

Aug 2025

Santander Commercial Card

CentreSuite Expense Management Guide

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1 Introduction

CentreSuite has an expense management module that enables clients to manage their commercial card programs and expense management all within the same platform. The expense management module has all the features required to manage company employee expenses. Please contact Client Service if you would like this service enabled for your company.

This guide explains how cardholders, approvers, and program administrators can use CentreSuite's expense management features.

Most of the expense management features outlined in this guide are also available in the CentreSuite mobile app. This can be downloaded from the Apple App Store or Google Play.

Separate Guides are available for the mobile app, card program management, reporting, virtual cards, and travel programs. You can request these from Client Service:



Santander Client Service is open for Program Administrators:

Monday – Friday 7:30 AM – 5:00 PM ET

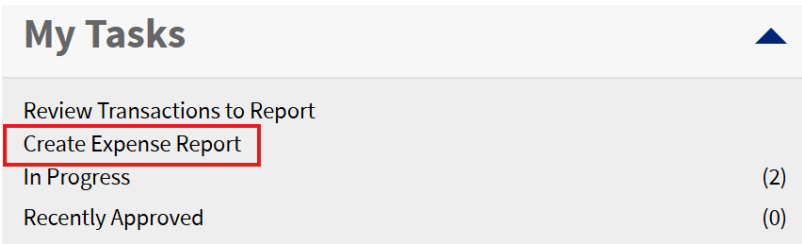
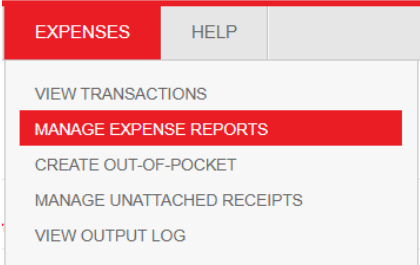
For Program Administrator service after hours: 877-598-7799

Email: clientservice@santander.us

1 Creating an Expense Report

If the company has been set up to be able to create expense reports, cardholders 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.

| 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 choosing the Manage Expense Reports option.</p>  |

| Action/Information | |
|--------------------|---|
| 3 | <p>If your company is not enabled for automatic expense report creation (e.g. a report for each payment cycle) then you will need to create the report. Create a name and date range for the report. 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 already 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> <div style="margin-top: 20px;"> <p>Account ALEX MORGAN(556382*****2567)</p> <p>Expense Report Name * <input type="text" value="April 2025 Sales Trip"/></p> <p>Description <input type="text"/></p> <p>Destination <input type="text" value="California"/></p> <p>Date Range: * <input type="text" value="Last 45 Days"/> From: <input type="text" value="3/28/2025"/> To: <input type="text" value="5/12/2025"/></p> <p><input type="checkbox"/> Auto-attach transactions</p> <p style="text-align: center; margin-top: 20px;"> <input type="button" value="NEXT"/> <input type="button" value="SKIP TO LAST STEP"/> Save Cancel </p> </div> |

Action/Information

4 Select or deselect transactions to go on your expense report and click **Next**.

Transactions

Available (Unassigned) Transactions
Attach the selected Transactions to the Expense Report.

Date Range: Last 45 Days **From:** 3/28/2025 **To:** 5/12/2025

SEARCH

Filter Search Results By:
 Transactions Only Splits Only Both

| <input type="checkbox"/> | Split Status | Date Posted | Date Occurred | Billing Amount | Merchant Name |
|-------------------------------------|--------------|-------------|---------------|----------------|---------------------|
| <input checked="" type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$92.44 | THINKING CUP COFFEE |
| <input checked="" type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE |
| <input checked="" type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE |
| <input checked="" type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$13.12 | UNION OYSTER HOUSE |
| <input checked="" type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$31.12 | WAHLBURGERS |
| <input type="checkbox"/> | | 4/16/2025 | 4/16/2025 | \$181.46 | YANKEE LOBSTER |

5 Under **Out of Pocket Transactions** you can add any expenses not put on your corporate card. If this section does not appear, it means it has not been enabled for your company.

Out of Pocket

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: Lodging, Transportation and Other **Number of Transactions:** 1

ADD [?]

Lodging, Transportation and Other

| Remove | Transaction Date | Expense Type | Amount | Merchant Name | Merchant City | State/Province | Country [?] | Department |
|--------|------------------|----------------|--------|---------------|---------------|----------------|-------------|------------|
| | 05/12/2025 | Transportation | 10 | Fred's Limos | San Francisco | CA | | Marketing |


Action/Information

6 Next you can either attach receipts that have already been captured (eg via the mobile app) which will appear under **Available Receipts**, or **Upload Receipts** saved to your computer.


Receipts


Available Receipts Upload Receipts

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

 Browse

Name this Batch?





Description:

UPLOAD AND ATTACH

7 You are now ready to finalize your expense report. From the three-dot icon under **Actions**, you can split transactions and attach receipts (see Sections 4 and 5 for more details reviewing and managing transactions). You can also review and complete the allocations. When completed, click **Submit**.

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: hjklhjdkl

Account: ALEX MORGAN (556382*****2567)

Description:





Destination:




Dates: 3/29/2025 - 5/13/2025

Grand Total: **\$136.68**

Reimbursable Total: **\$0.00**

Receipt Attached: **No**













Action: [?]    

| Actions | Date Posted | Date Occurred | Billing Amount | Merchant Name | Description | Department | GL Code | GL Account Type |
|---|-------------|---------------|----------------|---------------------|-------------|------------|---------|-----------------|
|  | 4/4/2025 | 4/4/2025 | \$92.44 | THINKING CUP COFFEE | | Marketing | 12456 | Expense |
|  | 4/4/2025 | 4/4/2025 | \$31.12 | WAHLBURGERS | | Marketing | 12467 | Expense |
|  | 4/8/2025 | 4/8/2025 | \$13.12 | UNION OYSTER HOUSE | | Marketing | 12456 | Expense |

