttons.</p>																								

5. Exporting Transactions

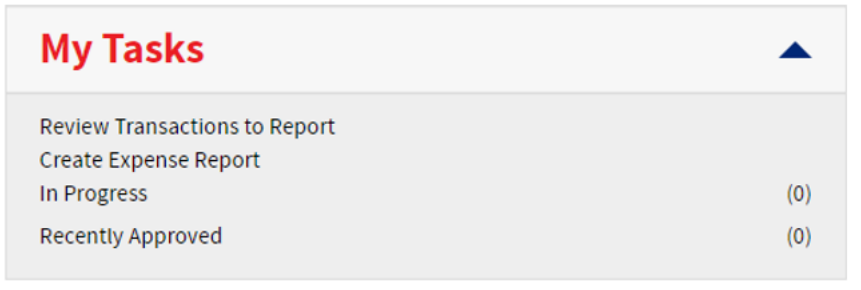
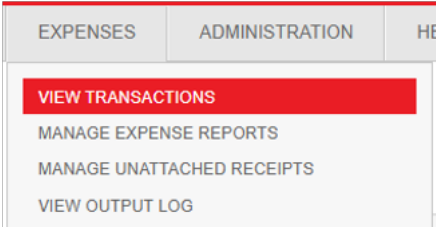
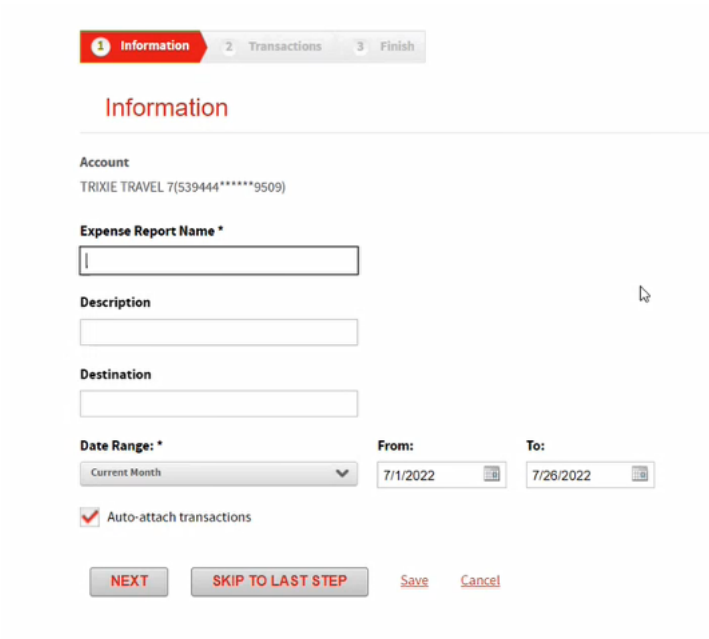
To export transactions, first Search for the transactions to export.

Step	Action/Information														
1	<p>You can name the export file, set the level of detail required and the format of the file. Click Run Export.</p> 														
2	<p>The report will be available in the Output Log. This can be reached throughout the Reports menu or the Expenses Menu. Click the Refresh Status 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><input type="checkbox"/></th> <th>Download file</th> <th>Unmap</th> <th>Name</th> <th>Status</th> <th>Output Level</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>Transaction Export</td> <td>Ready</td> <td></td> <td>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 My Tasks.</p> 
2	<p>You can also reach these options from the Expenses menu and choose the View Transactions option.</p> 
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 Auto-attach transactions 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 Next to continue.</p> 

Step	Action/Information										
4	<p>Select or deselect transactions to go on your expense report and click Next.</p> <div data-bbox="267 199 1412 798"> <h3>Transactions</h3> <p>Available (Unassigned) Transactions Attach the selected Transactions to the Expense Report.</p> <p>Date Range: Current Month From: 04/01/2022 To: 9/17/2022</p> <p>SEARCH</p> <p>Selected Transactions</p> <table border="1"> <thead> <tr> <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>9/5/2022</td> <td>9/5/2022</td> <td>\$15.00</td> <td>PAPER STATEMENT FEE</td> </tr> </tbody> </table> <p>NEXT SKIP TO LAST STEP Save Cancel</p> </div>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	<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"/>	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="267 913 950 1375"> <p>Information Transactions Receipts Finish</p> <h3>Receipts</h3> <p>Available Receipts Upload Receipts</p> <ul style="list-style-type: none"> Supported file types: .pdf, .jpeg, .tiff, .gif, and .png. Each file must be less than 5 megabytes. <p> Browse</p> <p>UPLOAD AND ATTACH</p> </div>										
6	<p>CentreSuite will then take you through a wizard to finalize the expense report.</p> <div data-bbox="267 1449 1209 1900"> <p>Expense report for: TRIXIE TRAVEL 7 (539444*****9509) Expense Report ID: 0005780742 Current Report Status: Unsubmitted</p> <ul style="list-style-type: none"> Step 1: Update General Report Information Step 2: Attach Additional Transactions Step 3: Create Additional Out-of-Pocket Transactions Step 4: Manage Receipts Step 5: Finalize Report [?] </div>										

7 Under **Update General Report Information** you can edit the name, description or date range.

Step 1: Update General Report Information

Define the general information for the expense report.

Account *
TRIXIE TRAVEL 7 (539444*****9509)

Expense Report Name *

Description

Destination

Date Range * **From** **To**

Current Month 04/01/2022 07/26/2022

UPDATE REPORT INFO [?]

8 Under **Out of Pocket Transactions** 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.

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.

