

CentreSuite Expense Routing Cardholder

USER GUIDE

CentreSuite Expense Routing Cardholder User Guide

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First Time User Log On

1. Go to www.CentreSuite.com/Centre?MTBank. Enter your User ID and password, and then click **Log On**.

2. At first log on, users are required to set their security questions and answers. Select your security questions and answers.

3. Next, carefully read the End Use License Agreement and choose I agree. If you would like to keep a copy for your records, click **Print**.

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Logon

End User License Agreement

You must agree to the following terms and conditions to use this product.

END-USER LICENSE AGREEMENT

**IMPORTANT — READ CAREFULLY
THIS IS A LEGAL DOCUMENT**

TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING "I AGREE" BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).

SECTION 1 DEFINITIONS

The following defined terms shall have the meanings set forth below:

"EULA" shall mean this End-User License Agreement.

"Application(s)" shall mean the computer software programs offered to you over the Internet or Customer's intranet that are accessible by agreeing to this EULA, including any associated media, printed materials, and online or electronic documentation. Your access to the Application(s) and the features available will depend on the arrangement between Provider and Customer, as well as your level of authorized access provided by the Customer's program administrator.

"Customer" shall mean the entity and any of its subsidiaries that entered into agreements with the Financial Institution for the provision of the Application(s) for use by the Customer, as an entity, and by its authorized employees, consultants, and/or other users.

4. You are then asked to change your password. Enter your old password and choose a new password. Then click **Submit**.

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Logon

Additional Information

Your password has expired or been reset. You must update your password in order to log on.

Please enter a new password

Old password

New password

Confirm new password


Password hint

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Supported Browsers: Microsoft Windows version of Internet Explorer 7.0 or 8.0


Password Hint:
Your new password must

- ▶ contain a minimum of 7 and maximum of 25 characters
- ▶ contain both a lower case AND upper case letter
- ▶ contain a numerical value



**VeriSign
Trusted**
VERIFY
ABOUT TRUST ONLINE

5. Your password has been successfully changed. Click **Ok** to begin using CentreSuite.




Logon

Additional Information	Password Confirmation
Forgot your password? Unlock/Reset password? Not registered?	Your password has been changed. <input type="button" value="OK"/>

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Supported Browsers: Microsoft Windows version of Internet Explorer 7.0 or 8.0



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Quick Links from your Home Screen

On CentreSuite's home screen you can find links to assist you in completing tasks quickly. Depending on your security profile and site setup you may have some or all of the links below.

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HOME Statements Accounts Reports Expenses Administration Help LOG OFF

Welcome Jane Doe You last logged in on: 08 December 2011 1:01 PM MST

My Accounts	
Account Number	448538*****4905 (DIVERSION)
Credit Limit	\$10.00
Last Transaction Posted	No transactions have been posted
Transactions to Report	None

My Messages	
TO REPORT A CARD LOST OR STOLEN OR TO DISPUTE A TRANSACTION:	
To report a card lost or stolen, or to dispute a transaction, please contact Commercial Card Customer Service at 1-800-443-8671. Thank you.	

My Tasks	
Review and Report Expenses	
Review Transactions to Report	
Create Expense Report	
Manage Expense Reports	
For Your Approval	(7)
In Progress	(1)
Recently Approved	(0)

Update User Information	
Edit Password	
Edit Personal Information	
Manage Alerts	

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My Tasks

- Clicking Review Transactions to Report will allow you to pull up your transactions that have not been attached to an expense report.
- Clicking Create Expense Report will allow you to quickly create and submit an expense report.
- Clicking Manage Expense Reports for your Approval will allow you to review and approve or reject expense reports that are waiting for your review.
- Clicking Manage Expense Reports in Progress will allow you to review your own un-submitted Expense Reports.
- Clicking Manage Expense Reports Recently Approved will allow you to review your own Expense Reports that were recently approved.

Update User Information

- Clicking Edit Password will allow you to change your password and setup a new password hint.
- Clicking Edit Personal Information will allow you to make changes to the first name, last name, and email address associated with your User Id. This will only change the information associated with your CentreSuite ID, not your card account.
- Clicking Manage Alerts will allow you to manage and subscribe to email alerts.