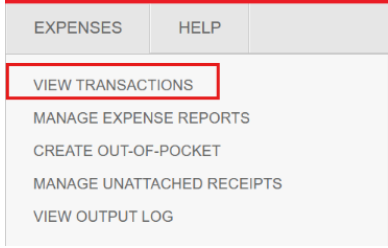
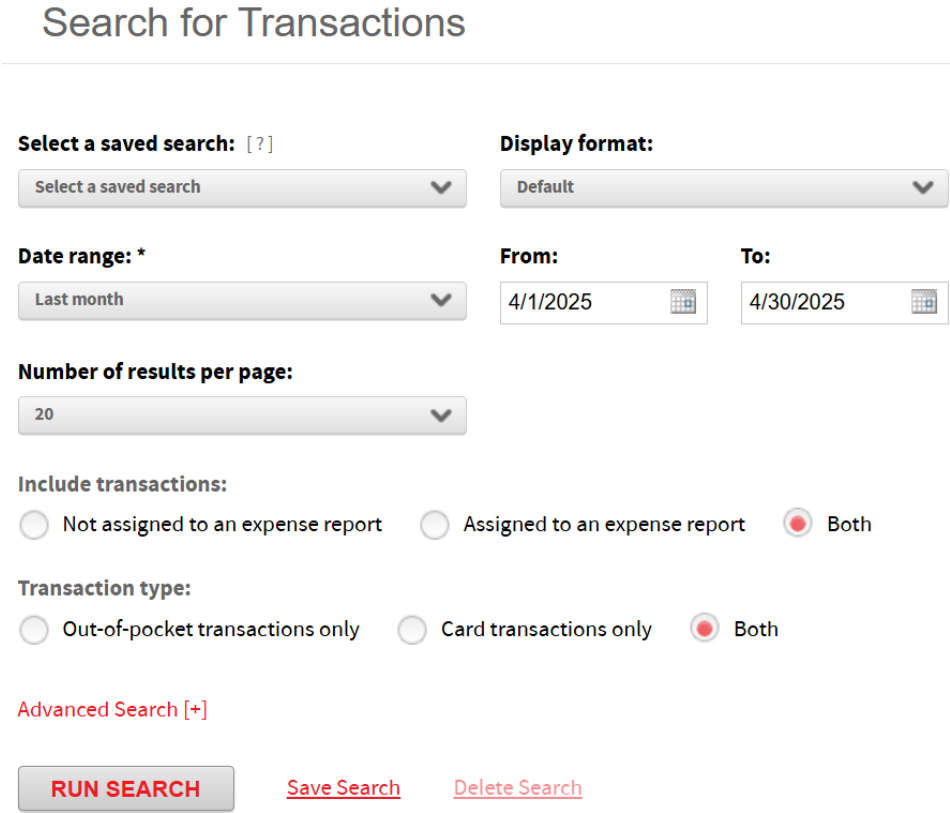
| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|--------------------|-----------------------------|--------------------|---------------------|--------------------|-------------|-------------|-----------------------|-----------------|-----------|-------------|-----------------------|-------------|-----------------------------|--|-----------|-----------------------|-------------|-----------------------------|--|-----------------|-----------------------|--------------|-----------------------------|--|
| 10 | <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 Pending Approval on the Manage Expense Reports page.</p> <table border="1"> <thead> <tr> <th>Name on Account</th> <th>Expense Report Name</th> <th>Current Status</th> <th>Current Status Date</th> <th>Reimbursable Total</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr> <td>ALEX MORGAN</td> <td>April 2025 Sales Trip</td> <td>PendingApproval</td> <td>4/23/2025</td> <td>\$100.00</td> <td>\$1,110.05</td> </tr> </tbody> </table> | Name on Account | Expense Report Name | Current Status | Current Status Date | Reimbursable Total | Grand Total | ALEX MORGAN | April 2025 Sales Trip | PendingApproval | 4/23/2025 | \$100.00 | \$1,110.05 | | | | | | | | | | | | | |
| Name on Account | Expense Report Name | Current Status | Current Status Date | Reimbursable Total | Grand Total | | | | | | | | | | | | | | | | | | | | | |
| ALEX MORGAN | April 2025 Sales Trip | PendingApproval | 4/23/2025 | \$100.00 | \$1,110.05 | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>You can view the status of all submitted reports on the Manage Expense Reports tab, under Report History. You can also see which user is in control of the current status.</p> <table border="1"> <thead> <tr> <th colspan="5">Report History [?]</th> </tr> <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>4/23/2025 10:10:00 AM</td> <td>ALEX MORGAN</td> <td>NEO QUANTUM DYNAMICS USA SC</td> <td></td> </tr> <tr> <td>Submitted</td> <td>4/23/2025 10:20:00 AM</td> <td>ALEX MORGAN</td> <td>NEO QUANTUM DYNAMICS USA SC</td> <td></td> </tr> <tr> <td>PendingApproval</td> <td>4/23/2025 10:20:00 AM</td> <td>Tasha Molnar</td> <td>NEO QUANTUM DYNAMICS USA SC</td> <td></td> </tr> </tbody> </table> | Report History [?] | | | | | Status | Date/Time | User Name | Business Unit | Notes | Unsubmitted | 4/23/2025 10:10:00 AM | ALEX MORGAN | NEO QUANTUM DYNAMICS USA SC | | Submitted | 4/23/2025 10:20:00 AM | ALEX MORGAN | NEO QUANTUM DYNAMICS USA SC | | PendingApproval | 4/23/2025 10:20:00 AM | Tasha Molnar | NEO QUANTUM DYNAMICS USA SC | |
| Report History [?] | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Status | Date/Time | User Name | Business Unit | Notes | | | | | | | | | | | | | | | | | | | | | | |
| Unsubmitted | 4/23/2025 10:10:00 AM | ALEX MORGAN | NEO QUANTUM DYNAMICS USA SC | | | | | | | | | | | | | | | | | | | | | | | |
| Submitted | 4/23/2025 10:20:00 AM | ALEX MORGAN | NEO QUANTUM DYNAMICS USA SC | | | | | | | | | | | | | | | | | | | | | | | |
| PendingApproval | 4/23/2025 10:20:00 AM | Tasha Molnar | NEO QUANTUM DYNAMICS USA SC | | | | | | | | | | | | | | | | | | | | | | | |

2 Approving an Expense Report

| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|--------------------------|-------------|-----------------|-----------------------|---------------------|---------------------|--------------------|----------------|--------------------|-------------|-----------------|--|--------------------------|------------|-------------|-----------|-----------------|---------------------|----------|------------|-----|---------|--|------------|-------------|-----------------------|-----------------|-----------|---------------------|----------|-------|--|---------|--|--|-----|-----------|-----------|---------|-------------|--|-----------|-------|---------|--|--|-----|-----------|-----------|---------|--------------------|--|-----------|-------|---------|--|--|-----|-----------|-----------|---------|--------------|--|-----------|-------|---------|
| 1 | <p>If you have an approval profile and you have a report to approve, you will see it highlighted on your home screen under My Tasks, For Your Approval. You can also click the link in the email sent to you, notifying you that you have a report to approve.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p>My Tasks ▲</p> <p>Review Transactions to Report</p> <p>Create Expense Report</p> <p>In Progress (0)</p> <p>Recently Approved (0)</p> <p style="border: 2px solid red; padding: 2px;">For Your Approval (2)</p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Click on the For Your Approval link to be taken to Manage Expense Reports. Select the report pending approval. Click the three-dot icon under Details to review a report's transactions.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.9em;"> <thead> <tr> <th style="text-align: left;">Details</th> <th style="text-align: left;">Notes</th> <th style="text-align: left;">Receipt</th> <th style="text-align: left;">Report Id</th> <th style="text-align: left;">Name on Account</th> <th style="text-align: left;">Expense Report Name</th> <th style="text-align: left;">Current Status</th> <th style="text-align: left;">Date Submitted</th> <th style="text-align: left;">Reimbursable Total</th> <th style="text-align: left;">Grand Total</th> </tr> </thead> <tbody> <tr> <td>...</td> <td></td> <td><input type="checkbox"/></td> <td>0005783543</td> <td>ALEX MORGAN</td> <td>test RS</td> <td>PendingApproval</td> <td>4/23/2025</td> <td>\$100.00</td> <td>\$1,110.05</td> </tr> <tr> <td style="border: 2px solid red;">...</td> <td></td> <td></td> <td>0005783706</td> <td>ALEX MORGAN</td> <td style="border: 2px solid red;">April 2025 Sales Trip</td> <td>PendingApproval</td> <td>5/12/2025</td> <td>\$10.00</td> <td>\$146.68</td> </tr> </tbody> </table> | Details | Notes | Receipt | Report Id | Name on Account | Expense Report Name | Current Status | Date Submitted | Reimbursable Total | Grand Total | ... | | <input type="checkbox"/> | 0005783543 | ALEX MORGAN | test RS | PendingApproval | 4/23/2025 | \$100.00 | \$1,110.05 | ... | | | 0005783706 | ALEX MORGAN | April 2025 Sales Trip | PendingApproval | 5/12/2025 | \$10.00 | \$146.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details | Notes | Receipt | Report Id | Name on Account | Expense Report Name | Current Status | Date Submitted | Reimbursable Total | Grand Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ... | | <input type="checkbox"/> | 0005783543 | ALEX MORGAN | test RS | PendingApproval | 4/23/2025 | \$100.00 | \$1,110.05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ... | | | 0005783706 | ALEX MORGAN | April 2025 Sales Trip | PendingApproval | 5/12/2025 | \$10.00 | \$146.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>If all the transactions and descriptions/receipts look good you can click on Approve & Close. 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 cannot make any changes to them.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th style="text-align: left;">Remove</th> <th style="text-align: left;">Delete</th> <th style="text-align: left;">Actions</th> <th style="text-align: left;">Date Posted</th> <th style="text-align: left;">Date Occurred</th> <th style="text-align: left;">Billing Amount</th> <th style="text-align: left;">Merchant Name</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Department</th> <th style="text-align: left;">GL Code</th> <th style="text-align: left;">GL Account Type</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td> ...</td> <td>4/16/2025</td> <td>4/16/2025</td> <td>\$46.22</td> <td>THINKING CUP COFFEE</td> <td></td> <td>Marketing</td> <td></td> <td>Expense</td> </tr> <tr> <td></td> <td></td> <td> ...</td> <td>4/16/2025</td> <td>4/16/2025</td> <td>\$46.22</td> <td>THINKING CUP COFFEE</td> <td></td> <td>Sales</td> <td></td> <td>Expense</td> </tr> <tr> <td></td> <td></td> <td> ...</td> <td>4/16/2025</td> <td>4/16/2025</td> <td>\$31.12</td> <td>WAHLBURGERS</td> <td></td> <td>Marketing</td> <td>47362</td> <td>Expense</td> </tr> <tr> <td></td> <td></td> <td> ...</td> <td>4/16/2025</td> <td>4/16/2025</td> <td>\$13.12</td> <td>UNION OYSTER HOUSE</td> <td></td> <td>Marketing</td> <td>47362</td> <td>Expense</td> </tr> <tr> <td></td> <td></td> <td> ...</td> <td>5/12/2025</td> <td>5/12/2025</td> <td>\$10.00</td> <td>Fred's Limos</td> <td></td> <td>Marketing</td> <td>14528</td> <td>Expense</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> APPROVE & CLOSE REJECT PRINT EXPENSE REPORT Save Cancel </div> | Remove | Delete | Actions | Date Posted | Date Occurred | Billing Amount | Merchant Name | Description | Department | GL Code | GL Account Type | | | ... | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE | | Marketing | | Expense | | | ... | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE | | Sales | | Expense | | | ... | 4/16/2025 | 4/16/2025 | \$31.12 | WAHLBURGERS | | Marketing | 47362 | Expense | | | ... | 4/16/2025 | 4/16/2025 | \$13.12 | UNION OYSTER HOUSE | | Marketing | 47362 | Expense | | | ... | 5/12/2025 | 5/12/2025 | \$10.00 | Fred's Limos | | Marketing | 14528 | Expense |
| Remove | Delete | Actions | Date Posted | Date Occurred | Billing Amount | Merchant Name | Description | Department | GL Code | GL Account Type | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ... | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE | | Marketing | | Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ... | 4/16/2025 | 4/16/2025 | \$46.22 | THINKING CUP COFFEE | | Sales | | Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ... | 4/16/2025 | 4/16/2025 | \$31.12 | WAHLBURGERS | | Marketing | 47362 | Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ... | 4/16/2025 | 4/16/2025 | \$13.12 | UNION OYSTER HOUSE | | Marketing | 47362 | Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ... | 5/12/2025 | 5/12/2025 | \$10.00 | Fred's Limos | | Marketing | 14528 | Expense | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Action/Information | | | | | | | | | | | | | | | | | | | |
|---|--|------------|-----------------|-----------------------|-----------------|---------------------|----------------|---|---|------------|-------------|---------|-----------------|---|---|------------|-------------|-----------------------|----------|
| 4 | <p>If you want to reject an expense report, select the report and click on the Reject Selected button. You can enter some notes to explain why you are rejecting the report. Click OK.</p> <div data-bbox="435 415 1031 787" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p>Reject Expense Report(s) ✖</p> <hr/> <p>Note (Optional):</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Transactions not coded properly. Please resubmit with correct GL for all transactions</p> </div> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="CANCEL"/> </p> </div> | | | | | | | | | | | | | | | | | | |
| 5 | <p>The cardholder will receive an email telling them the report was rejected and they will need to resubmit. When they go back to Manage Expense Reports they will see the rejected report and be able to read the note explaining why it was rejected.</p> <table border="1" data-bbox="227 1081 1534 1249" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Notes</th> <th style="text-align: left;">Receipt</th> <th style="text-align: left;">Report Id</th> <th style="text-align: left;">Name on Account</th> <th style="text-align: left;">Expense Report Name</th> <th style="text-align: left;">Current Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>0005783543</td> <td>ALEX MORGAN</td> <td>test RS</td> <td>PendingApproval</td> </tr> <tr> <td></td> <td></td> <td>0005783706</td> <td>ALEX MORGAN</td> <td>April 2025 Sales Trip</td> <td>Rejected</td> </tr> </tbody> </table> | Notes | Receipt | Report Id | Name on Account | Expense Report Name | Current Status |  |  | 0005783543 | ALEX MORGAN | test RS | PendingApproval |  |  | 0005783706 | ALEX MORGAN | April 2025 Sales Trip | Rejected |
| Notes | Receipt | Report Id | Name on Account | Expense Report Name | Current Status | | | | | | | | | | | | | | |
|  |  | 0005783543 | ALEX MORGAN | test RS | PendingApproval | | | | | | | | | | | | | | |
|  |  | 0005783706 | ALEX MORGAN | April 2025 Sales Trip | Rejected | | | | | | | | | | | | | | |