Type **Number of Transactions**

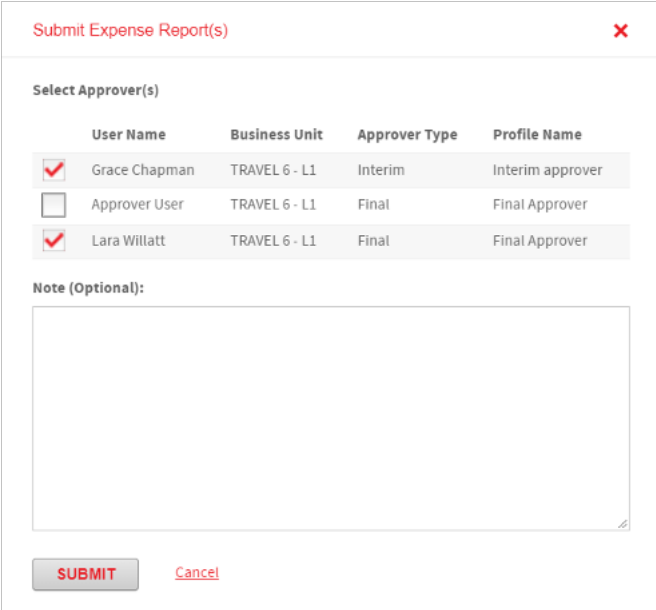

Lodging, Transportation and Other 1

ADD [?]

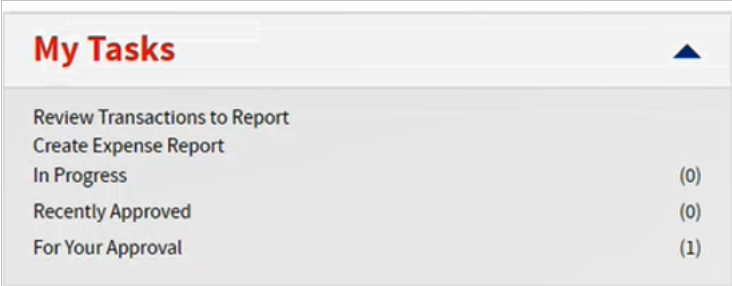
	Remove	Transaction Date	Expense Type	Amount	Merchant Name	Merchant City	State/Province
-		09/17/2022	Petty Cash	50	Clarkes	Boston	MA

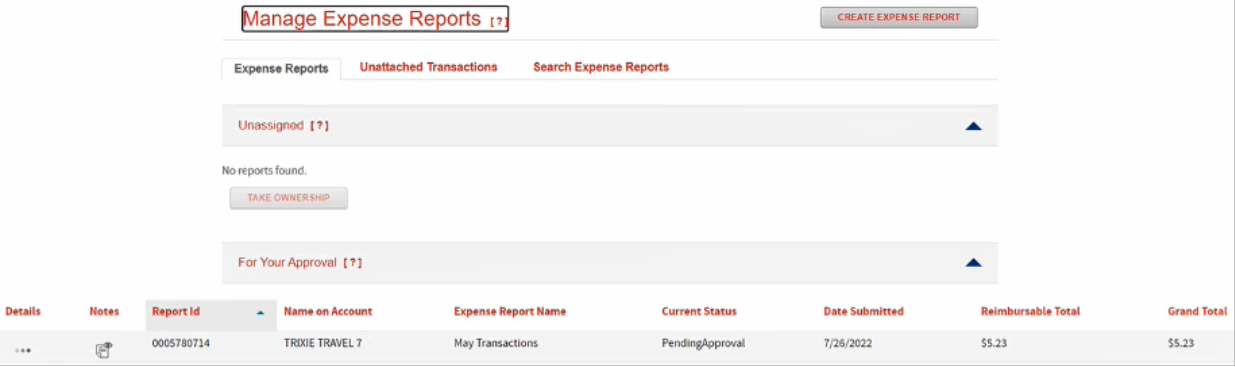
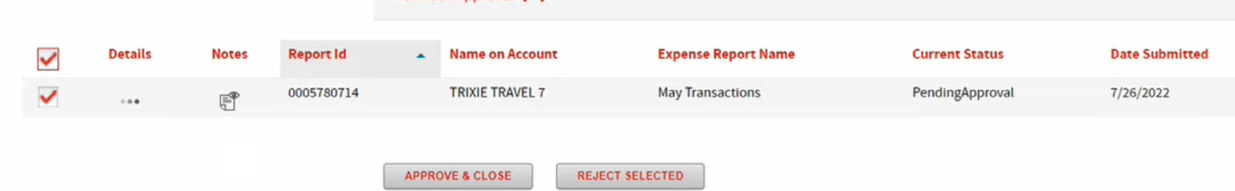
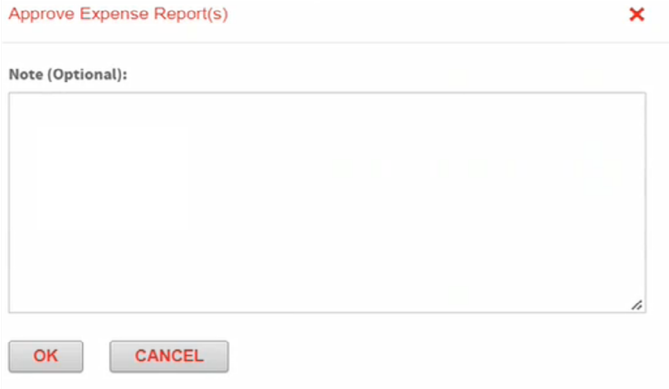
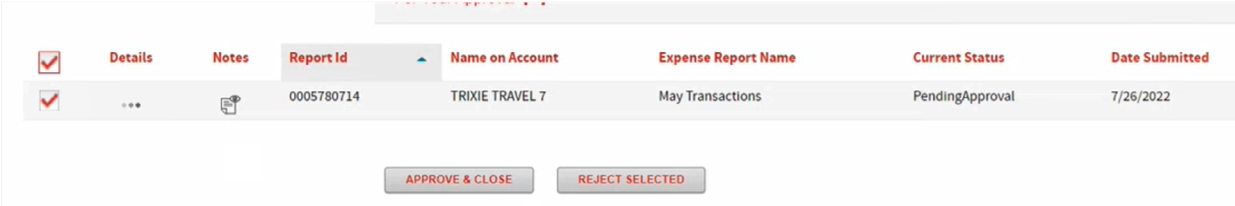
SAVE OOP TO EXP REPORT [?]