Statements

As a CentreSuite user you can perform some or all of the tasks listed in the following section. **Depending on your organization's system settings or your permissions, one or more tasks may be disabled.**

Note: The information available in the statements module is not available in real-time until after the first cycle of the account.

Available Features

View Account Summary

View Account Activity

View Statements

The Account Summary Tab allows you to review activity on your account since the last statement as well as a summary of your last statement.

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HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity

My Account Activity

Account Summary Account Activity View Statements

Activity Since Last Statement:		Summary of Last Statement: (Statement Date 11/30/2011)	
Transaction Activity:		Transaction Activity:	
Purchases	\$0.00	Purchases	\$0.00
Cash advances	\$0.00	Cash advances	\$0.00
Current balance	\$0.00	Statement balance	\$5.99
Credit limit	\$100.00		
Available to spend	\$100.00		

The current balance amount includes cash advances.

End of Account Activity

The Account Activity Tab allows you to view a list of transactions for a chosen statement cycle. Transactions are available for download in the following formats:

- Microsoft Money (.ofx)
- Quicken (.qif)
- Quickbooks Desktop Version (.iif)
- Quickbooks Desktop Version (.qbo)
- Tab delimited
- Comma delimited
- Excel

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HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity

My Account Activity

Account Summary **Account Activity** View Statements

Statement cycle: 9/30/2011 Download Transactions: Select download format Download All Print This Page

Post Date	Transaction Date	Merchant	Location	MCC	MCC Description	Original Amount	Currency Desc	Conversion Rate	Billed Amount	Memo?
9/14/2011	9/13/2011	TOMPAC PACKAGING INC	STRATFORD CT 6615	5999	Miscellaneous and Specialty Retail Stores	2.50	US Dollar (840)	1.0	2.50	
9/14/2011	9/13/2011	TOMPAC PACKAGING INC	STRATFORD CT 6615	5999	Miscellaneous and Specialty Retail Stores	-2.50	US Dollar (840)	1.0	-2.50	
9/22/2011	9/21/2011	VISHNER ASSOCIATES TEST	BUFFALO NY 14203	7399	Business Services-Not Elsewhere Classified	6.48	US Dollar (840)	1.0	6.48	
9/22/2011	9/21/2011	VISHNER ASSOCIATES TEST	BUFFALO NY 0	7399	Business Services-Not Elsewhere Classified	-6.48	US Dollar (840)	1.0	-6.48	

Billing Currency: US Dollar

End of Account Activity

The **View Statements Tab** allows you to view up to 6 months of statements. Click on the pdf icon next to a statement date to view and print statements.

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HOME Statements Accounts Reports Expenses Help LOG OFF

Statements > Account Activity

My Account Activity

Account Summary Account Activity **View Statements**

To view a statement, click the statement's icon.

Statement(s)

- Friday, September 30, 2011
- Wednesday, August 31, 2011

To view a statement, you must first have Adobe Acrobat Reader installed. You can download Acrobat Reader for free from Adobe's web site.

End of Account Activity

Creating and Submitting an Expense Report

Log on to CentreSuite at www.CentreSuite.com/Centre?MTBank. The home page appears. To begin creating your expense report, click the **Create Expense Report** link under My Tasks.

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HOME Statements Accounts Reports Expenses Help LOG OFF

Welcome MICHAEL MILLER You last logged in on: 19 December 2011 2:23 PM MST

My Accounts	
Account Number	448538*****1381 (MICHAEL MILLER)
Credit Limit	\$0.00
Last Transaction Posted	\$15.99 12/6/2011
Transactions to Report	1 (\$15.99)

My Messages

TO REPORT A CARD LOST OR STOLEN OR TO DISPUTE A TRANSACTION:
To report a card lost or stolen, or to dispute a transaction, please contact Commercial Card Customer Service at 1-800-443-8671. Thank you.

My Tasks

Review and Report Expenses
[Review Transactions to Report](#)
[Create Expense Report](#)

Manage Expense Reports
[In Progress](#) (4)
[Recently Approved](#) (0)

Update User Information
[Edit Password](#)
[Edit Personal Information](#)
[Manage Alerts](#)

[Terms & Conditions](#) and [Privacy Policy](#)

Step 1 – Define General Report Information

Define the General Report Information. Enter the report name and description if desired. Select your date range or choose a custom date range. To automatically attach all transactions for the date range you selected, click “Auto-Attach Transactions”. Click **Next**.