3 Searching for Transactions

| 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>  |

Action/Information

3 The results are shown. 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.

EXPORT

Search Results [?]

Date Range: 4/16/2025 - 4/16/2025

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 | Department | GL Code | GL Account Type |
|---------|-------------|---------------|----------------|------------------------|--------------|------------|---------|-----------------|
| ● ... | 4/16/2025 | 4/16/2025 | \$62.55 | AMERICAN AIR | ALEX MORGAN | Marketing | 56784 | Expense |
| ● ... | 4/16/2025 | 4/16/2025 | \$22.15 | BOSTONIAN PUBLIC HOUSE | ALEX MORGAN | Marketing | | Expense |
| ● ... | 4/16/2025 | 4/16/2025 | \$342.22 | DELTA AIRLINES | ALEX MORGAN | Marketing | 56784 | Expense |

4 Reviewing Transactions

Action/Information

1 To see the transaction details click on the three-dot icon under **Actions** from the **Search Results**.

| Actions | Posted Date | Occurred Date | Billing Amount | Merchant Name | Account Name | Department | GL Code | GL Account Type |
|---------|-------------|---------------|----------------|---------------------|--------------|------------|---------|-----------------|
| ● ... | 4/16/2025 | 4/16/2025 | \$92.44 | THINKING CUP COFFEE | ALEX MORGAN | Marketing | | Expense |
| ● ... | 4/16/2025 | 4/16/2025 | \$13.12 | UNION OYSTER HOUSE | ALEX MORGAN | Marketing | 47362 | Expense |
| ● ... | 4/16/2025 | 4/16/2025 | \$31.12 | WAHLBURGERS | ALEX MORGAN | Marketing | 47362 | Expense |
| ● ... | 4/16/2025 | 4/16/2025 | \$181.46 | YANKEE LOBSTER | ALEX MORGAN | Marketing | | Expense |

Action/Information

2 From the **Transaction Detail** page and the **Transaction Allocation and Expense Type** section, you can split a transaction and allocate expense categories.

Transaction Detail [?]
PREVIOUS NEXT

| | |
|--------------------|---------------------|
| Name on Statement: | THINKING CUP COFFEE |
| Amount: | 92.44 |
| Purchase Date: | 4/16/2025 |
| Account Holder: | ALEX MORGAN |
| Card Number: | 556382*****2567 |

Transaction Allocation and Expense Type [?]

| | | |
|--------------------------------|----------------------|------------------------------|
| Department | GL Code | GL Account Type |
| Marketing <input type="text"/> | <input type="text"/> | Expense <input type="text"/> |

SPLIT [?]

Expense category: [?]

Description:

3 To split a transaction click on the **Split** button and enter the parameters for how you would like the transaction to be split.

Method:

Split by amount Split by percent [?]

Number of splits **Add splits**

2 **GO** [?]

SPLIT EQUALLY [?] [?]

Running total: 100.00 % **Balance remaining:**

0.00

%

| Description | Personal | Disputed | Mapped | Split Amount | Split Percent | Department |
|----------------------|--------------------------|--------------------------|--------|--------------|---------------|--------------------------------|
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | No | \$46.22 | 50.00 | Marketing <input type="text"/> |
| <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | No | \$46.22 | 50.00 | Sales <input type="text"/> |

| Action/Information | | | | | | | | | | | | | | | | | |
|---|--|-------------------------------|-----------------|---------------|------------------------|-----------------|------------------------------------|-------------------|------------------------------|-----------------------------|---------------------------|---|--|-----------|--|--------------|--|
| 4 | <p>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 on an expense report). Choose the new category and click Save.</p> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: #c00000; font-weight: bold;">Transaction Allocation and Expense Type [?]</p> <p style="margin-top: 20px;">SPLIT [?]</p> <p style="margin-top: 10px;">Expense category: [?]</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 5px auto;"> <p>Lodging ▾</p> <p>Select Type</p> <p style="background-color: #0070c0; color: white;">Lodging</p> <p>Meals</p> <p>Other</p> <p>Personal Mileage</p> <p>Transportation</p> </div> <p style="margin-top: 10px;">SAVE Cancel</p> </div> | | | | | | | | | | | | | | | | |
| 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 the information.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; border-bottom: 1px solid #ccc;">Transaction Information [?] ▲</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc;">Merchant: THINKING CUP COFFEE</td> <td style="width: 50%; border-bottom: 1px solid #ccc;">Diverted: False</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Amount: 92.44</td> <td style="border-bottom: 1px solid #ccc;">Original Amount: 92.44</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Sales Tax: 0.00</td> <td style="border-bottom: 1px solid #ccc;">Original Currency: US Dollar (840)</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Posted: 4/16/2025</td> <td style="border-bottom: 1px solid #ccc;">Conversion Rate: 1.000000000</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Transaction Date: 4/16/2025</td> <td style="border-bottom: 1px solid #ccc;">Transaction ID: 386975459</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Merchant Reference #: 75394445106000000000550</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">MCC: 5046</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Purchase ID:</td> <td></td> </tr> </table> </div> | Merchant: THINKING CUP COFFEE | Diverted: False | Amount: 92.44 | Original Amount: 92.44 | Sales Tax: 0.00 | Original Currency: US Dollar (840) | Posted: 4/16/2025 | Conversion Rate: 1.000000000 | Transaction Date: 4/16/2025 | Transaction ID: 386975459 | Merchant Reference #: 75394445106000000000550 | | MCC: 5046 | | Purchase ID: | |
| Merchant: THINKING CUP COFFEE | Diverted: False | | | | | | | | | | | | | | | | |
| Amount: 92.44 | Original Amount: 92.44 | | | | | | | | | | | | | | | | |
| Sales Tax: 0.00 | Original Currency: US Dollar (840) | | | | | | | | | | | | | | | | |
| Posted: 4/16/2025 | Conversion Rate: 1.000000000 | | | | | | | | | | | | | | | | |
| Transaction Date: 4/16/2025 | Transaction ID: 386975459 | | | | | | | | | | | | | | | | |
| Merchant Reference #: 75394445106000000000550 | | | | | | | | | | | | | | | | | |
| MCC: 5046 | | | | | | | | | | | | | | | | | |
| Purchase ID: | | | | | | | | | | | | | | | | | |

