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SECTION 1: STATEMENT CYCLE & DUE DATE

- A. Statement Cycle: First business day of the month through the last business day of the month.
- B. **Statements Due: 15th of each month** (i.e., June's statement is due by July 15th).

SECTION 2: CONTACTS FOR HELP

- A. cardhelp@drury.edu
- B. Christie Garrison cgarrison@drury.edu 417-873-7200
- C. Elizabeth Ussery eussery@drury.edu 417-873-6350
- D. Chelsey Dollarhide cdollarhide001@drury.edu 417-873-7711

SECTION 3: GETTING STARTED

A. Supported Browsers

- 1. Internet Explorer (version 10 or later), Firefox, Chrome, or Safari.

B. Login Link

- 1. www.centresuite.com



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?](#)

C. Username:

- 1. Your username will be assigned by Security Bankcard Center, not Drury University. As CentreSuite usernames are not unique to only Drury University, it may not be as simple as first initial, last name, etc. Please refer to your welcome emails from the bank to obtain your correct username.

SECTION 4: REVIEW & APPROVAL OF CARDHOLDER EXPENSE REPORTS/STATEMENTS

A. When a cardholder under your direct supervision submits an expense report, you will be notified automatically via an email from CentreSuite.

B. You may use the attached link or go to www.centresuite.com to begin the approval process.

The screenshot shows an email inbox with the following table:

FROM	SUBJECT	RECEIVED	SIZE	CATEG...
centresuite@SecurityBankCard.com	Expense Report 0006186315 requires your approval	Mon 4/9/2018 6:02 PM	42 KB	
centresuite@SecurityBankCard.com	Your checkoutsreconciler_December 2017 OCO#1 is ready for review	Mon 4/9/2018 5:56 PM	46 KB	
centresuite@SecurityBankCard.com	Expense Report 0006186308 requires your approval	Mon 4/9/2018 5:54 PM	42 KB	
centresuite@SecurityBankCard.com	Expense Report 0006184954 requires your approval	Mon 4/9/2018 5:36 PM	42 KB	
Xerox	Scanned from a Xerox Multifunction Device	Mon 4/9/2018 5:01 PM	107 KB	
Crystal Ponder	National Student Employment Week 2018 THK WFFK!	Mon 4/9/2018 4:57 PM	101 KB	

Below the inbox, an email is open from **centresuite@SecurityBankCard.com** to **Christie Garrison**. The subject is "Expense Report 0006186308 requires your approval". The body text reads: "Expense report {December 2017 OCO#1} has been submitted from Checkouts Reconciler for your approval. Click the link below to logon and review this expense report." A blue hyperlink is provided: <https://www.centresuite.com/Centre/Expenses/ExpenseReport?site=345238>. A note from the submitter is also visible.

C. On the login page, enter your CentreSuite username and password.

The screenshot shows the login page for Security BankCard Center. The logo is at the top left. The main heading is "Enter credentials". There are three input fields: "User ID (Forgot your User ID?)", "Password (Forgot your password?)", and "Language". The User ID field contains "cgarrison1". The Password field is masked with dots. The Language dropdown is set to "English (United States)". A "LOG ON" button is at the bottom. On the right, there is a box titled "Additional Information" with links for "Forgot your User ID?", "Forgot your password?", and "Reset Logon credentials?".

D. On the Home screen, you can see if/how many statements/expense reports await your approval.

E. Click on **For Your Approval**.

SECURITY BANKCARD CENTER INC.
Welcome to CentreSuite!