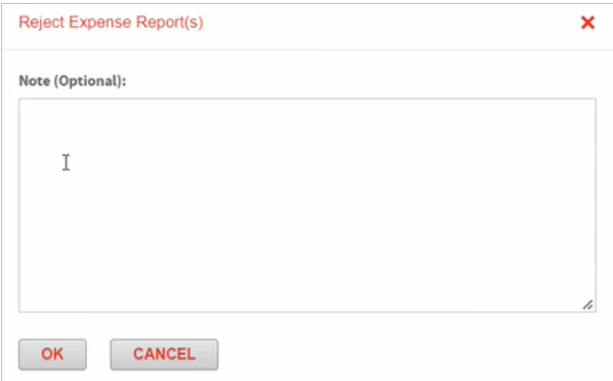
Step	Action/Information																								
9	<p>Under Finalize Report you can see a quick recap of the report. You can also split or allocate transactions, or add any out of pocket transactions and notes.</p> <div data-bbox="272 233 1122 741" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5: Finalize Report [?]</p> <p>Split or allocate transactions as necessary, add any out-of-pocket transactions required, and add notes to transactions.</p> <p>Expense Report Name: test</p> <p>Account: TRIXIE TRAVEL 7 (539444*****9509)</p> <p>Description: test</p> <p>Destination:</p> <p>Dates: 9/5/2020 - 9/5/2022</p> <p>Grand Total: \$290.00</p> <p>Reimbursable Total: \$290.00</p> <p>Receipt Attached: No</p> </div>																								
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> <table border="1" data-bbox="264 842 1498 947"> <thead> <tr> <th>Remove</th> <th>Delete</th> <th>Actions</th> <th>Date Posted</th> <th>Date Occurred</th> <th>Billing Amount</th> <th>Merchant Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>5/5/2022</td> <td>5/3/2022</td> <td>\$2.22</td> <td>HILTON STREETSIDE DT</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>5/5/2022</td> <td>5/3/2022</td> <td>\$3.01</td> <td>MARRIOT CROSSTOWN DT</td> <td><input type="text"/></td> </tr> </tbody> </table>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description				5/5/2022	5/3/2022	\$2.22	HILTON STREETSIDE DT	<input type="text"/>				5/5/2022	5/3/2022	\$3.01	MARRIOT CROSSTOWN DT	<input type="text"/>
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			5/5/2022	5/3/2022	\$3.01	MARRIOT CROSSTOWN DT	<input type="text"/>																		
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="264 1087 1373 1268" style="border: 1px solid #ccc; padding: 10px;"> <p>Report History [?]</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Date/Time</th> <th>User Name</th> <th>Business Unit</th> <th>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> <p>If you have cost allocations set up, these will be displayed for each transaction. You may override the pre-filled values.</p>	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>Save the report to keep the descriptions.</p> <p>Click Submit 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 need to approve in CentreSuite.</p> <div data-bbox="264 1570 930 1654" style="border: 1px solid #ccc; padding: 10px;"> <p> <input type="button" value="SUBMIT"/> <input type="button" value="PRINT EXPENSE REPORT"/> Save Cancel </p> </div>																								

Step	Action/Information
13	<p>Check the approver for your expense report, add a note for the approver if required, and click Submit. If there is no approver to select, speak to your program administrator and have them set up and approver for you. Once submitted you will see that the Status of the report will be Pending Approval. An email will be sent to the Approver to notify them that they have a report to review.</p> 
14	<p>An email will be sent to the Approver to notify them that they have a report to review. Once submitted you will see that the Status of the report will be Pending Approval on the Manage Expense Reports page.</p> 