| Action/Information | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|--------------------|---------------------|--------|---------------------|--------|----|--------------|-------|------------------|--|-------|------------------------------|------------------|---|------------------------|-------------------|-------------------------|--|
| 6 | <p>The merchant information sent with the transaction is displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%; background-color: #f9f9f9;"> <p style="text-align: center; margin: 0;">Merchant Information [?]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name on Statement:</td> <td>THINKING CUP COFFEE</td> </tr> <tr> <td>Alias:</td> <td>THINKING CUP COFFEE</td> </tr> <tr> <td>City:</td> <td></td> </tr> <tr> <td>State:</td> <td></td> </tr> <tr> <td>Postal Code:</td> <td></td> </tr> <tr> <td>MCC:</td> <td>5046</td> </tr> <tr> <td>MCC Description:</td> <td>Commercial Equipment Not Elsewhere Classified</td> </tr> <tr> <td>Expense Type Category:</td> <td>Industrial Supply</td> </tr> <tr> <td>Merchant Status (1099):</td> <td></td> </tr> </table> </div> | Name on Statement: | THINKING CUP COFFEE | Alias: | THINKING CUP COFFEE | City: | | State: | | Postal Code: | | MCC: | 5046 | MCC Description: | Commercial Equipment Not Elsewhere Classified | Expense Type Category: | Industrial Supply | Merchant Status (1099): | |
| Name on Statement: | THINKING CUP COFFEE | | | | | | | | | | | | | | | | | | |
| Alias: | THINKING CUP COFFEE | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | | | | | | | | | | | | |
| State: | | | | | | | | | | | | | | | | | | | |
| Postal Code: | | | | | | | | | | | | | | | | | | | |
| MCC: | 5046 | | | | | | | | | | | | | | | | | | |
| MCC Description: | Commercial Equipment Not Elsewhere Classified | | | | | | | | | | | | | | | | | | |
| Expense Type Category: | Industrial Supply | | | | | | | | | | | | | | | | | | |
| Merchant Status (1099): | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Account information is provided.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%; background-color: #f9f9f9;"> <p style="text-align: center; margin: 0;">Account Information [?]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name on account:</td> <td>ALEX MORGAN</td> </tr> <tr> <td>City:</td> <td>EAST PROVIDENCE</td> </tr> <tr> <td>State:</td> <td>RI</td> </tr> <tr> <td>Postal Code:</td> <td>02915</td> </tr> <tr> <td>Allocation Code:</td> <td></td> </tr> <tr> <td>Unit:</td> <td>SOUTHERN DIVISION (03000004)</td> </tr> </table> </div> | Name on account: | ALEX MORGAN | City: | EAST PROVIDENCE | State: | RI | Postal Code: | 02915 | Allocation Code: | | Unit: | SOUTHERN DIVISION (03000004) | | | | | | |
| Name on account: | ALEX MORGAN | | | | | | | | | | | | | | | | | | |
| City: | EAST PROVIDENCE | | | | | | | | | | | | | | | | | | |
| State: | RI | | | | | | | | | | | | | | | | | | |
| Postal Code: | 02915 | | | | | | | | | | | | | | | | | | |
| Allocation Code: | | | | | | | | | | | | | | | | | | | |
| Unit: | SOUTHERN DIVISION (03000004) | | | | | | | | | | | | | | | | | | |

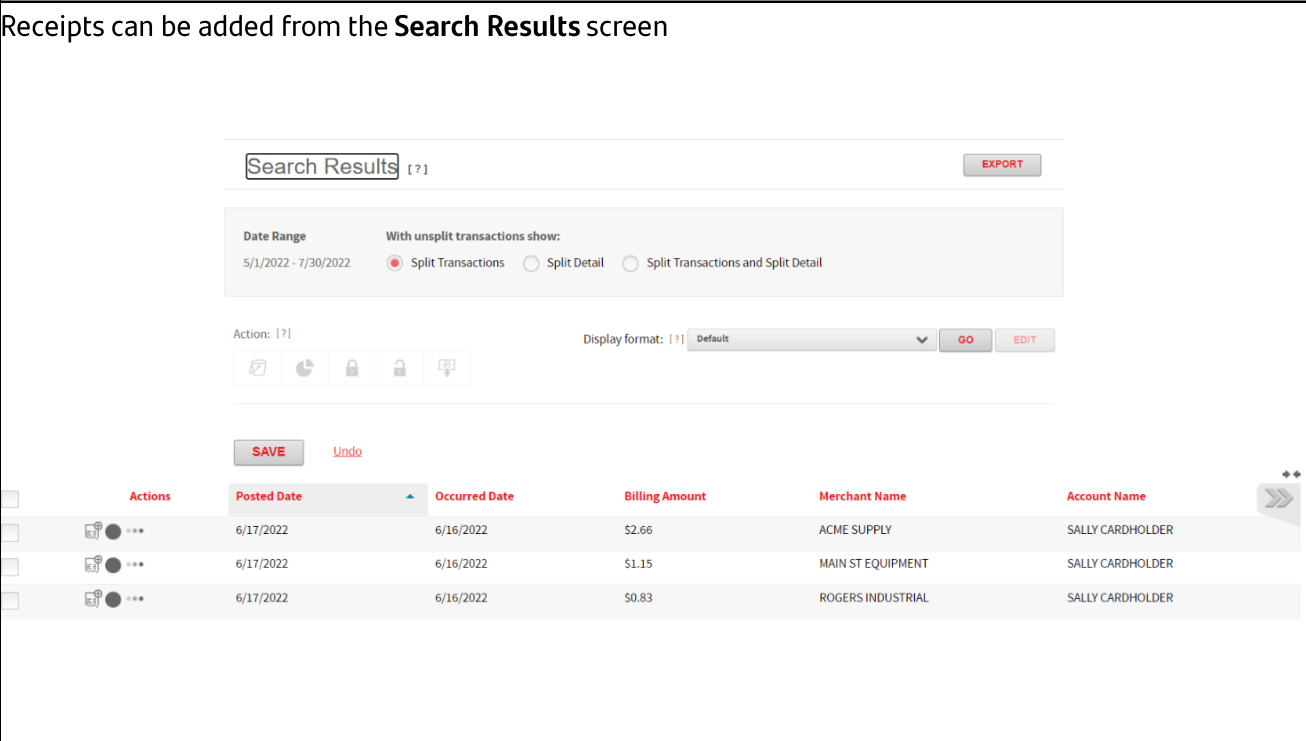
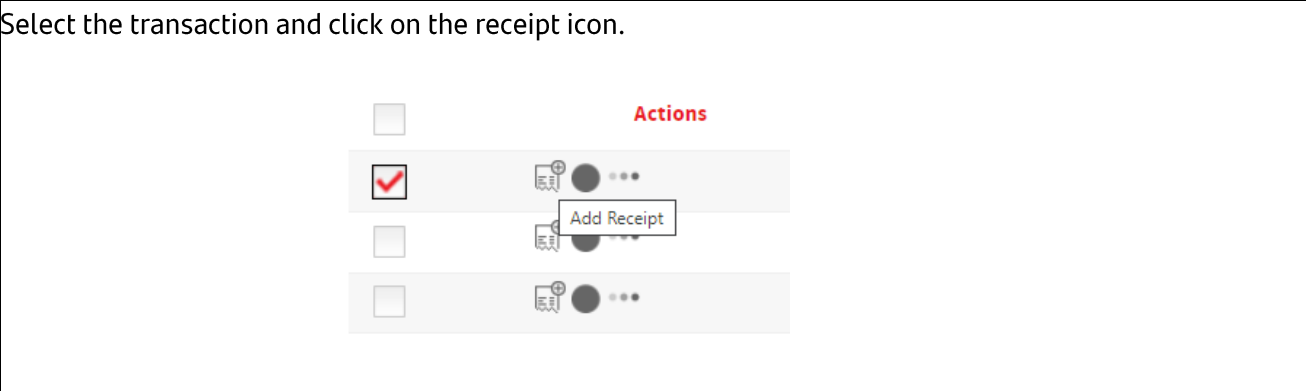
| Action/Information | |
|--------------------|---|
| 8 | <p>Cardholders can update the transaction status from the Transaction Status section of the Transaction Details screen, for example mark the transaction as personal.</p> <p>Note, marking the transaction as Dispute DOES NOT open a dispute case. 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. Note: selecting 'Approved' in the transaction status does not approve it for the expense report. That must be done separately.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Transaction Status [?]</p> <hr/> <p>Personal: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Clicking 'Yes' here will not stop the transaction being added to an expense report. It will also not register a dispute. A call MUST always be made to Client Service to dispute a transaction. <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Disputed:</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 #: 75394445106000000000550</p> <p style="margin-top: 10px;">SAVE Cancel</p> </div> |


| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|-------------|------------------------|------------------------|--------------------------|-----------------|--------------------------|----------------------|----------------------------|-------------------------|------------------------|----------------------|------------------------|----------------|------------------------|----------------------|-------------------------------|---------------------------|-------------------------------|--------------------------|-----------------------|-------------------------|-----------------------|-----------------------|-----------------|-------------------|------------------|----------------------|----------------------|
| 9 | <p>Any addenda that come through with the transactions from the merchant will appear here.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="color: red; margin: 0;">Purchase [?]</p> </div> <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">Purchase ID</td> <td style="width: 50%;">Unique Invoice Number:</td> </tr> <tr> <td>Merchant Order Number:</td> <td>Minority Ownership Code:</td> </tr> <tr> <td>Commodity Code:</td> <td>Originating Postal Code:</td> </tr> <tr> <td>Purchase Identifier:</td> <td>Alternate Tax Amount: 0.00</td> </tr> <tr> <td>Business Disadvantaged:</td> <td>Local Tax Amount: 0.00</td> </tr> <tr> <td>Business Owner Type:</td> <td>Order Tax Amount: 0.00</td> </tr> <tr> <td>Business Type:</td> <td>Sales Tax Amount: 0.00</td> </tr> <tr> <td>Customer VAT Number:</td> <td>VAT Tax Shipping Amount: 0.00</td> </tr> <tr> <td>Destination Country Code:</td> <td>VAT Tax Shipping Rate: 0.0000</td> </tr> <tr> <td>Destination Postal Code:</td> <td>Merchant Postal Code:</td> </tr> <tr> <td>Destination State Code:</td> <td>Supplier Postal Code:</td> </tr> <tr> <td>Discount Amount: 0.00</td> <td>Supplier State:</td> </tr> <tr> <td>Duty Amount: 0.00</td> <td>Merchant Tax ID:</td> </tr> <tr> <td>Freight Amount: 0.00</td> <td>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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5 Adding Receipts

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





Receipts can be added to transactions from the **Search Results** screen, or when creating an expense report.

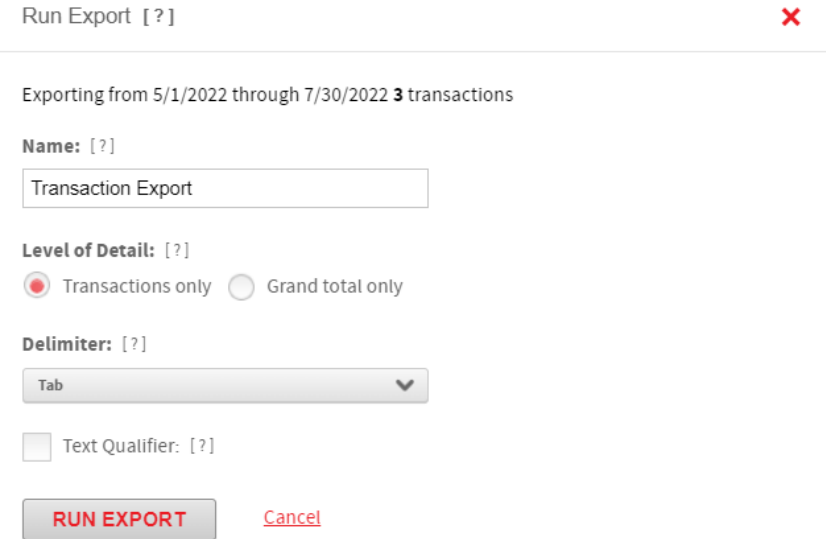
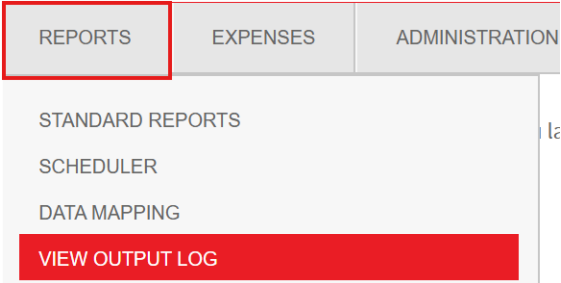
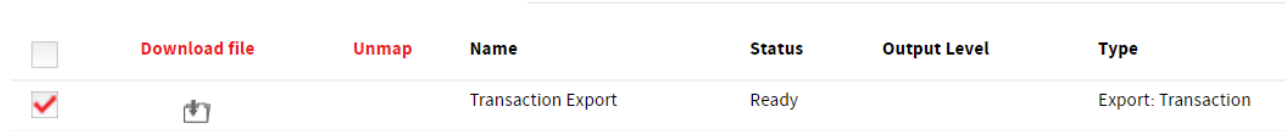
| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|---|---------------|----------------|-------------------|------------------|---------------|--------------|--|-----------|-----------|--------|-------------|------------------|--|-----------|-----------|--------|-------------------|------------------|--|-----------|-----------|--------|-------------------|------------------|
| 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 with 'Search Results' and an 'EXPORT' button. Below it, 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. The main part of the screen is a table with columns: Actions, Posted Date, Occurred Date, Billing Amount, Merchant Name, and Account Name. The table contains three rows of transaction data.</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>This close-up shows the 'Actions' column of the table. The first row's action menu is highlighted, and a tooltip labeled 'Add Receipt' is visible over the receipt icon.</p> | | | | | | | | | | | | | | | | | | | | | | | | |

| Action/Information | |
|--------------------|--|
| 3 | <p>Receipts can be captured in the mobile app or emailed to Centresuite, in which case they will be available under Available Receipts. The cardholder also has the option to upload the receipts from their computer.</p> <div style="text-align: center;"> <p>Available Receipts Upload Receipts</p> <hr/> <ul style="list-style-type: none"> ◦ Supported file types: .pdf, .jpeg, .tiff, .gif, and .png. ◦ Each file must be less than 5 megabytes. <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;">  Browse </div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-bottom: 10px;"></div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;"> UPLOAD </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> OK </div> </div> <p>If you want to email receipts to the CentreSuite application, ask you program administrator for the email address to send your receipts to. It is listed under your User profile.</p> |

