



CentreSuite Creating An Expense Report

To create and submit your expense report online, follow these steps:

1. Go to the CentreSuite website login page: www.centresuite.com
2. Under the **My Tasks** section, click, [Create Expense Report](#)
3. Fill in the two required fields:
 - a. **Expense Report Name** – Name report for desired billing cycle and/or approver
 - b. **Date Range** – Select *Last Month* and range will auto populate with first and last day of last month
4. Click, **Finish** (expense report will appear)
5. Review list of transactions. If all transactions that appear are appropriate for this expense report, proceed with allocations. If any transactions appear on the expense report that should not be placed in the expense report, click on the red **X** to delete the transaction(s) you wish to remove.
6. Verify and/or edit account information for each transaction. (Highlight account number field to be changed and enter in the correct account number.) Check to be sure each field is populated with correct, valid Banner account numbers for your department.
7. Enter a short explanation of what was purchased in the **Description** field (NOTE: This field will only accept numbers, letters, and spaces – NO periods, commas, dashes, etc. are permitted in this field.)
8. Go to top (or bottom) of page and click **Submit**.
9. If expense report information is incomplete, or contains invalid data, you will be prompted to make corrections before you may successfully submit the expense report.
10. If expense report information is valid and complete, a box will appear with the names of approvers listed for your account. Select the approver you wish to submit your expense report to and click, **Submit**.
11. To print the expense report for your records, click on the detail icon (magnifying glass picture) next to the expense report name on the Manage Expense Reports screen. Once you open the expense report, click the **Print Expense Report** button. A dialog box will appear. Click **Open** to view the document, then **Print**. This is the copy you should keep for your records. (NOTE: Going back into the expense report to print it AFTER you submit it for approval will provide you with the date and time it was submitted on the printed report.)

***Locked Out? Lost Expense Report? No Transactions Show Up?
Other Questions or CentreSuite Help?***

Call Kizi N’Kodia at ext. 75241