HOME STATEMENTS ACCOUNTS REPORTS EXPENSES ADMINISTRATION HELP

You last logged in on: 09 April 2018 6:50 PM EDT

CentreSuite Enhancement - April 21, 2018 View

Contact Us View

View Account Details

Select An Account:
DRURY UNIVERSITY(448563*****7718)(0)

My Account

Credit Limit **\$500,000.00**

Last Transaction Posted **(\$3,273.92) 3/23/2018**

Transactions to Report **None**

Account Action(s) [Suspend Account](#)

[Upload Receipts](#)

VIEW LAST STATEMENT

My Tasks

- Review Transactions to Report
- Create Expense Report
- In Progress (1)
- Recently Approved (0)
- For Your Approval (3) ←

Quick Links

- Manage Accounts
- Maintain User Information
- Output Log
- Reports Dashboard

F. All expense reports awaiting your approval will show in the **For Your Approval** section.

Manage Expense Reports [?]

Expense Reports | Unattached Transactions | Search Expense Reports

Unassigned [?]

No reports found.

TAKE OWNERSHIP

For Your Approval [?]

	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0006184954	OFFICE CHECK OUT 2	December 2017 OCO#2	PendingApproval	4/9/2018	\$0.00	\$477.78
<input type="checkbox"/>	...			0006186308	OFFICE CHECK OUT 1	December 2017 OCO#1	PendingApproval	4/9/2018	\$0.00	\$523.46
<input type="checkbox"/>	...			0006186315	OFFICE CHECK OUT 1	January 2018 OCO#1	PendingApproval	4/9/2018	\$0.00	\$187.09

APPROVE & CLOSE | REJECT SELECTED

G. You may re-sort the expense reports by clicking on any of the column headings.

Manage Expense Reports [?]

Expense Reports | Unattached Transactions | Search Expense Reports

Unassigned [?]

No reports found.

TAKE OWNERSHIP

For Your Approval [?]

	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0006184954	OFFICE CHECK OUT 2	December 2017 OCO#2	PendingApproval	4/9/2018	\$0.00	\$477.78
<input type="checkbox"/>	...			0006186308	OFFICE CHECK OUT 1	December 2017 OCO#1	PendingApproval	4/9/2018	\$0.00	\$523.46
<input type="checkbox"/>	...			0006186315	OFFICE CHECK OUT 1	January 2018 OCO#1	PendingApproval	4/9/2018	\$0.00	\$187.09

APPROVE & CLOSE | REJECT SELECTED

H. To view transaction and/or receipt details for an expense report, click on the **Details** or **Receipt** icon next to the expense report in question.

Manage Expense Reports [?]

Expense Reports | Unattached Transactions | Search Expense Reports

Unassigned [?]

No reports found.

TAKE OWNERSHIP

For Your Approval [?]

	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0006184954	OFFICE CHECK OUT 2	December 2017 OCO#2	PendingApproval	4/9/2018	\$0.00	\$477.78
<input type="checkbox"/>	...			0006186308	OFFICE CHECK OUT 1	December 2017 OCO#1	PendingApproval	4/9/2018	\$0.00	\$523.46
<input type="checkbox"/>	...			0006186315	OFFICE CHECK OUT 1	January 2018 OCO#1	PendingApproval	4/9/2018	\$0.00	\$187.09

APPROVE & CLOSE | REJECT SELECTED

- I. The individual transactions on the expense report will appear at the bottom of the screen.
- J. Approvers may alter transaction allocation codes, descriptions, receipt status, and PO#s on this screen.
 1. For detailed information on allocation of transactions, see guide 405.202G2: University Credit Cards: Cardholder Duties.
 2. Only the account numbers and budget lines assigned to the cardholder affiliated with the expense report may be used. Account numbers and budget lines outside the cardholder's purview will be rejected by the system.
- K. Be sure to **save** any changes made to the transactions.

Step 3. Manage Receipts
Step 4. Finalize Report (?)