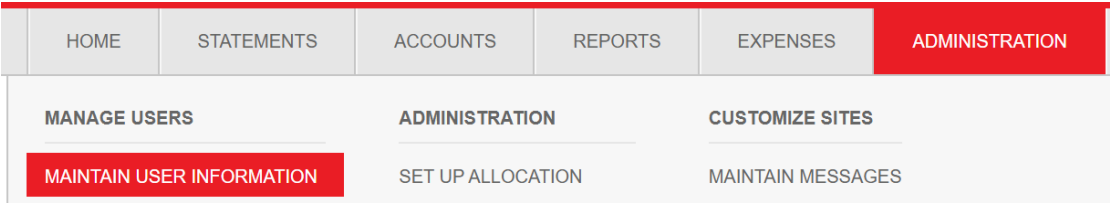
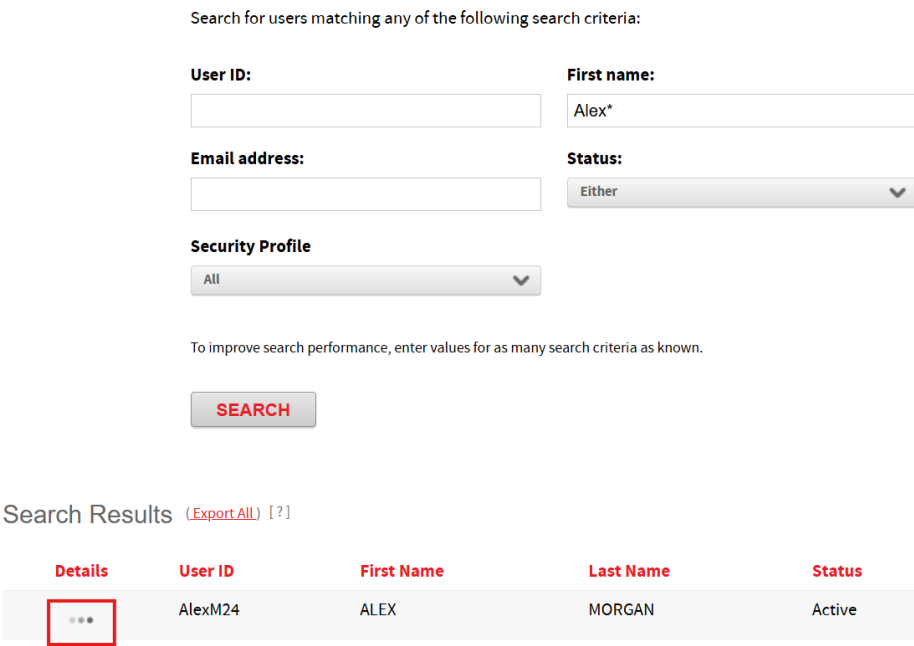
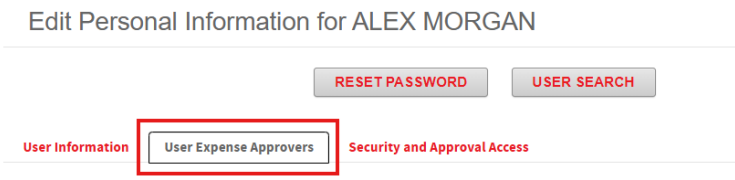
6 Exporting Transactions

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

| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|----------------|------------------------|----------------|----------------------|----------------------|----------------------|---------|-----------------|----------|----------|---------|--------------|-------------|----------------------|----------------------|----------------------|----------|----------|---------|------------------------|-------------|----------------------|----------------------|----------------------|
| 1 | <p>Once you have run the Search, click on Export</p> <div style="text-align: right; margin-bottom: 10px;"> <div style="border: 2px solid red; padding: 2px; display: inline-block;">EXPORT</div> </div> <p>Search Results [?]</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Date Range With unsplit transactions show:</p> <p>4/1/2025 - 4/30/2025 <input checked="" type="radio"/> Split Transactions <input type="radio"/> Split Detail <input type="radio"/> Split Transactions and Split Detail</p> </div> <p>Action: [?] Display format: [?] Default GO EDIT</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; gap: 10px; margin-bottom: 10px;">     </div> <div style="border: 1px solid #ccc; padding: 5px; display: flex; gap: 10px; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">SAVE</div> Undo </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Posted Date</th> <th style="text-align: left;">Occurred Date</th> <th style="text-align: left;">Billing Amount</th> <th style="text-align: left;">Merchant Name</th> <th style="text-align: left;">Account Name</th> <th style="text-align: left;">Department</th> <th style="text-align: left;">GL Code</th> <th style="text-align: left;">GL Account Type</th> </tr> </thead> <tbody> <tr> <td>4/4/2025</td> <td>4/4/2025</td> <td>\$62.55</td> <td>AMERICAN AIR</td> <td>ALEX MORGAN</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>4/4/2025</td> <td>4/4/2025</td> <td>\$22.15</td> <td>BOSTONIAN PUBLIC HOUSE</td> <td>ALEX MORGAN</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> | Posted Date | Occurred Date | Billing Amount | Merchant Name | Account Name | Department | GL Code | GL Account Type | 4/4/2025 | 4/4/2025 | \$62.55 | AMERICAN AIR | ALEX MORGAN | <input type="text"/> | <input type="text"/> | <input type="text"/> | 4/4/2025 | 4/4/2025 | \$22.15 | BOSTONIAN PUBLIC HOUSE | ALEX MORGAN | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Posted Date | Occurred Date | Billing Amount | Merchant Name | Account Name | Department | GL Code | GL Account Type | | | | | | | | | | | | | | | | | | |
| 4/4/2025 | 4/4/2025 | \$62.55 | AMERICAN AIR | ALEX MORGAN | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |
| 4/4/2025 | 4/4/2025 | \$22.15 | BOSTONIAN PUBLIC HOUSE | ALEX MORGAN | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | |

| Action/Information | | | | | | | | | | | | | | | |
|-------------------------------------|--|--------------------------|--------------------|--------|--------------|---------------------|--------------|------|-------------------------------------|--|--|--------------------|-------|--|---------------------|
| 2 | <p>Name the export file, set the level of detail required, and choose the format of the file. Click Run Export.</p>  | | | | | | | | | | | | | | |
| 3 | <p>The report will be available in the Output Log. This can be reached through the Reports menu or the Expenses Menu. Click the Refresh Status log after a few minutes if the report has not appeared.</p>  | | | | | | | | | | | | | | |
| 4 | <p>Select the report to download by checking the box next to report and click on the download icon to download.</p> <p>Reports will remain in the Output Log for 10 business days.</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 | | | | | | | | | |

7 Choosing an Approver for a Cardholder

| Action/Information | |
|--------------------|---|
| 1 | <p>To assign an approver to a user go to Maintain User Information under the Administration menu.</p>  |
| 2 | <p>Search for the user. Click the Search button to show all users, or use the filter options. Click on the three-dot icon under Details next to their name.</p>  |
| 3 | <p>Select the User Expense Approvers tab.</p>  |

Action/Information

1 In the example below there four users who can already approve Alex’s expense reports
To add another approver, click on the **Add Approvers** button.

ADD APPROVERS

| Select | Remove | User ID | Last Name | First Name | Unit Name |
|--------------------------|--------------------------|-----------------------------|-----------|------------|-----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | McDonough24 | McDonough | Mike | NEO QUANTUM DYNAMICS USA SC |
| <input type="checkbox"/> | <input type="checkbox"/> | NeoJessHips | Hips | Jessica | NEO QUANTUM DYNAMICS USA SC |
| <input type="checkbox"/> | <input type="checkbox"/> | NeoRobG | Gagne | Rob | NEO QUANTUM DYNAMICS USA SC |
| <input type="checkbox"/> | <input type="checkbox"/> | TashaNeoQPA | Molnar | Tasha | NEO QUANTUM DYNAMICS USA SC |

Approval Path

Threshold

Expense Reports With Totals **Over** the Threshold Amount

Expense Reports Which Fall **Under** the Threshold Amount

ALEX MORGAN

- Rob Gagne
Final
- Jessica Hips
Final
- Mike McDonough
Final
- Tasha Molnar
Final

2 Search for the approver, select and click on **Add Selected**. The approver will now be available to the cardholder to select for approving reports.

Add Approvers

First Name

▼

natasha*

SEARCH

Available Approvers:

