CentreSuite
Approving An Expense Report

By now you have received an email notification from CentreSuite.com indicating that an expense report requires your approval. To approve a cardholder expense report online, follow these steps:

1. Go to the CentreSuite website login page: **www.centresuite.com**
2. Under the ***My Tasks*** section, click, **For Your Approval**
3. Under the *Expense Reports* tab, *For Your Approval* header, you will see a list of cardholder expense reports with a status of *Pending Approval*.
4. **Account managers are required to review all transaction detail for each cardholder's expense report prior to approving it.** To review an expense report, click on the detail icon (magnifying glass which precedes the report).
5. Verify the budget account information for each transaction. To edit an account number, use your curser to highlight the account field and enter the correct account number. Check to be sure each field is populated with accurate Banner account numbers for your department.
6. The ***Description*** field should offer a brief summary of what was purchased, as well as a justification for use of College funds.
7. Verify appropriateness of the transaction. Is the purchase a typical departmental supply, or does it require additional explanation by the cardholder?
8. Select ***Approve & Close*** or ***Reject:***
    a. ***Approve & Close* -** A confirmation box will appear and give you the option to *cancel* the approval action or click the final ***Approve & Close***. There is a box where you may type a note that will be sent in an email message to the cardholder. Once this step is accomplished, the expense report process is considered complete and no additional steps are required.
    b. ***Reject* -** A confirmation box will appear and give you the option to cancel the rejection or click the final ***Reject*** option. The cardholder will receive a message saying that their expense report was rejected. You may type a note in the box that will appear in the rejection notice email to the cardholder. The cardholder can make required changes to the expense report and resubmit it for approval. **NOTE: If an expense report is *rejected*, the transactions that appear in it will have an *unallocated* status. All P-Card transactions must be allocated to a Banner budget account every billing cycle (each month).** If there are disputed transactions, they will be credited to the cardholder account in a subsequent billing period. If the approver does not authorize the transaction, they must approve it (with an explanation noted) and then request that the cardholder return the item(s) for credit. The credit should be allocated to the same budget account as the original transaction.
9. Once the expense report has been approved, the *Manage Expense Reports* screen will be displayed. You will now see the expense report(s) you just approved under the tab *Expense Reports*, *Recently Approved* header with a *Closed* status.

Locked Out? Lost Expense Report? If you wish to receive more detailed instructions, or need additional CentreSuite assistance, contact Kizi N'Kodia at ext. 75241.