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HOME Statements Accounts Reports Expenses Help LOG OFF

Expenses > Expense Reports

Create Expense Report Save Cancel

Expense report for: MICHAEL MILLER (448538*****1381)

Step 1: Define General Report Information

Define the general information for the expense report.

* Expense Report Name

* Account: MICHAEL MILLER (448538*****1381)

Description

Destination

* Date Range Start date: End date:

Auto-attach transactions

End of Page Save Cancel

Step 2 – Attach Additional Transactions

In Step 2 you have the option to attach additional unassigned transactions and remove any transactions that should not be included on the report.

To attach additional unassigned transactions, select a date range and click **Search**.

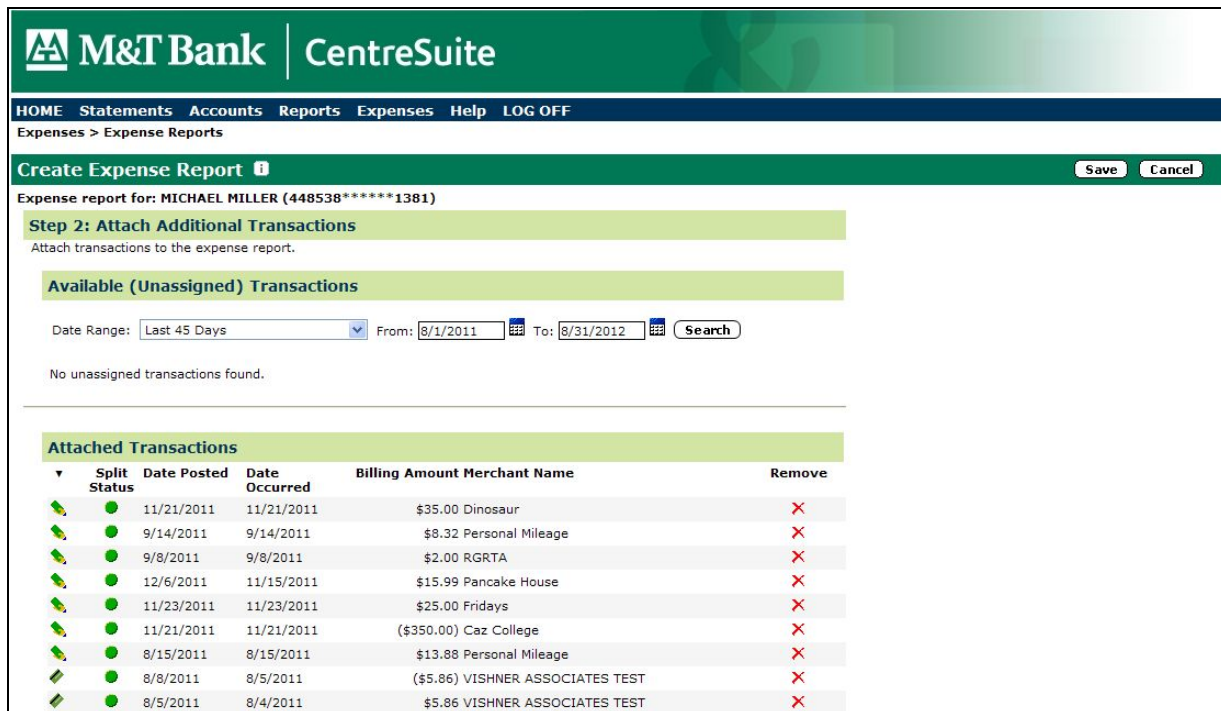
To remove a transaction, click the red **X** to delete these from the expense report.

Note: If you remove a transaction from the report, it will remain in your list of unattached transactions to attach to an expense report.

Click **Next** to go to step 3 and add Out of Pocket Transactions if your organization has Out of Pocket Transactions enabled.

OR

Click **Finalize and Submit Report** to skip Step 3 and go to Step 4 of the expense report process.