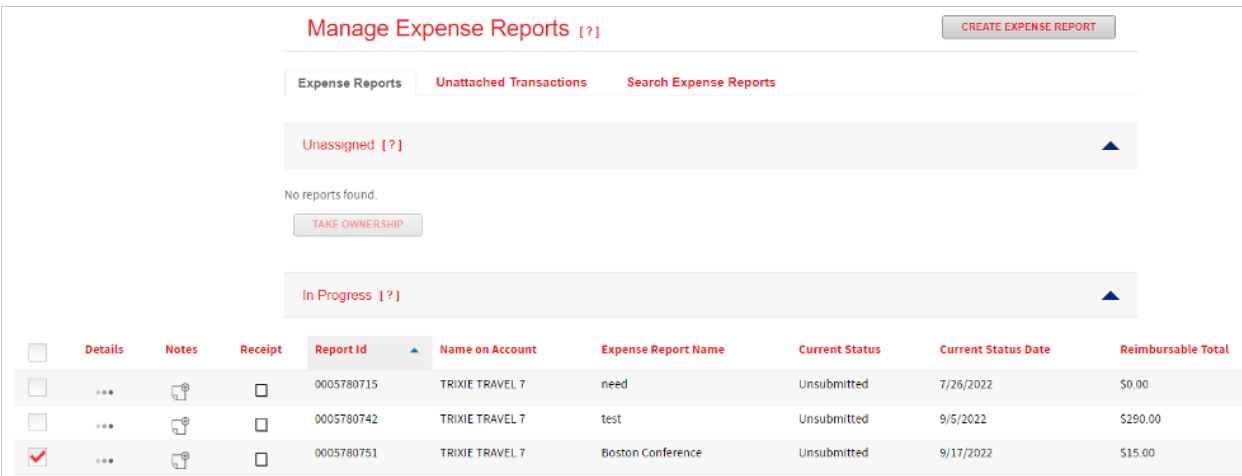
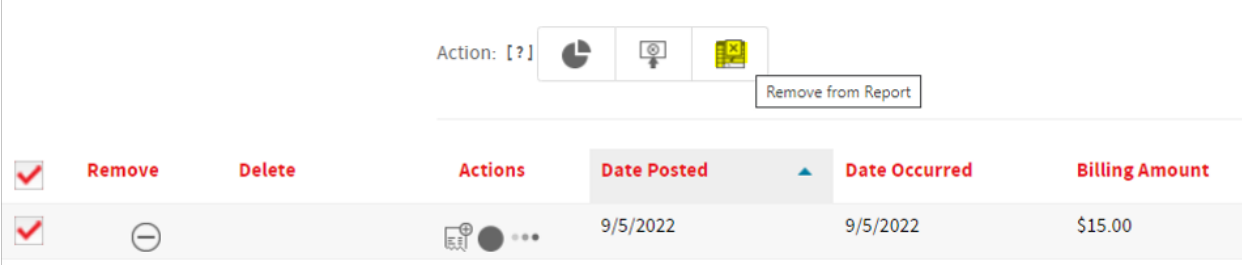
7. Approving an Expense Report

Step	Action/Information
1	<p>When a user with an approval profile logs in, and they have a report to approve, they will see it on their home screen, under My Tasks, For Your Approval. They can also click the link in the email they received notifying them that they have a report to approve.</p> 

Step	Action/Information
2	<p>Click on the For Your Approval link to be taken to Manage Expense Reports. Select the report Pending Approval.</p> 
3	<p>Select the report and click on the three dots under Details to review the transactions. If all the transactions and descriptions/receipts look good you can click on Approve & Close.</p> 
4	<p>You can enter a note for the cardholder and click OK. The cardholder will receive an email that the expense report has been closed. The transactions will then be locked down, so that the cardholder can still see the transactions but they cannot make any changes.</p> 
5	<p>If you want to reject an expense report, select the report and click on the Reject Selected button.</p> 

Step	Action/Information
6	<p>You can enter some notes to explain why you are rejecting the report. Click OK. The report will go back to the cardholder to review and resubmit.</p> 

8. Deleting an Expense Report

Step	Action/Information
1	<p>To delete an expense report go to Manage Expense Reports, check the box next to report you want to delete, and click on the three dots under Details to remove the associated transactions.</p> 
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> 

Step	Action/Information																																								
3	<p>Click Yes to confirm you want to remove the transactions.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: red; text-align: center;">Remove Transaction(s) from Expense Report ✖</p> <hr/> <p>Are you sure you want to remove the selected transactions from the expense report?</p> <p style="text-align: center;"> <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
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9. Setting up an Approver Profile