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

Expense Report Name: December 2017 OCO#2

Account: OFFICE CHECK OUT 2 (448563*****1579)

Description:

Destination:

Dates: 12/1/2017 - 12/29/2017

Grand Total: \$477.78


Reimbursable Total: \$0.00


Receipt Attached: Yes

Action: (7)

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Account Number	Budget Line	Receipt	PO #
<input type="checkbox"/>	⊖		⋮	12/15/2017	12/13/2017	\$36.00	HOBBY-LOBBY #0073	Christie Garrison - Paint supplies for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>	⊖		⋮	12/16/2017	12/15/2017	\$44.00	NATIONAL ART SHOP	Christie Garrison - Plexiglass for wedding expo booth window.	27174532221	23000	Y	
<input type="checkbox"/>	⊖	🗑️	⋮	12/18/2017	12/15/2017	\$85.03	THE HOME DEPOT #3012	Christie Garrison - Flooring and cube stands for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>	⊖		⋮	12/20/2017	12/19/2017	\$216.52	CRESTLINE SPECIALTIES	Christie Garrison - Promotional pens for wedding expo.	27174532221	23000	Y	
<input type="checkbox"/>	⊖	🗑️	⋮	12/21/2017	12/20/2017	\$67.28	LOWES #00733	Christie Garrison - Lumbar, trim, foam insulation, hardware for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>	⊖		⋮	12/26/2017	12/21/2017	\$29.95	HOBBY-LOBBY #0032	Christie Garrison - Paint and decor for wedding expo booth.	27174532221	23000	Y	




L. To view receipts attached to a statement, click the expansion arrow for **Step 3: Manage Receipts**.





















Step 3: Manage Receipts 


Step 4: Finalize Report 

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

Expense Report Name: December 2017 OCO#2
 Account: OFFICE CHECK OUT 2 (448563*****1579)
 Description:
 Destination:
 Dates: 12/1/2017 - 12/29/2017
 Grand Total: \$477.78
 Reimbursable Total: \$0.00
 Receipt Attached: Yes

Action: [7]   
















<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Account Number	Budget Line	Receipt	PO #
<input type="checkbox"/>			 	12/15/2017	12/13/2017	\$36.00	HOBBY-LOBBY #0073	Christie Garrison - Paint supplies for wedding expo booth.	27174532221	23000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			 	12/18/2017	12/15/2017	\$44.00	NATIONAL ART SHOP	Christie Garrison - Plexiglass for wedding expo booth window.	27174532221	23000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			 	12/18/2017	12/15/2017	\$85.03	THE HOME DEPOT #3012	Christie Garrison - Flooring and cube stands for wedding expo booth.	27174532221	23000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			 	12/20/2017	12/19/2017	\$216.52	CRESTLINE SPECIALTIES	Christie Garrison - Promotional pens for wedding expo.	27174532221	23000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			 	12/21/2017	12/20/2017	\$67.28	LOWES #00733	Christie Garrison - Lumber, trim, foam insulation, hardware for wedding expo booth.	27174532221	23000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>			 	12/26/2017	12/21/2017	\$28.95	HOBBY-LOBBY #0032	Christie Garrison - Paint and decor for wedding expo booth.	27174532221	23000	<input checked="" type="checkbox"/>	

Step 3: Manage Receipts 

Available Receipts **Upload Receipts**

Unattached Receipts
There are no unattached receipts available.

Attached Receipts

Actions	Image	Attached To	Description
   		Expense Report	December 2017 OCO#2_Receipt#1.pdf
   		Expense Report	December 2017 OCO#2_Receipt#2.pdf
   		Expense Report	December 2017 OCO#2_Receipt#3.pdf

M. To view the receipt image, click on the Download icon.

Step 3: Manage Receipts

Available Receipts
Upload Receipts

Unattached Receipts

There are no unattached receipts available.

Attached Receipts

	Actions	Image	Attached To	Description
		Expense Report	December 2017 OCO#2_Receipt#1.pdf	
		Expense Report	December 2017 OCO#2_Receipt#2.pdf	
		Expense Report	December 2017 OCO#2_Receipt#3.pdf	

N. Download and view receipts until you are satisfied with the accuracy and appropriateness of all charges.

The screenshot shows a web browser window with a downloaded PDF receipt. The receipt is from Hobby Lobby and National Art Shop, Inc. It is dated 12/15/17 and for an amount of \$44.00. The receipt is addressed to Drury University - Admin Services. A signature of Christie L. Garrison is visible at the bottom of the receipt.