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HOME Statements Accounts Reports Expenses Help LOG OFF

Expenses > Expense Reports

Create Expense Report **Save** **Cancel**

Expense report for: MICHAEL MILLER (448538*****1381)

Step 2: Attach Additional Transactions
Attach transactions to the expense report.

Available (Unassigned) Transactions

Date Range: Last 45 Days From: 8/1/2011 To: 8/31/2012 **Search**

No unassigned transactions found.

Attached Transactions

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Remove
	11/21/2011	11/21/2011	\$35.00	Dinosaur	
	9/14/2011	9/14/2011	\$8.32	Personal Mileage	
	9/8/2011	9/8/2011	\$2.00	RGRTA	
	12/6/2011	11/15/2011	\$15.99	Pancake House	
	11/23/2011	11/23/2011	\$25.00	Fridays	
	11/21/2011	11/21/2011	(\$350.00)	Caz College	
	8/15/2011	8/15/2011	\$13.88	Personal Mileage	
	8/8/2011	8/5/2011	(\$5.86)	VISHNER ASSOCIATES TEST	
	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	

Step 3 – Create Out of Pocket Transactions

If your organization has Out of Pocket Transactions enabled, you can enter them in step 3.

Step 3 allows you to add out of pocket transactions to the expense report. Click the **Add** button to add out of pocket transactions including Meals, Lodging, Transportation, Other, or Personal Mileage. If you have more than 1 out of pocket transaction, you can add several rows at once by entering a number greater than 1 in the Add Row field. Click **Finalize and Submit Report** when you are done adding out of pocket transactions.

Step 4 – Finalize Report

At the last step of the expense report, you can:

- Review and edit all of the information that was entered
- Allocate transactions to the appropriate allocation codes (i.e. GL or accounting codes)
- Split transactions
- Add Digital Receipts if your organization has Receipt Imaging enabled
- Submit your Expense Report to the appropriate approver.

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete
<input type="checkbox"/>	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7		X	

Allocating Transactions

In Step 4 of the Expense Report process, you can allocate transactions.

Transactions can be allocated based on your company's unique accounting or general ledger codes.


Examples of allocation codes include cost centers, regions, company codes, and departments.

The screen below is an example of a list of transactions and sample allocation codes.

Please note that your organization's screen will look different based on your unique allocation codes. In this example, transactions must be allocated to BR / CNTR and Expense Type.

Action: <input type="text" value="Select"/> <input type="button" value="Go"/> <input type="button" value="i"/>											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/8/2011	8/5/2011	(\$5.86)	VISHNER ASSOCIATES TEST	Credit	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/15/2011	8/15/2011	\$13.88	Personal Mileage	Taxi to airport	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/23/2011	8/23/2011	\$8.32	Personal Mileage	Taxi Ride to Airport	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/8/2011	9/8/2011	\$2.00	RGRTA	bus fare	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/14/2011	9/14/2011	\$8.32	Personal Mileage	Traveling to Buffalo	12345678	9	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	\$35.00	Dinosaur	Meal with alumni	98765432	1	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	(\$350.00)	Caz College	cash advance	98765432	1	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/23/2011	11/23/2011	\$25.00	Fridays	Cash paid for meal	98765432	1	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/6/2011	11/15/2011	\$15.99	Pancake House	Breakfast with customer	98765432	1	<input type="button" value="Detail"/>	<input type="button" value="Remove"/>	<input type="button" value="Delete"/>

You can allocate transactions by entering the appropriate information into the boxes next to each transaction.

If your organization has default allocation codes enabled, you can click the ellipsis icon  next to each box for a list of valid allocation codes. The pop up box below appears. Here you can search for valid allocation codes by valid code or code description. Select the appropriate code by clicking the radio button next to it. Then click ok.