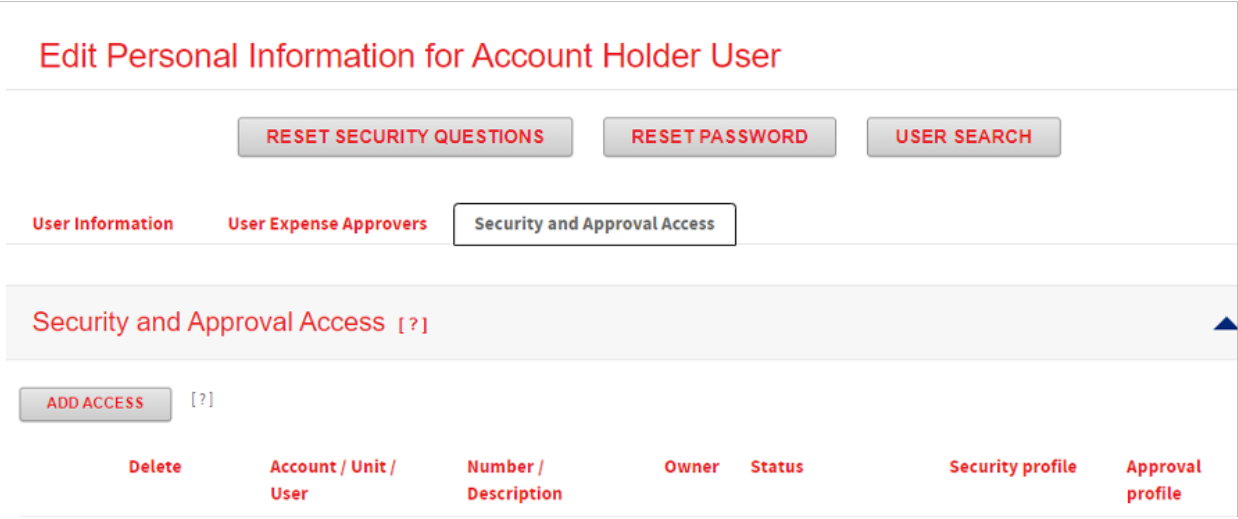
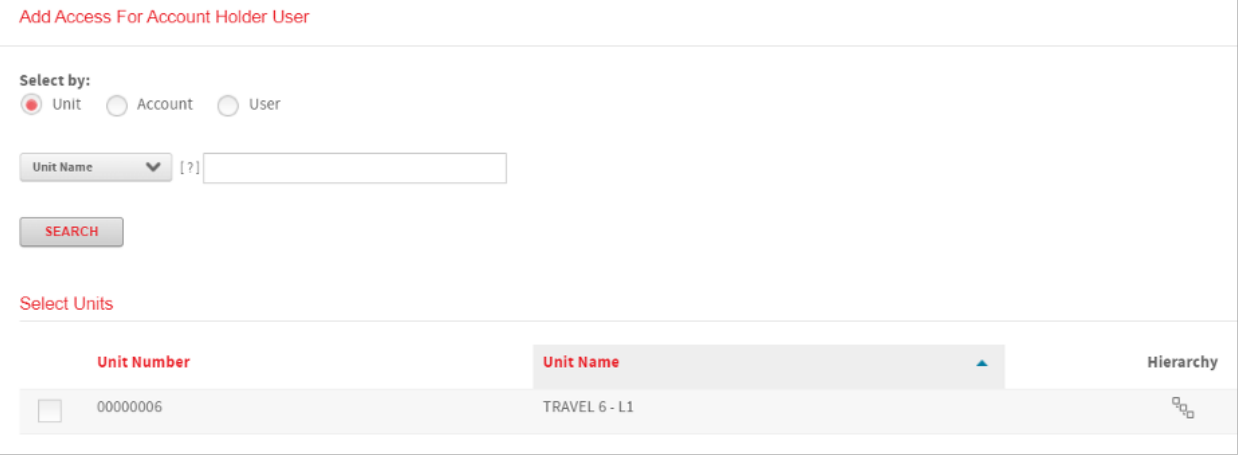
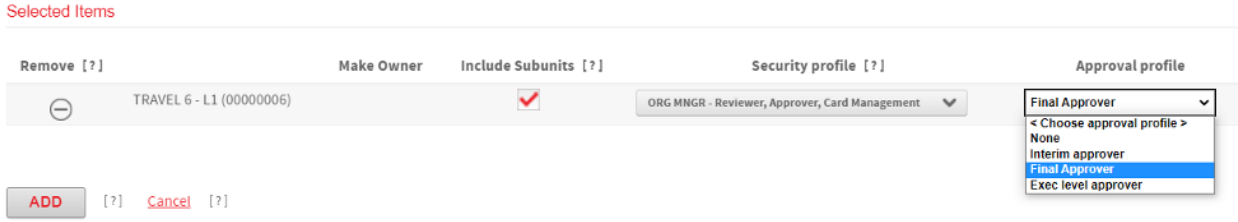
Step	Action/Information																		
1	<p>Choose Maintain Approval Profiles from the Administration menu.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 2px;">TS</td> <td style="border: 1px solid #ccc; padding: 2px;">ACCOUNTS</td> <td style="border: 1px solid #ccc; padding: 2px;">REPORTS</td> <td style="border: 1px solid #ccc; padding: 2px;">EXPENSES</td> <td style="border: 1px solid #ccc; padding: 2px; background-color: #f00; color: white;">ADMINISTRATION</td> <td style="border: 1px solid #ccc; padding: 2px;">HELP</td> </tr> </table> <div style="margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 5px;">MANAGE USERS</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 5px;">ADMINISTRATION</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding: 5px;">CUSTOMIZE SITES</td> </tr> <tr> <td style="padding: 5px;">MAINTAIN USER INFORMATION</td> <td style="padding: 5px;">SET UP ALLOCATION</td> <td style="padding: 5px;">MAINTAIN MESSAGES</td> </tr> <tr> <td style="padding: 5px;">MAINTAIN SECURITY PROFILES</td> <td style="padding: 5px;">VIEW IMPORT LOG</td> <td></td> </tr> <tr> <td style="padding: 5px; background-color: #f00; color: white;">MAINTAIN APPROVAL PROFILES</td> <td></td> <td></td> </tr> </table> </div> </div>	TS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	HELP	MANAGE USERS	ADMINISTRATION	CUSTOMIZE SITES	MAINTAIN USER INFORMATION	SET UP ALLOCATION	MAINTAIN MESSAGES	MAINTAIN SECURITY PROFILES	VIEW IMPORT LOG		MAINTAIN APPROVAL PROFILES		
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MAINTAIN APPROVAL PROFILES																			
2	<p>You can see the existing approval profiles listed. If you need another profile type, you can create a new profile by clicking on Create Profile.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: red; text-align: center;">Approval Profiles for TRAVEL 6 - L1 (00000006) ^[?]</p> <hr/> <p style="text-align: center;"><input type="button" value="CREATE PROFILE"/> ^[?]</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Delete</th> <th>Approval Profile Name</th> <th>Description</th> <th>Usage</th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td></td> <td>Final Approver</td> <td>Final</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>Interim approver</td> <td>interim</td> <td style="text-align: center;">0</td> <td style="text-align: right;"></td> </tr> </tbody> </table> </div>	Select	Delete	Approval Profile Name	Description	Usage		<input type="radio"/>		Final Approver	Final	1		<input type="radio"/>		Interim approver	interim	0	
Select	Delete	Approval Profile Name	Description	Usage															
<input type="radio"/>		Final Approver	Final	1															
<input type="radio"/>		Interim approver	interim	0															

