

## Deadlines

You need to reconcile your monthly Scotiabank VISA Expense Report and have your transaction approved in CentreSuite by the last day of each month.

You will receive an e-mail notifying you that your Expense Report is ready to submit in CentreSuite after the 15<sup>th</sup> of each month which is your reminder that you need to process your expenses and submit it to your Approver. Your Approver needs time to complete the approval by the end of the month. Your email should look like this.

This is an automated email message; please do not respond to this email.

FRED HOWIE,

Your [fhowie@langara.ca\\_TransactionReport](mailto:fhowie@langara.ca_TransactionReport)

is now available for your review at <https://www.CentreSuite.com/Centre/reports/requestlog.aspx?Site=langara>.

\*\*\*PLEASE DO NOT REPLY TO THIS EMAIL MESSAGE. THIS E-MAIL ADDRESS IS USED BY AN AUTOMATED SYSTEM AND RESPONSES ARE NOT MONITORED. FOR ASSISTANCE, PLEASE CONTACT YOUR ADMINISTRATOR.\*\*\*

If you do not process your statement by the required deadline, your card privileges may be revoked

# Expense Report

When you will receive the email that you have an expense report to approve in CentreSuite.

(If you do not approve expense reports by the required deadline of the last day of the month, the card may be revoked at the College's discretion and all costs will be charged to the cardholders default coding. A journal voucher will need to be completed for coding corrections. )

- Go to the CentreSuite web site located at: <https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%3fsite%3d299945&site=299945>
- The link is also provided in the email.
- You may wish to save this web site as a Favourite on your computer.
- In the User ID field, log in to the system entering your **langara.ca** email address (this is case sensitive).
- If this is the first time you are using the system, your password is **Welcome1** (case sensitive).
- Click the **Log On** button.



## Enter credentials

User ID ([Forgot your User ID?](#))

Password ([Forgot your password?](#))

Language

English (United States) ▼

LOG ON

Additional Information

[Forgot your User ID?](#)

[Forgot your password?](#)

[Reset Logon credentials?](#)

Registration

[Not registered?](#)

[Terms & Conditions](#) and [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0



ABOUT TRUST ONLINE

### Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Unassigned [?]

No reports found.

TAKE OWNERSHIP

In Progress [?]

- When you login after using the link from the email, you will be directed to this page; Manage Expense Reports.
- This page shows you a summary line of your Expense Report and its current status and totals.

To view the expenses on this report, click on the *Details with the dots ...* Second from the left.

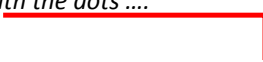
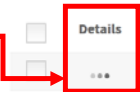
Report Id	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
0003620081	Yes	FRED HOWIE	15 Aug 2015 FRED HOWIE 4886	Incomplete	7/22/2015	7/22/2015	\$0.00	\$1,703.42

SUBMIT SELECTED

DELETE SELECTED

Recently Approved [?]

No reports found.



Expense report for: FRED HOWIE (448421\*\*\*\*\*4886)  
Expense Report ID: 0003620081  
Current Report Status: Incomplete

- 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 [?] ▲

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

Expense Report Name: 15 Aug 2015 FRED HOWIE 4886  
Account: FRED HOWIE (448421\*\*\*\*\*4886)  
Description:

You will be directed to this page for your expenses. Be sure you are on full screen for your computer, there will be a lot to view. You will need to scroll down from the top to see your list of expenses. (see next page)

When you scroll down to the bottom you will see each transaction and need to fill in the following fields:

**Description** – defaults to an empty line. Please provide a description of your purchase/expense.

**Index** – default to your dept index eg: PURCH for Purchasing. If you are responsible for more than one index you need to insert the correct index.

**Accounts** – default to 71999 until you identify which account the expense will be charged too.

**Activity** – default to the first 6 characters of your email address. If this is a purchase that would identified as a Non Personal Expense, then you will need to change this Activity to – NonPer.

Expense Report Name:	15 Aug 2015 FRED HOWIE 4886
Account:	FRED HOWIE (448421*****4886)
Description:	
Destination:	
Dates:	7/16/2015 - 8/15/2015
<b>Grand Total:</b>	<b>\$1,703.42</b>
<b>Reimbursable Total:</b>	<b>\$0.00</b>
Receipt Attached:	No

Action: [?]   

<input type="checkbox"/>	Remove	Delete	Split Status	Detail	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Indexes	Accounts	Activity
<input type="checkbox"/>			●	...	7/22/2015	7/21/2015	\$47.03	ACCO BRANDS DIRECT			71216	fhowie
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$1,356.08	TRUFFLES FINE FOODS-CATER		PURCH	722022	fhowie
<input type="checkbox"/>			●	...	8/3/2015	7/31/2015	\$300.31	ABOVEGROUND ENTERPRISES		PURCH	71999	fhowie

[Save](#) [Cancel](#)

[Report History \[?\]](#) ▼

## Searching for Indexes, Account or Activity Codes



- If you are not using your department defaulted index and you are not sure which one to use? Click the icon at the end of the field to select a code from the dropdown screens. *If an invalid index is **typed in**, when you save, it will highlighted in burgundy and the system will not let you proceed.*



- To search for any code, in the **Search by drop down screen**, select Valid Code or Valid Code Description from the drop down list, then enter the search criteria in the **Search for** field.

- Use the \* or % as a wildcard to search for the descriptions of codes - to search for a word or phrase include an asterisk before and after the value: (e.g. \*supplies\* or %supplies%).

- Clicking on the button in front of the item will allow you to select it, then click the **OK** button. You can also type the code in if you know it. Please make sure to double check your codes. Always press "save" before proceeding to the next step, this will alert you to any errors or omissions.

**Select Accounts** ⓘ

Search by:

Search for:

Valid Code	Description
<input type="radio"/>	71201 Supplies - General
<input type="radio"/>	712010 Grand & Toy Purchase Portal
<input type="radio"/>	712011 Supplies - General recovery
<input type="radio"/>	712012 Computer Parts/Display/Periph(<\$100)
<input type="radio"/>	712013 "Computers (under\$1,000)"
<input type="radio"/>	71202 Computer Paper
<input type="radio"/>	71203 Printer Toner
<input type="radio"/>	71204 Magnetic Media
<input type="radio"/>	71205 A/V Material
<input type="radio"/>	71206 Micro Film

Displaying page 1 of 4, items 1 to 100 of 380.

**Select Accounts** ⓘ

Search by:

Search for:

Valid Code	Description
<input type="radio"/>	71201 Supplies - General
<input type="radio"/>	712011 Supplies - General recovery
<input type="radio"/>	71218 Instructional Supplies
<input type="radio"/>	71220 Medical Supplies
<input type="radio"/>	71231 Cleaning Supplies
<input type="radio"/>	71900 Reallocation of Supplies
<input type="radio"/>	75100 Audio Supplies
<input type="radio"/>	75102 Graphic Supplies
<input type="radio"/>	75104 Large Format Print Supplies
<input type="radio"/>	75105 Photography Supplies