Select

Search by:

Search for:

Valid Code	Description
<input type="radio"/>	8202 BUFFALO RD REPAIRS AND MAINTENANCE
<input type="radio"/>	8205 MAINTENANCE DEPARTMENT
<input type="radio"/>	8206 WINSHIP ADMIN REPAIRS AND MAINTENANCE CONTRACTS
<input type="radio"/>	8210 LAWN MAINTENANCE
<input type="radio"/>	8211 WINSHIP ADMIN LAWN MAINTENANCE
<input type="radio"/>	8212 WINSHIP CRP LAWN MAINTENANCE
<input type="radio"/>	8220 SNOW REMOVAL
<input type="radio"/>	8221 BUFFALO ROAD SNOW REMOVAL
<input type="radio"/>	8222 WINSHIP CRP SNOW REMOVAL

Page: of 2

Displaying page 1 of 2, items 1 to 100 of 119.

You can also batch-allocate multiple transactions by placing a checkmark in the box to the left of the transactions. Then choose the “Allocate” action from the Action dropdown.

Action: <input type="text" value="Select"/> <input type="button" value="Go"/> <input type="button" value="i"/>												
<input type="checkbox"/>	<input type="checkbox"/>	Split Status	Date Posted ▲	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/8/2011	8/5/2011	(\$5.86)	VISHNER ASSOCIATES TEST	Credit	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/15/2011	8/15/2011	\$13.88	Personal Mileage	Taxi to airport	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/23/2011	8/23/2011	\$8.32	Personal Mileage	Taxi Ride to Airport	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/8/2011	9/8/2011	\$2.00	RGRTA	bus fare	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/14/2011	9/14/2011	\$8.32	Personal Mileage	Traveling to Buffalo	12345678	9		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	\$35.00	Dinosaur	Meal with alumni	98765432	1		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	(\$350.00)	Caz College	cash advance	98765432	1		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/23/2011	11/23/2011	\$25.00	Fridays	Cash paid for meal	98765432	1		<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/6/2011	11/15/2011	\$15.99	Pancake House	Breakfast with customer	98765432	1		<input type="checkbox"/>	<input type="checkbox"/>

The batch allocation pop up window appears.

Batch Allocation


Transactions selected: 3

Description	BR / CNTR	Expense Type
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Enter the appropriate allocation codes for the selected transactions. Then click **Save**. The allocation code that you enter here will be applied to all of the selected transactions.

Splitting Transactions

By splitting a transaction, you can allocate it to more than 1 allocation code (such as sharing the cost of a transaction between 2 departments).

1. On the transaction list, click on the green split icon  next to the transaction.

Action: *i*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>i</i>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/8/2011	8/5/2011	(\$5.86)	VISHNER ASSOCIATES TEST	Credit	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/15/2011	8/15/2011	\$13.88	Personal Mileage	Taxi to airport	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/23/2011	8/23/2011	\$8.32	Personal Mileage	Taxi Ride to Airport	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/24/2011	8/24/2011	\$5.55	Personal Mileage	Taxi	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/8/2011	9/8/2011	\$2.00	RGRTA	bus fare	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9/14/2011	9/14/2011	\$8.32	Personal Mileage	Traveling to Buffalo	12345678	9	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	\$35.00	Dinosaur	Meal with alumni	98765432	1	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/21/2011	11/21/2011	(\$350.00)	Caz College	cash advance	98765432	1	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/23/2011	11/23/2011	\$25.00	Fridays	Cash paid for meal	98765432	1	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	12/6/2011	11/15/2011	\$15.99	Pancake House	Breakfast with customer	98765432	1	<i>i</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The split transaction screen appears. Here you can select the percentage or split amount and enter the appropriate allocation codes.

Split Transaction *i* *i* *i*

Date Posted: 8/5/2011 Date Occurred: 8/4/2011 Billing Amount: \$5.86 Merchant Name: VISHNER ASSOCIATES TEST

Method: Split by amount Split by percent *i*

Number of splits: 2 Add splits: *i*

Split Detail *i* **Running total: \$5.86** **Balance remaining: \$0.00**

Description	Personal	Disputed	Mapped	Split Percent	Split Amount	BR / CNTR	Expense Type
Test Transaction	<input type="checkbox"/>	<input type="checkbox"/>	No	50.00 %	2.93	12345678	7 <i>i</i>
Test Transaction	<input type="checkbox"/>	<input type="checkbox"/>	No	50.00 %	2.93	12345678	7 <i>i</i>

End of Split Transaction

2. If you need more than 2 splits, you can add additional splits by entering a number in the “Add splits” box. Then click **Go**. By clicking split equally, your transaction will be split equally across all split lines.
3. When you are finished splitting the transaction, click **Save and Return**.