Step	Action/Information
3	<p>When you click on Create New Profile, you will be asked to enter the details for the new profile.</p> <p>Interim approvers can reject or approve an expense report, but cannot close them out. You can have multiple layers of interim approvers. Only final approvers can close out a report. You must have at least one final approver profile.</p> <div data-bbox="267 310 906 1003" style="border: 1px solid #ccc; padding: 10px;"> <p style="color: #c00000; font-weight: bold;">New Approval Profile for TRAVEL 6 - L1 (00000006)</p> <hr/> <p style="color: #c00000; font-weight: bold;">New Approval Profile Permissions</p> <p>Profile name</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Description</p> <input style="width: 100%; height: 20px;" type="text"/> <p>Copy an existing profile</p> <input type="checkbox"/> NO <p>Existing profiles:</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> Select which profile ▼ </div> <p>Type of approver</p> <p> <input type="radio"/> Interim <input checked="" type="radio"/> Final [?] </p> </div>
4	<p>Choose options for the approver. For interim approvers select Approve and Forward Only under the Hierarchy option. For final approvers choose Any. Click Create.</p> <div data-bbox="267 1104 740 1780" style="border: 1px solid #ccc; padding: 10px;"> <p style="color: #c00000; font-weight: bold;">Approval Permission Details</p> <p>Attach transactions to expense reports</p> <input checked="" type="checkbox"/> YES <p>Edit expense report transactions</p> <input checked="" type="checkbox"/> YES <p>Reject individual transactions</p> <input checked="" type="checkbox"/> YES <p>Receive email of status changes</p> <input checked="" type="checkbox"/> YES <p>Hierarchy</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="Any"/> [?] </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Any Submit Only Approve and Forward Only </div> <p style="margin-top: 10px;"> <input type="button" value="CREATE"/> Cancel </p> </div>

Step	Action/Information																				
5	<p>The Usage number tells you how many people have each of the profiles for your company.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="color: red; font-weight: bold;">Approval Profiles for TRAVEL 6 - L1 (00000006) [?]</p> <p>CREATE PROFILE [?]</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Select</th> <th style="width: 10%;">Delete</th> <th style="width: 30%;">Approval Profile Name</th> <th style="width: 30%;">Description</th> <th style="width: 10%;">Usage</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>Exec level approver</td> <td>Top level company approver</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>Final Approver</td> <td>Final</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>Interim approver</td> <td>interim</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </div>	Select	Delete	Approval Profile Name	Description	Usage	<input type="radio"/>		Exec level approver	Top level company approver	0	<input type="radio"/>		Final Approver	Final	1	<input type="radio"/>		Interim approver	interim	0
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<input type="radio"/>		Final Approver	Final	1																	
<input type="radio"/>		Interim approver	interim	0																	