O. If you are satisfied that the expense report meets all requirements, you may click on **Approve & Close**.

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Account Number	Budget Line	Receipt	PO #
<input type="checkbox"/>			⋮	12/15/2017	12/13/2017	\$36.00	HOBBY-LOBBY #0073	Christie Garrison - Paint supplies for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>			⋮	12/18/2017	12/15/2017	\$44.00	NATIONAL ART SHOP	Christie Garrison - Plexiglass for wedding expo booth window.	27174532221	23000	Y	
<input type="checkbox"/>			⋮	12/18/2017	12/15/2017	\$85.03	THE HOME DEPOT #3012	Christie Garrison - Flooring and cube stands for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>			⋮	12/20/2017	12/19/2017	\$216.52	CRESTLINE SPECIALTIES	Christie Garrison - Promotional pens for wedding expo.	27174532221	23000	Y	
<input type="checkbox"/>			⋮	12/21/2017	12/20/2017	\$67.28	LOWES #00733	Christie Garrison - Lumber, trim, foam insulation, hardware for wedding expo booth.	27174532221	23000	Y	
<input type="checkbox"/>			⋮	12/26/2017	12/21/2017	\$28.95	HOBBY-LOBBY #0032	Christie Garrison - Paint and decor for wedding expo booth.	27174532221	23000	Y	

P. Click **OK** in the approval pop-up box. No additional comments are necessary.

Approve Expense Report(s) ✕

Note (Optional):

Q. Click **OK** to close the Process Status box.

Process Status ✕

Expense report name	Process Status
December 2017 OCO#2	Processed successfully.

R. You will be directed back to the **For Your Approval** page.

[Manage Expense Reports](#) [?]

[CREATE EXPENSE REPORT](#)

Expense Reports Unattached Transactions Search Expense Reports

Unassigned [?] ▲

No reports found.

[TAKE OWNERSHIP](#)

For Your Approval [?] ▲

<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	***			0006186308	OFFICE CHECK OUT 1	December 2017 OCO#1	PendingApproval	4/9/2018	\$0.00	\$523.46
<input type="checkbox"/>	***			0006186315	OFFICE CHECK OUT 1	January 2018 OCO#1	PendingApproval	4/9/2018	\$0.00	\$187.09

[APPROVE & CLOSE](#) [REJECT SELECTED](#)

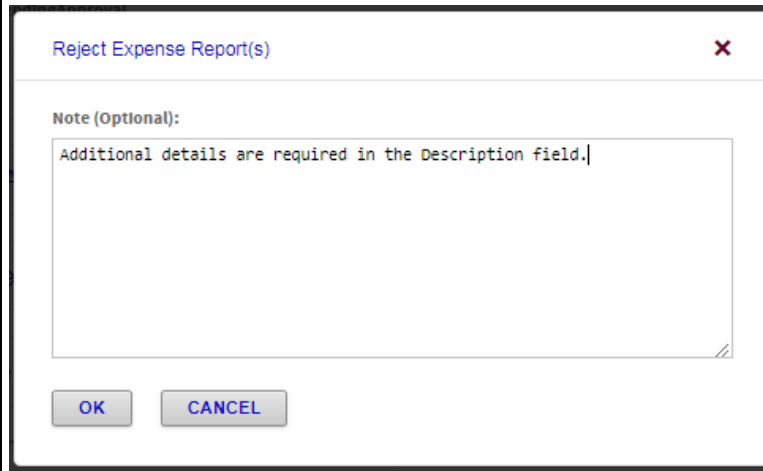
SECTION 5: REJECTION OF A CARDHOLDER STATEMENT/EXPENSE REPORT

- A. If a statement does not meet University or departmental standards, the approver may reject it and return it to the cardholder for correction.
- B. To begin, open the expense report by clicking on the Details or Receipt icon.