Adding Digital Receipts

If your organization has **Receipt Imaging** enabled, you will have the option to upload a receipt and attach it to the expense report.

1. To add a receipt, click on **Manage Receipts** under Step 4.

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Expenses > Expense Reports

Edit Expense Report

Expense report for: MICHAEL MILLER (448538*****1381)
 Expense Report ID: 0001215507
 Current Report Status: Unsubmitted

Step 1: Update General Report Information

Step 2: Attach Additional Transactions

Step 3: Create Additional Out-of-Pocket Transactions

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: Demo Report
 Account: MICHAEL MILLER (448538*****1381)
 Description:
 Destination:
 Dates: 8/1/2011 - 8/31/2012
Grand Total: (\$230.39)
Reimbursable Total: (\$230.39)
 Receipt Attached: No

Action:

Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete
<input type="checkbox"/>	8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7		<input type="button" value="X"/>	

The Manage Receipts pop up window appears.

Manage Receipts

There are no receipts attached to this expense report. Please click on the Browse button to add a receipt.

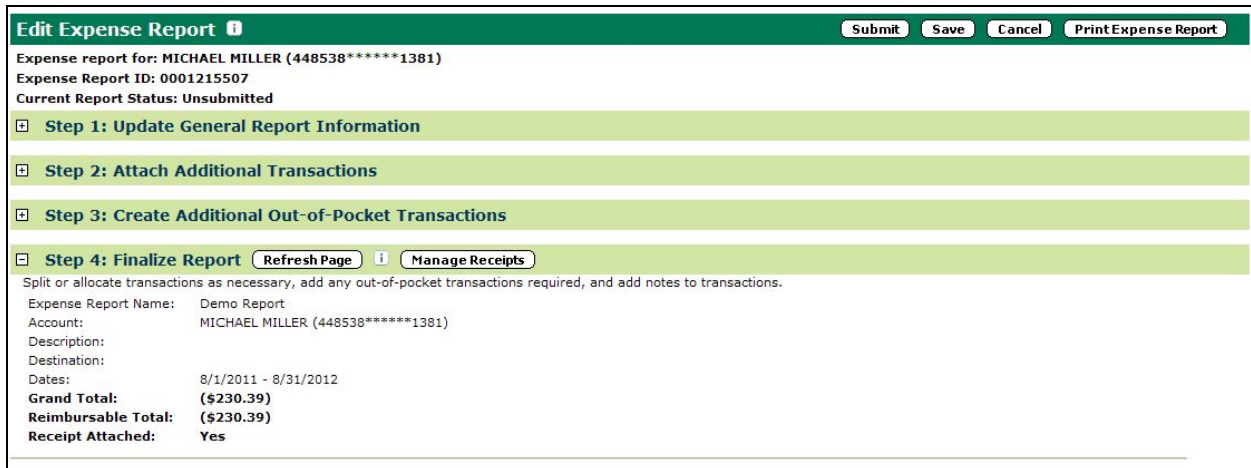
Supported file types: .pdf, .jpeg, .tiff, .gif, and .png. Each file must be less than 5 megabytes.

Description:

- CentreSuite allows you to upload one or more digital receipt files in pdf, jpeg, tif, gif, and png format. Click on browse and locate the receipt file on your local drive. Add a description if desired and click **Add Receipt**.



3. You will see the file added to the list. Click **Done**. You will return to the last step of the expense report. The expense report will now show a “Yes” next to “Receipt Attached”.



Submitting the Expense Report to your approver

Once you are ready to submit the expense report, click on **Submit** at the top.

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 Account: MICHAEL MILLER (448538*****1381)
 Description:
 Destination:
 Dates: 8/1/2011 - 8/31/2012
 Grand Total: (\$230.39)
 Reimbursable Total: (\$230.39)
 Receipt Attached: Yes

Action:

<input type="checkbox"/>	<input type="checkbox"/>	Split Status	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	BR / CNTR	Expense Type	Detail	Remove	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>		8/5/2011	8/4/2011	\$5.86	VISHNER ASSOCIATES TEST	Test Transaction	12345678	7		<input type="button" value="X"/>	

When the Submit Expense Report pop up box appears, submit your report to the appropriate approver listed by placing a checkmark in the check box, adding a note if desired, and clicking **Submit**.