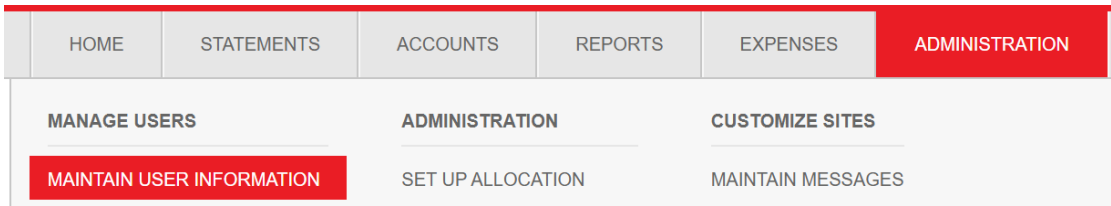
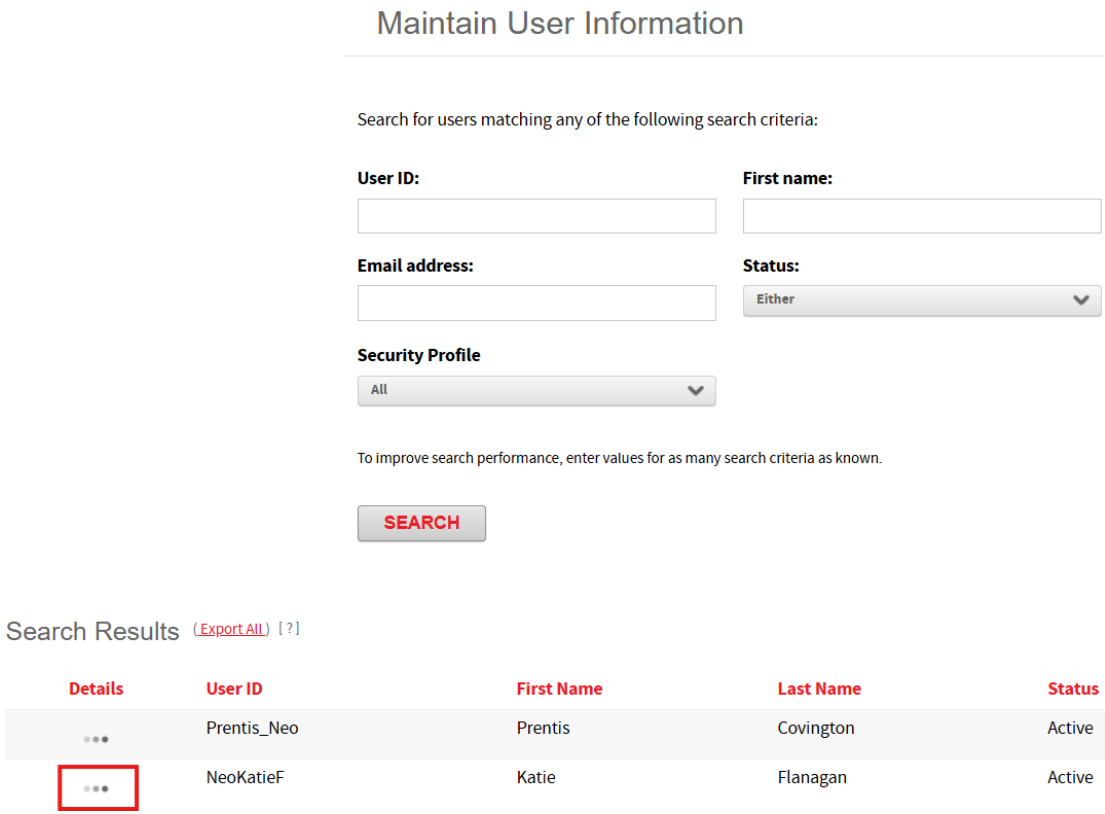
| Select | User ID | First Name | Last Name | Unit Name |
|--------------------------|------------|------------|-----------|-----------------------------|
| <input type="checkbox"/> | Tashaneopa | natasha | Molnar | NEO QUANTUM DYNAMICS USA SC |

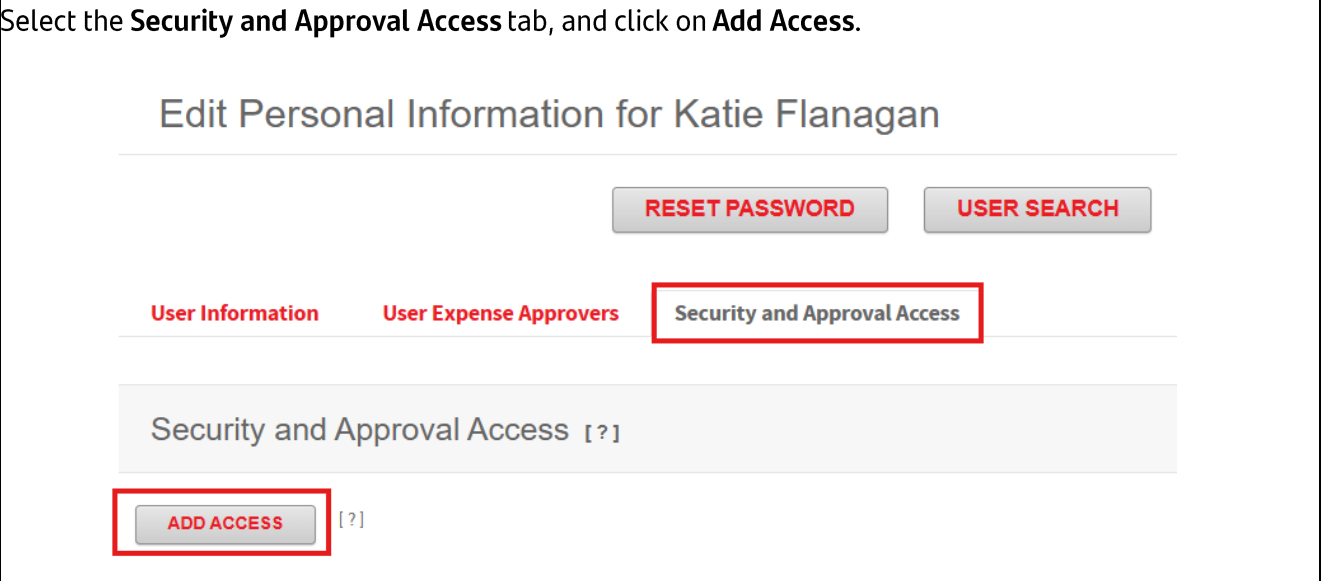
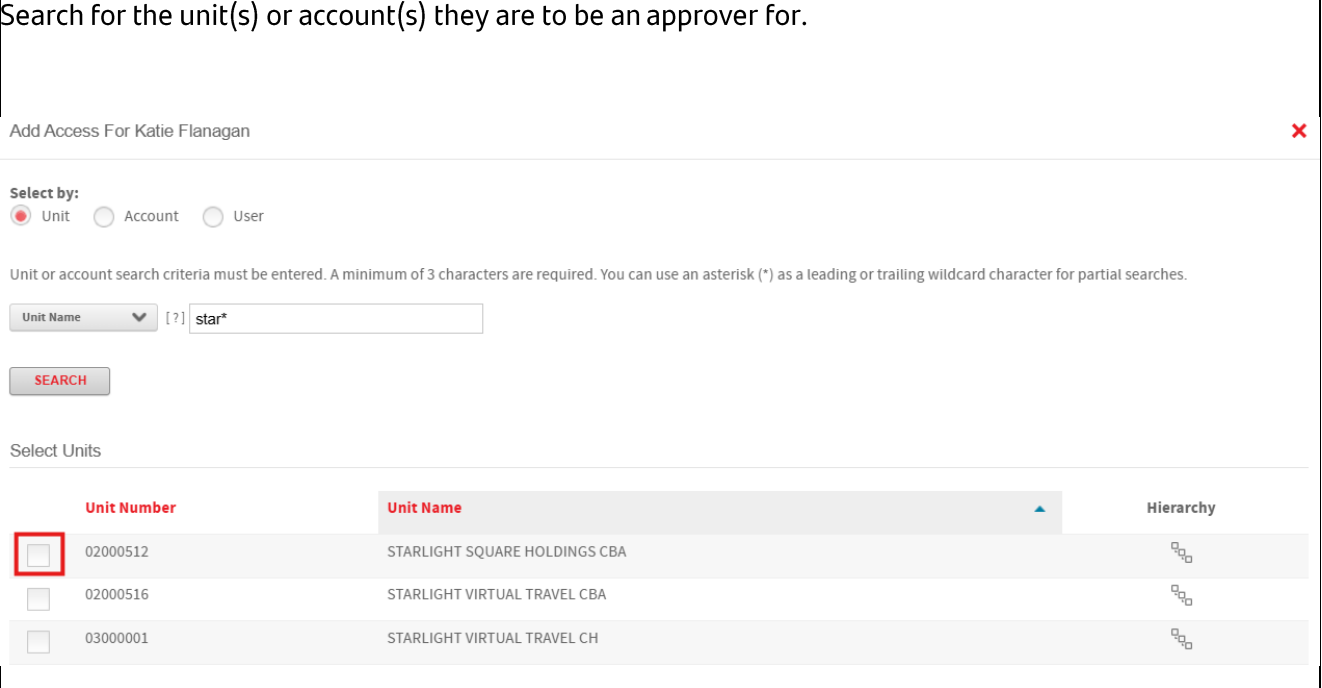
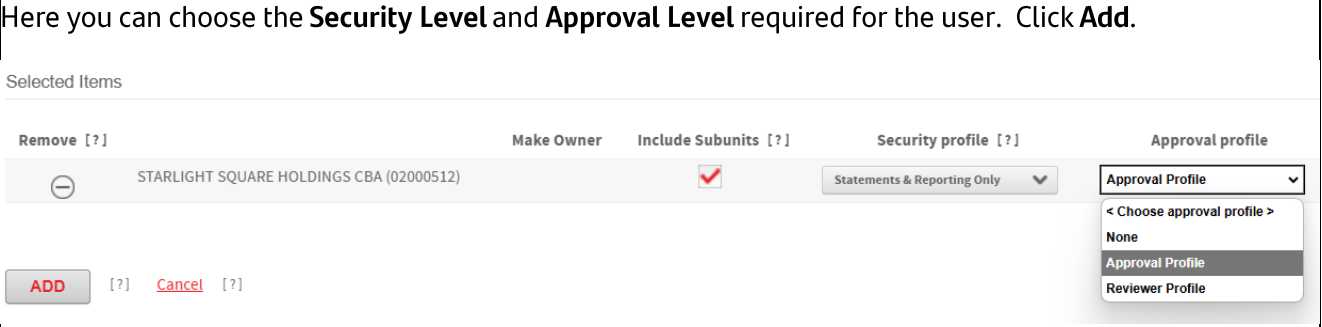
ADD SELECTED