- C. Once inside the expense report, click on the **Reject** button at the bottom of the screen.

- D. While the system does not require comments in the Reject Expense Report(s) box, it is impractical not to give instructions to the cardholder on what is required to correct the statement. Provide necessary instructions in the Note field.

E. Click **OK** to submit the rejection.



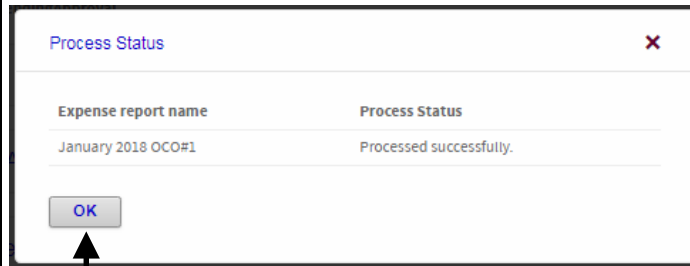
Reject Expense Report(s)

Note (Optional):

Additional details are required in the Description field.

OK CANCEL

F. Click **OK** to close the Process Status box.



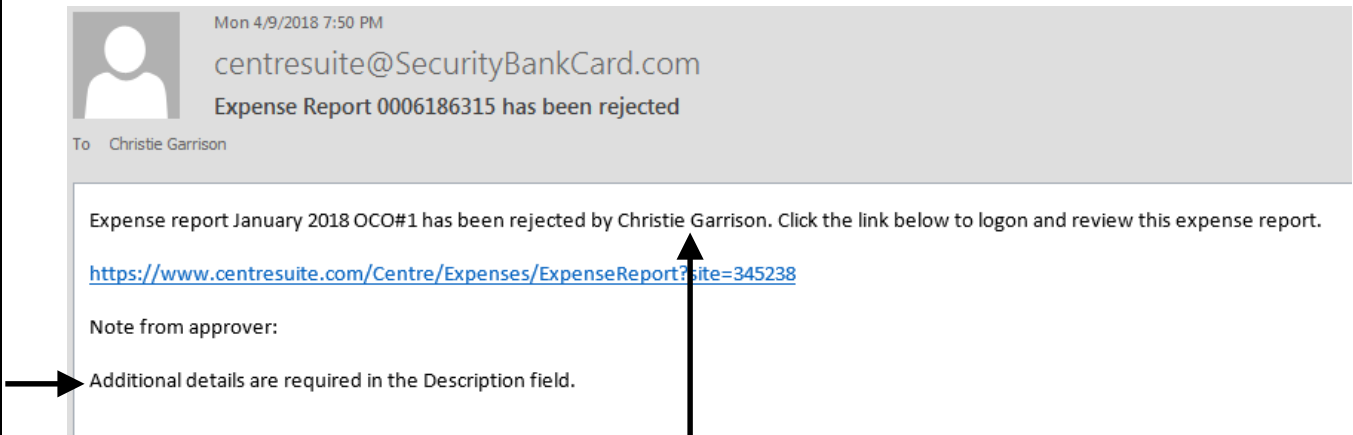
Process Status

Expense report name	Process Status
January 2018 OCO#1	Processed successfully.

OK

G. The cardholder will receive an email notifying them of the expense report rejection. The email will include which approver rejected it (supervisor or Financial Services staff) and what is required to correct the report.

H. The approver will receive a new notification email when the expense report is resubmitted.



Mon 4/9/2018 7:50 PM

centresuite@SecurityBankCard.com

Expense Report 0006186315 has been rejected

To: Christie Garrison

Expense report January 2018 OCO#1 has been rejected by Christie Garrison. Click the link below to logon and review this expense report.

<https://www.centresuite.com/Centre/Expenses/ExpenseReport?site=345238>

Note from approver:

Additional details are required in the Description field.