Submit Expense Report

Select Approver(s)

User Name	Business Unit	Approver Type
<input type="checkbox"/> Jane Doe	DEMO COMPANY	Final Approver

Note (optional):

Note: If you are unable to finish and submit your expense report, you can save the report and leave CentreSuite to finish the report at a later time. Click Save at the top of the screen.

You will find your saved and un-submitted expense reports in your "In Progress" reports list. You can access these from your homepage link or from the Expenses menu.

Managing Expense Reports

To manage Expense Reports, click on **Manage Expense Reports** in the Expenses menu or follow one of the links from your home screen.

Cardholders can view In Progress reports, Recently Approved reports, and Rejected Reports.

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Expenses > Manage Expense Reports

Manage Expense Reports Create Expense Report

Expense Reports Unattached Transactions Search Expense Reports

In Progress

Detail	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Originator	Current Status	Current Status Date	Reimbursable Total	Grand Total
			0001215507	MICHAEL MILLER	Demo Report	MICHAEL MILLER	Pending Approval	1/24/2012	(\$230.39)	(\$230.39)
			0001127586	MICHAEL MILLER	Testing 2	MICHAEL MILLER	Pending Approval	11/15/2011	\$2.79	\$2.79
			0001104343	MICHAEL MILLER	Test Report	MICHAEL MILLER	Pending Approval	10/27/2011	\$13.88	\$13.88

Submit Selected Delete Selected

Recently Approved

No reports found.

End of Manage Expense Reports

In Progress Expense Reports

In Progress Expense Reports include un-submitted expense reports and submitted reports that are pending approval. You can access these expense reports from the home page link or the Expenses Module.

Recently approved Expense Reports

You can access your expense reports that were recently approved from your home page link or the Expenses Module.

Rejected Expense Reports

You can access your expense reports that were recently rejected from your home page link or the Expenses Module.

User Self Registration

If you need to self register to begin using CentreSuite, follow the steps below.

Note: When a user self-registers, the default profile is set to Account Holder. If another profile is required, the Organization Administrator should be contacted.

1. Go to www.CentreSuite.com/Centre?MTBank. Click on **Not registered?**.

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Additional Information

[Forgot your password?](#)
[Unlock/Reset password?](#)
[Not registered?](#)

Enter credentials

User ID

Password

Language
English (United States) ▼

Log On

[Terms & Conditions](#) and [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 7.0 or 8.0

VeriSign Trusted
VERIFY
ABOUT TRUST ONLINE


2. The following screen will appear. When all fields are completely filled in, click **Submit**.

- Next you will be prompted to change your temporary password. After you complete all fields, click **Submit**.

Password Hint:
Your new password must

- ▶ contain a minimum of 7 and maximum of 25 characters
- ▶ contain both a lower case AND upper case letter
- ▶ contain a numerical value

- You will receive a message that your password has been successfully changed.




Logon

Additional Information	Password Confirmation
Forgot your password? Unlock/Reset password? Not registered?	Your password has been changed. <input type="button" value="OK"/>

[Terms & Conditions](#) and [Privacy Policy](#)

