

Deadlines

You need to approve the monthly Expense Reports submitted for your approval each month.

You will receive an e-mail notifying you that an Expense Report is ready for approval from Centre Suite. Usually the first business day after the 15th of each month. This is your reminder that you need to approve these Expenses Reports by the first of the month. If you are approving more than one cardholder you will receive the following reminder for each cardholder as they submit their reports.

You will receive the following:

-----Original Message-----

From: notifications@centresuite.com [<mailto:notifications@centresuite.com>]

Sent: August 17, 2015 2:30 PM

To: jyau@langara.ca

Subject: Expense Report 0003663283 requires your approval

Expense report {15 Aug 2015 UNA CHEUNG 2698} has been submitted from Una Cheung for your approval. Click the link below to logon and review this expense report.

<https://www.centresuite.com/Centre/Expenses/ExpenseReport?site=299945>

Note from submitter:

- Creating a PIN for your CCard [View](#)
- Insurance and Travel Insurance [View](#)

View Account Details

Select An Account:
JUSTIN YAU(448421*****2680)(0)
My Account

Credit Limit	\$8,000.00
Last Transaction Posted	\$1,132.95 9/9/2015
Transactions to Report	None
Unattached Transactions	No

[VIEW LAST STATEMENT](#)

My Tasks

- Review Transactions to Report
- Create Expense Report
- In Progress (2)
- Recently Approved (0)
- For Your Approval (1)
- Unassigned (0)

Quick Links

- Create Out Of Pocket Transaction

Once logged into your account, you will note under My Tasks, depending on how many cardholders you will be approving, the number of expense reports waiting for your approval. Click on the orange For Your Approval and you will be taken to the summary page of the Manage Expense Reports.

My Tasks

- Review Transactions to Report
- Create Expense Report
- In Progress (2)
- Recently Approved (0)
- For Your Approval (1)
- Unassigned (0)

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Unassigned [?]

For Your Approval [?]

	Details	Notes	Receipt	Report id	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0003620080	Yes	1 EDDIE YUEN	2 15 Aug 2015 EDDIE YUEN 9413	PendingApproval	9/15/2015	\$0.00	3 \$5,086.69

APPROVE SELECTED

REJECT SELECTED

In Progress [?]

This page will provide a summary of the expense report for approval. Note the following:
1 Cardholder; 2 Expense Report date; 3 Grand Total of this report .

To view the details of this report for review and approval, click on **Details**.

On this page it is a good idea to go full screen on your browser. If you don't there will be some items not viewable. For the approval process your attention should be on Step 4 Manage Receipts and Step 5 Finalize Report. Scroll down to view all of Step 5 first, see next page.

Scotiabank Centre Suite

Langara.
THE COLLEGE OF HIGHER LEARNING.

JUSTIN

HOME STATEMENTS REPORTS EXPENSES HELP

Expense report for: EDDIE YUEN (448421*****9413)
Expense Report ID: 0003620080
Current Report Status: PendingApproval

- 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 EDDIE YUEN 9413

Account: EDDIE YUEN (448421*****9413)

Account:	EDDIE YUEN (448421*****9413)
Description:	
Destination:	
Dates:	7/16/2015 - 8/15/2015
Grand Total:	\$5,086.69
Reimbursable Total:	\$0.00
Receipt Attached:	Yes

On the bottom of this page you will note all of the Cardholder transactions, one for each line. There should be a **1** description of the purchase, **2** Index, **3** Account numbers to charge and an **4** Activity identified.

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	-\$291.90	APPLE ONLINE STORE	Refund 1	EVGWKS 2	89123 3	NonPer 4
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$145.95	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$2,616.32	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer
<input type="checkbox"/>			●	...	7/31/2015	7/30/2015	\$2,616.32	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer

APPROVE & CLOSE **REJECT** **PRINT EXPENSE REPORT** [Save](#) [Cancel](#)

Report History [?] 

Part of your check list is to ensure these fields are filled in correctly and if not Reject the Expense Report for correction. If you wish to reject a transaction for any reason, change the account to 71999 and preface the description with reject.

Indexes will default to your departments index, if you have more than one index you are responsible for; please be sure to check that it is the correct one being charged.

Accounts will default to 71999, which needs to be changed by the Cardholder to the correct budget account for this expense.

Activity is for expenses that are either Non Personal or SOFI (Statement of Financial Information) Reportable. In most cases when the expense is for College use, it will be Non Personal. If it is an expense paid for by the College, from which someone working for the College personally benefited from, then it becomes a reportable expense. Examples of reportable expenses are; conference fees, airline tickets, taxi service, seminars, etc.

Once all of the items in Step 5 are complete, scroll up to Step 4 and open this section by clicking on the down arrow to reveal this step. The Cardholder is responsible for uploading all of the corresponding receipts for each purchase. Depending on the needs of your department, these can be done by either scanning and uploading individually or all the receipts as one file. To view the uploaded document(s) click on the orange file under File Name, which will open the document in its own window.

This step will allow the Approver to see all transactions and receipts without having to wait to see hard copies. If the protocol within your department is to view all receipts and hard copies before approving, please continue to process the paper work this way. All Expense Reports and original receipts must be sent directly to Purchasing for filing.

Step 4: Manage Receipts

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

No file selected.

Description

<input type="checkbox"/>	File Name	Description
<input type="checkbox"/>	0364_001.pdf	

Step 5: Finalize Report [?]

Report History [?]

Account: EDDIE YUEN (448421*****9413)

Description:

Destination:

Dates: 7/16/2015 - 8/15/2015

Grand Total: \$5,086.69

Reimbursable Total: \$0.00

Receipt Attached: Yes

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	-\$291.90	APPLE ONLINE STORE	Refund	EVGWKS	89123	NonPer
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$145.95	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer
<input type="checkbox"/>			●	...	7/27/2015	7/24/2015	\$2,616.32	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer
<input type="checkbox"/>			●	...	7/31/2015	7/30/2015	\$2,616.32	APPLE ONLINE STORE	Mac	EVGWKS	89123	NonPer

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

Report History [?]

Final step for the approval process, once all of Steps 4 and 5 are complete, click on the **Approve & Close** or **Reject** button if any corrections need to be made by the Cardholder. When you approve or reject, the entire Expense Report is approved or rejected. An email will be sent to the Cardholder including your comments and they will have to resubmit for any corrections or will simply be notified that it has been approved.