10. Assigning a User an Approval profile

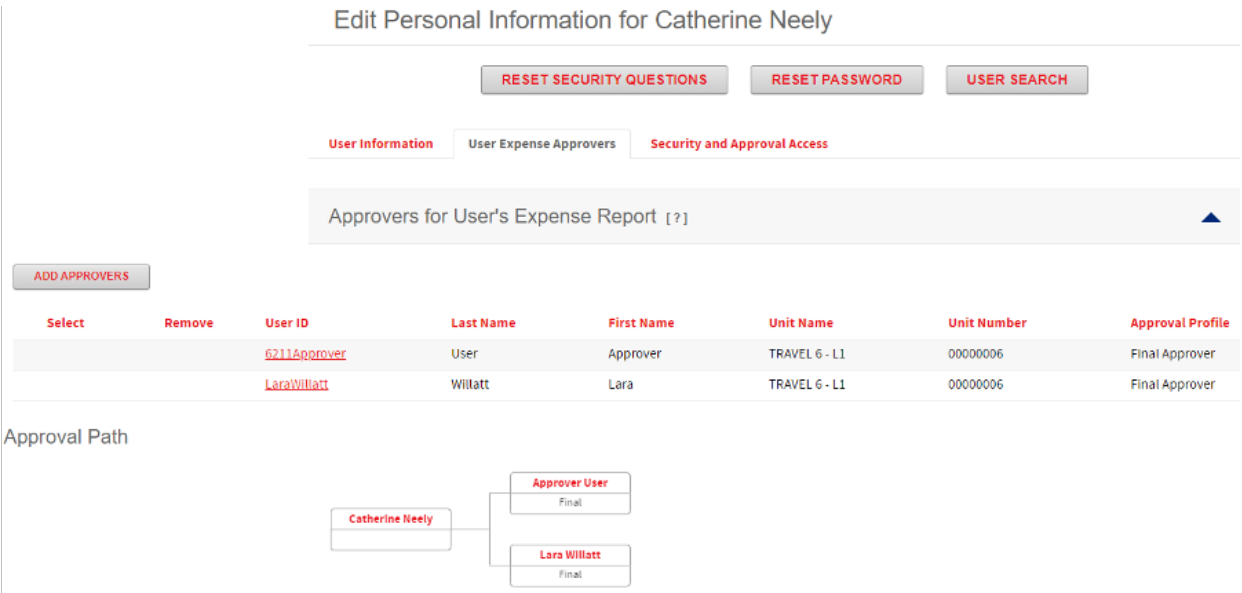
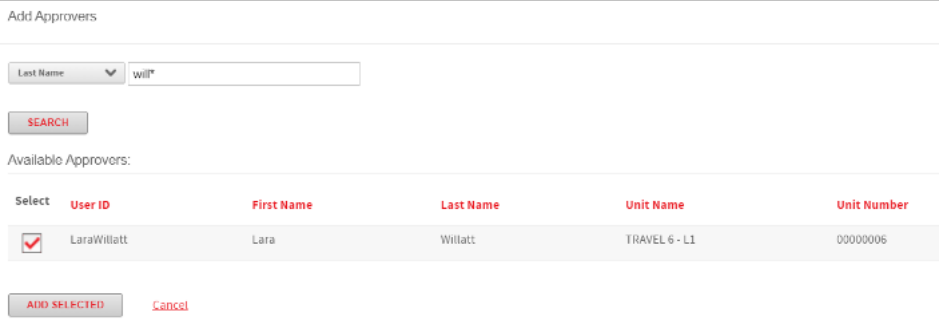
Step	Action/Information																											
1	<p>To assign an approval profile to a user, go to Maintain User Information under the Administration menu.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">TS</td> <td style="width: 25%; text-align: center;">ACCOUNTS</td> <td style="width: 25%; text-align: center;">REPORTS</td> <td style="width: 25%; text-align: center;">EXPENSES</td> <td style="width: 25%; text-align: center; background-color: red; color: white;">ADMINISTRATION</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">MANAGE USERS</td> <td colspan="2" style="text-align: center; padding: 5px;">ADMINISTRATION</td> <td style="text-align: center; padding: 5px;">CUSTOMIZE SITES</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px; background-color: red; color: white;">MAINTAIN USER INFORMATION</td> <td colspan="2" style="text-align: center; padding: 5px;">SET UP ALLOCATION</td> <td style="text-align: center; padding: 5px;">MAINTAIN MESSAGES</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">MAINTAIN SECURITY PROFILES</td> <td colspan="3" style="text-align: center; padding: 5px;">VIEW IMPORT LOG</td> </tr> <tr> <td colspan="5" style="text-align: center; padding: 5px;">MAINTAIN APPROVAL PROFILES</td> </tr> </table> </div>	TS	ACCOUNTS	REPORTS	EXPENSES	ADMINISTRATION	MANAGE USERS		ADMINISTRATION		CUSTOMIZE SITES	MAINTAIN USER INFORMATION		SET UP ALLOCATION		MAINTAIN MESSAGES	MAINTAIN SECURITY PROFILES		VIEW IMPORT LOG			MAINTAIN APPROVAL PROFILES						
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2	<p>Search for the user to add the profile to. Click the Search button to show all users, or use the filter options.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center; color: red; font-weight: bold;">Maintain User Information ADD NEW USER</p> <p style="font-size: small;">Search for users matching any of the following search criteria:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">User ID: <input type="text"/></td> <td style="width: 33%;">First name: <input type="text"/></td> <td style="width: 33%;">Last name: <input type="text"/></td> </tr> <tr> <td>Email address: <input type="text"/></td> <td>Status: <input type="text" value="Either"/></td> <td>Product Notifications: <input type="text" value="Either"/></td> </tr> <tr> <td colspan="3">Security Profile <input type="text" value="All"/></td> </tr> </table> <p style="font-size: x-small;">To improve search performance, enter values for as many search criteria as known.</p> <p style="text-align: center;">SEARCH</p> <p style="font-size: x-small; margin-top: 10px;">(Export All) [?]</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 5%;">Delete</th> <th style="width: 15%;">User ID</th> <th style="width: 25%;">First Name</th> <th style="width: 25%;">Last Name</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Date Created</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>6211AccountsPayable</td> <td>Organization Manager</td> <td>Accounts Payable</td> <td style="text-align: center;">Active</td> <td style="text-align: center;">4/14/2022</td> </tr> <tr> <td style="text-align: center;"></td> <td>PatrickPA</td> <td>Patrick</td> <td>Administrator</td> <td style="text-align: center;">Active</td> <td style="text-align: center;">4/14/2022</td> </tr> </tbody> </table> </div>	User ID: <input type="text"/>	First name: <input type="text"/>	Last name: <input type="text"/>	Email address: <input type="text"/>	Status: <input type="text" value="Either"/>	Product Notifications: <input type="text" value="Either"/>	Security Profile <input type="text" value="All"/>			Delete	User ID	First Name	Last Name	Status	Date Created		6211AccountsPayable	Organization Manager	Accounts Payable	Active	4/14/2022		PatrickPA	Patrick	Administrator	Active	4/14/2022
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	PatrickPA	Patrick	Administrator	Active	4/14/2022																							

Step	Action/Information
3	<p>Select the Security and Approval Access tab, and click on Add Access.</p> 
4	<p>Click on the Search button to display organization options for the user (or use the filter option). Check the level required.</p> 
5	<p>Here you can choose the Security Level and Approval Level required for the user. Click Add.</p> 

Step	Action/Information																											
6	<p>You will now see that the user has the selected Approval Profile.</p> <div data-bbox="267 201 1481 562" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> User Information User Expense Approvers Security and Approval Access </div> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-bottom: 10px;"> Security and Approval Access [?] ▲ </div> <div style="margin-bottom: 10px;"> ADD ACCESS [?] </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 10%; text-align: center;">Delete</th> <th style="width: 20%;">Account / Unit / User</th> <th style="width: 20%;">Number / Description</th> <th style="width: 10%;">Owner</th> <th style="width: 10%;">Status</th> <th style="width: 15%;">Security profile</th> <th style="width: 15%;">Approval profile</th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>TRAVEL 6 - L1</td> <td>00000006</td> <td>No</td> <td></td> <td>Account Holder</td> <td>Final Approver</td> <td style="text-align: center;">↔</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"></td> <td>Approver User (My Profile)</td> <td>6211Approver</td> <td>No</td> <td></td> <td>My Profile Access</td> <td></td> <td></td> </tr> </tbody> </table> </div>		Delete	Account / Unit / User	Number / Description	Owner	Status	Security profile	Approval profile		<input type="radio"/>		TRAVEL 6 - L1	00000006	No		Account Holder	Final Approver	↔	<input type="radio"/>		Approver User (My Profile)	6211Approver	No		My Profile Access		
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11. Choosing an Approver for a Cardholder

A company must have at least one user with an **Approval Profile** with an **Approval Type** of **Final** (see section 7 for setting up approval profiles and section 8 for assigning a profile to a user). If a company just has one approver then all cardholder reports will route to that user. This is the simplest model available.