Supported Browsers: Microsoft Windows version of Internet Explorer 7.0 or 8.0



ABOUT TRUST ONLINE

CentreSuite Help

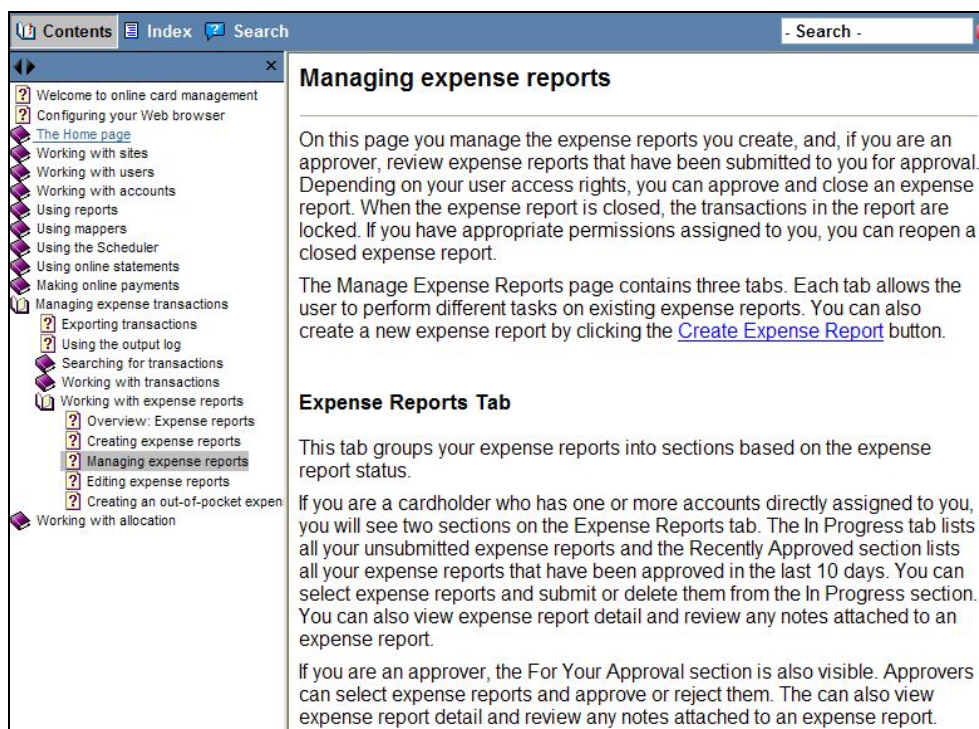
There are a variety of Help options available in CentreSuite.

1. The Information Icon

Throughout CentreSuite you will see small “i” icons. When you hover your mouse over these icons, a brief explanation of the field or function will appear.

2. Help on This Page

If you require a more detailed explanation or help in CentreSuite, use the Help on This Page tool in the Help Menu. This will open another window with a detailed description of the functionality on the page you are on. If you do not find what you are looking for, you can search the Index for more information.



3. Your Program Administrator

If you are locked out of CentreSuite or have questions about using CentreSuite, please contact your Program Administrator.

Helpful Hints

What is the M&T Bank Customer Service Telephone Number?

800-443-8671

Which Internet Browsers are supported by CentreSuite?

CentreSuite certifies its product to interface with Internet Explorer 7 and 8. CentreSuite is neither certified nor supported on Mac OS. In order to avoid compatibility issues with CentreSuite, please upgrade your Web browser to Internet Explorer 7 or 8.

Will a pop-up blocker cause any items not to be displayed?

Yes, we suggest that your organization enable pop-ups from www.centresuite.com.

Hitting the browser "BACK" button will not always work. What is your recommendation for the best way to move back through screens?

We do not recommend using the "BACK" button in any of the screens in CentreSuite. Always use the "Previous" buttons in CentreSuite navigation.

Will CentreSuite "time out" if I do not logout and haven't used it for a while?

Yes, CentreSuite times out after 15 minutes of inactivity.

How often will the system require a password change?

90 Days

What do I do when I log on and one of the following messages is displayed?

Account is locked = Contact your Program Administrator to unlock and/or reset the password. Incorrectly entering the password three times will lock the account.

Invalid User ID = Enter correct user ID or contact the Program Administrator for your user ID.

Invalid Password = Enter the correct password, request a password hint, or contact the Program Administrator

Password Hint

Your CentreSuite password must:

- Contain a minimum of 7 and maximum of 25 characters
- Contain both a lower case AND upper case letter
- Contain a numerical value

CentreSuite is provided through a third party vendor. Information contained in this document is provided through a third party vendor. M&T Bank is not liable for any inaccurate or incomplete information.



Questions? We are Here to Assist You.

For Commercial Card questions, please contact
your Treasury Management Consultant or call
M&T's Customer Service at:

1-800-443-8671

Monday - Friday 7am to 7pm ET

Saturday 9am to 5pm ET

Commercialcards@mtb.com