CentreSuite Expense Routing
Cardholder User Guide
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First Time User 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.
4. You are then asked to change your password. Enter your old password and choose a new password. Then click Submit.

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

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.

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
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.
Creating and Submitting an Expense Report


![Image of CentreSuite interface](image)

**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**.

![Image of Create Expense Report](image)
**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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**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.
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.

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.
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.

The batch allocation pop up window appears.

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

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.
The Manage Receipts pop up window appears.

2. 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.

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**.

**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.

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?.

2. The following screen will appear. When all fields are completely filled in, click Submit.
3. Next you will be prompted to change your temporary password. After you complete all fields, click Submit.

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

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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