Step	Action/Information																								
1	<p>To see who a user's approver is go to the User Expense Approvers tab under the user's profile.</p> <p>In the example below there are two users who can change Catherine's expense reports.</p> <p>To add an approver, click on the Add Approvers button.</p>  <p>Edit Personal Information for Catherine Neely</p> <p>RESET SECURITY QUESTIONS RESET PASSWORD USER SEARCH</p> <p>User Information User Expense Approvers Security and Approval Access</p> <p>Approvers for User's Expense Report [?]</p> <p>ADD APPROVERS</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Remove</th> <th>User ID</th> <th>Last Name</th> <th>First Name</th> <th>Unit Name</th> <th>Unit Number</th> <th>Approval Profile</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6211 Approver</td> <td>User</td> <td>Approver</td> <td>TRAVEL 6 - L1</td> <td>00000006</td> <td>Final Approver</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>LaraWillatt</td> <td>Willatt</td> <td>Lara</td> <td>TRAVEL 6 - L1</td> <td>00000006</td> <td>Final Approver</td> </tr> </tbody> </table> <p>Approval Path</p> <pre> graph LR Catherine[Catherine Neely] --> Approver[Approver User Final] Catherine --> Lara[Lara Willatt Final] </pre>	Select	Remove	User ID	Last Name	First Name	Unit Name	Unit Number	Approval Profile	<input type="checkbox"/>	<input type="checkbox"/>	6211 Approver	User	Approver	TRAVEL 6 - L1	00000006	Final Approver	<input type="checkbox"/>	<input type="checkbox"/>	LaraWillatt	Willatt	Lara	TRAVEL 6 - L1	00000006	Final Approver
Select	Remove	User ID	Last Name	First Name	Unit Name	Unit Number	Approval Profile																		
<input type="checkbox"/>	<input type="checkbox"/>	6211 Approver	User	Approver	TRAVEL 6 - L1	00000006	Final Approver																		
<input type="checkbox"/>	<input type="checkbox"/>	LaraWillatt	Willatt	Lara	TRAVEL 6 - L1	00000006	Final Approver																		
2	<p>Search for the Approver, tick the box next to the chosen approver and click on Add Selected.</p>  <p>Add Approvers</p> <p>Last Name <input type="text" value="Willatt"/></p> <p>SEARCH</p> <p>Available Approvers:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>User ID</th> <th>First Name</th> <th>Last Name</th> <th>Unit Name</th> <th>Unit Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>LaraWillatt</td> <td>Lara</td> <td>Willatt</td> <td>TRAVEL 6 - L1</td> <td>00000006</td> </tr> </tbody> </table> <p>ADD SELECTED Cancel</p>	Select	User ID	First Name	Last Name	Unit Name	Unit Number	<input checked="" type="checkbox"/>	LaraWillatt	Lara	Willatt	TRAVEL 6 - L1	00000006												
Select	User ID	First Name	Last Name	Unit Name	Unit Number																				
<input checked="" type="checkbox"/>	LaraWillatt	Lara	Willatt	TRAVEL 6 - L1	00000006																				










12. Allocations

Your implementation manager will have offered to set up your allocations when you were onboarded. If you do not have allocations and want them set up, please contact Client Service at 844-726-0095, or by email at: clientservice@santander.us.

Allocation is the process of assigning transactions to the proper general ledger accounts in your organization's accounting system. The accounting codes, or fields, associated with an organization's allocation requirements are combined into an allocation string. You can define these fields and assign them to an allocation by importing or creating the allocation assignment.

In the example below, the company has three fields they need coding for each transaction.

Field label	Account	Dept	GL Account
Position in string	1 - 14	15 - 18	19 - 25

Edit	Insert	Remove	Field label	Length
			Account	14
			Dept	4
			GL Account	7

You can set rules to have CentreSuite prefill the fields. The coding can be reviewed and overridden by the cardholder if necessary. There are five allocation types that can be used:

- **Account:** Associate allocation codes to individual accounts. All transactions made with the selected account are assigned the corresponding allocation code.
- **Expense type:** Associate allocation strings to an expense type, which are groupings of merchant category codes (MCC). All transactions made at merchants included in an expense type are assigned the associated allocation string.
- **MCC:** Assign allocation strings based on a class of merchants, such as airlines or office supply stores, by associating them to specific merchant category codes (MCC). All transactions made at these merchants are assigned the allocation string you have associated with that MCC code.
- **Point of Sale:** Associate allocation strings with the merchant's point of sale (POS) code. All transactions referencing that POS code are assigned the corresponding allocation string.
- **Unit:** Associate allocation strings to a unit. All transactions made with accounts that roll up to a unit are assigned the unit's allocation string. A unit could be an organization's Department, Region, Sub Group (Marketing, Accounting, etc.)

In the example below, the Account and Dept fields will be populated by the card account and the unit the card is listed under. The GL will first be populated by the GL associated with the unit, but overridden by the GL associated by an expense type (e.g. car rental), and overridden again if the transaction was for a specific MCC (e.g. Avis).

Allocation Type	Account	Dept	GL Account
Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expense types	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MCC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you think allocations will be helpful for your company, please call our Client Service team to discuss enabling this feature for you.