Cancel

8 Assigning a User an Approval Profile

A company must have at least one user with an **Approval Type** of **Final**.

| Action/Information | |
|--------------------|--|
| 1 | <p>To assign an approval profile to a user, go to Maintain User Information under the Administration menu.</p>  |
| 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>  |

| Action/Information | | | | | | | | | | | | | |
|--|---|-------------|-----------|-----------|--|-------------------------------|--|-----------------------------------|------------------------------|--|-----------------------------------|-----------------------------|--|
| 3 | <p>Select the Security and Approval Access tab, and click on Add Access.</p>  | | | | | | | | | | | | |
| 4 | <p>Search for the unit(s) or account(s) they are to be an approver for.</p>  <p>Add Access For Katie Flanagan ✕</p> <p>Select by: <input checked="" type="radio"/> Unit <input type="radio"/> Account <input type="radio"/> User</p> <p>Unit or account search criteria must be entered. A minimum of 3 characters are required. You can use an asterisk (*) as a leading or trailing wildcard character for partial searches.</p> <p>Unit Name [?] <input type="text" value="star*"/></p> <p>SEARCH</p> <p>Select Units</p> <table border="1"> <thead> <tr> <th>Unit Number</th> <th>Unit Name</th> <th>Hierarchy</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> 02000512</td> <td>STARLIGHT SQUARE HOLDINGS CBA</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 02000516</td> <td>STARLIGHT VIRTUAL TRAVEL CBA</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 03000001</td> <td>STARLIGHT VIRTUAL TRAVEL CH</td> <td></td> </tr> </tbody> </table> | Unit Number | Unit Name | Hierarchy | <input checked="" type="checkbox"/> 02000512 | STARLIGHT SQUARE HOLDINGS CBA | | <input type="checkbox"/> 02000516 | STARLIGHT VIRTUAL TRAVEL CBA | | <input type="checkbox"/> 03000001 | STARLIGHT VIRTUAL TRAVEL CH | |
| Unit Number | Unit Name | Hierarchy | | | | | | | | | | | |
| <input checked="" type="checkbox"/> 02000512 | STARLIGHT SQUARE HOLDINGS CBA | | | | | | | | | | | | |
| <input type="checkbox"/> 02000516 | STARLIGHT VIRTUAL TRAVEL CBA | | | | | | | | | | | | |
| <input type="checkbox"/> 03000001 | STARLIGHT VIRTUAL TRAVEL CH | | | | | | | | | | | | |
| 5 | <p>Here you can choose the Security Level and Approval Level required for the user. Click Add.</p>  <p>Selected Items</p> <p>Remove [?] Make Owner Include Subunits [?] Security profile [?] Approval profile</p> <p> STARLIGHT SQUARE HOLDINGS CBA (02000512) <input checked="" type="checkbox"/> Statements & Reporting Only Approval Profile</p> <p>ADD [?] <u>Cancel</u> [?]</p> <p>< Choose approval profile > None Approval Profile Reviewer Profile</p> | | | | | | | | | | | | |

| Action/Information | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|-------------------------------|----------------------|-----------------------|----------------------|-----------------------------|------------------|------------------|------------------|-----------------------|--|-------------------------------|----------|----|--|-----------------------------|------------------|-----------------------|--|-----------------------------|-----------|----|--|-------------------|--|
| 6 | <p>You will now see that the user has an Approval profile for the unit required. Click Save.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="text-align: center;">Edit Personal Information for Katie Flanagan</h3> <div style="text-align: center; margin-bottom: 10px;"> RESET PASSWORD USER SEARCH </div> <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; text-align: center;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%; color: red;">Delete</th> <th style="width: 10%; color: red;">Account / Unit / User</th> <th style="width: 15%; color: red;">Number / Description</th> <th style="width: 5%; color: red;">Owner</th> <th style="width: 5%; color: red;">Status</th> <th style="width: 20%; color: red;">Security profile</th> <th style="width: 15%; color: red;">Approval profile</th> </tr> </thead> <tbody> <tr style="background-color: #f0f0f0;"> <td><input type="radio"/></td> <td></td> <td>STARLIGHT SQUARE HOLDINGS CBA</td> <td>02000512</td> <td>No</td> <td></td> <td>Statements & Reporting Only</td> <td style="border: 2px solid red;">Approval Profile</td> </tr> <tr> <td><input type="radio"/></td> <td></td> <td>Katie Flanagan (My Profile)</td> <td>NeoKatieF</td> <td>No</td> <td></td> <td>My Profile Access</td> <td></td> </tr> </tbody> </table> <div style="margin-top: 10px;"> SAVE Cancel </div> </div> | | Delete | Account / Unit / User | Number / Description | Owner | Status | Security profile | Approval profile | <input type="radio"/> | | STARLIGHT SQUARE HOLDINGS CBA | 02000512 | No | | Statements & Reporting Only | Approval Profile | <input type="radio"/> | | Katie Flanagan (My Profile) | NeoKatieF | No | | My Profile Access | |
| | Delete | Account / Unit / User | Number / Description | Owner | Status | Security profile | Approval profile | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | | STARLIGHT SQUARE HOLDINGS CBA | 02000512 | No | | Statements & Reporting Only | Approval Profile | | | | | | | | | | | | | | | | | | |
| <input type="radio"/> | | Katie Flanagan (My Profile) | NeoKatieF | No | | My Profile Access | | | | | | | | | | | | | | | | | | | |










9 Allocations

Your implementation manager will have offered to set up your allocations when you were enabled for expense management. 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, cost centers or other fields in your organization's accounting system. 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 3 fields they need allocating for each transaction: Department, GL Code and GL Account Type.

| Field label | Department | GL Code | GL Account Type |
|--------------------|------------|---------|-----------------|
| Position in string | 1 - 10 | 11 - 67 | 68 - 92 |

| Edit | Insert | Remove | Field label | Length |
|---|---|---|-----------------|--------|
|  |  |  | Department | 10 |
|  |  |  | GL Code | 57 |
|  |  |  | GL Account Type | 25 |

You can set rules to have CentreSuite prefill the fields. The allocations can be reviewed and overridden by the cardholder if you set up the program that way. There are four 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 allocations to an expense type, which are groupings of merchant category codes (MCCs), such as airlines. All transactions made at merchants included in an expense type are assigned the associated allocation.
- **MCC:** Assign allocation based on a class of merchants, such as office supply stores, by associating them to specific merchant category codes (MCCs). All transactions made at these merchants are assigned the allocation you have associated with that MCC code.
- **Unit:** Associate allocations to a unit. All transactions made with accounts that roll up to a unit are assigned the unit's allocation. A unit could be an organization's Department, Region, Subgroup.

In the example below, the Department field will be determined by the Card Account. The GL will first be populated by the GL associated with the Expense Type, eg Car Rental, but may be overridden by the GL associated by a specific MCC (eg Avis). The GL Account Type will be populated according to the Expense Type.

Match Types with Fields ^[?]

For each Allocation Type, select the allocation fields to which the default values associated.

[\[Show Example \]](#)

| Allocation Type | Department | GL Code | GL Account Type |
|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Account | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Expense types | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| MCC | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

[Continue Later](#)
[Cancel](#)

Allocations can be entered and amended manually or via a batch update.

Expense Type Search Results ^[?]

| <input type="checkbox"/> | Description | View Codes | GL Code | GL Account Type |
|--------------------------|---------------------------------------|----------------------------------|----------------------|-----------------|
| <input type="checkbox"/> | Accounting, Auditing, and Bookkeeping | <input type="button" value="i"/> | <input type="text"/> | Expense |
| <input type="checkbox"/> | Advertising Svcs. | <input type="button" value="i"/> | <input type="text"/> | Expense |
| <input type="checkbox"/> | Ag-Lawn Garden Supply | <input type="button" value="i"/> | <input type="text"/> | Expense |
| <input type="checkbox"/> | Airlines | <input type="button" value="i"/> | 56784 | Expense |

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