Reviewing and Approving an Expense Report

1. Log on to CentreSuite at www.CentreSuite.com/centre?mtbank. The homepage appears below. To approve expense reports, click the **For Your Approval** link.

![Homepage](image)

2. After you click the link, you will be brought to the page below. From here you can click in the checkbox and click **Approve Selected** to approve without reviewing the report. To review the contents of the report, click the Detail magnifying glass icon. To reject an entire report, click **Reject Selected** at the bottom of your screen. An e-mail will be sent to the user that submitted the report to indicate whether you approved or rejected the report.

![Expense Report Page](image)

**Note:** If an Expense Report has a paper icon with lines in the Receipt column, the report has one or more digital receipts attached to it.

3. While reviewing the report you may edit the coding for any of the transactions. To remove an individual transaction, click the red X at the right side of the screen.
Note: If you remove a transaction from the report, the transaction will remain in the cardholder’s unattached transactions to include in an expense report.

4. After any necessary changes have been made and you are ready to approve the report.

If you are a final approver, click the Approve and Close button to approve the report.
If you are an interim approver, click the Approve and Forward button to submit to the final approver.
Select the final approver from the list of available approvers and add a note if necessary. Then click Submit to finally submit the report.

Managing Expense Reports

1. To view pending and recently completed expense reports you can go to Expenses and click on Manage Expense Reports

2. Under Manage Expense Reports you will see a screen with three folder-tabs: Expense Reports, Unattached Transactions, and Search Expense Reports.

On the Expense Reports tab, you will be able to see reports awaiting your approval, reports in progress, and reports that were recently approved. Recently approved reports are reports that were approved for you in the past 10 days.
For Your Approval = Expense Reports that require your approval.
In Progress = Your own Expense Reports pending submission to your approver.
Recently Approved = Your own Expense Reports that were recently approved by your approver.

5. In the Unattached Transactions tab, you can search for transactions that have not been assigned to an expense report by each cardholder. To do this, first search and select which cardholder you would like to search for.
Then, select the date range of the transactions and click **Search**. The unassigned transactions will appear at the bottom of the page. From here, you have the option to checkmark the transactions and click **Create Expense Report** to attach these to a new expense report.

**Note:** This data is also available in the Expense Unassigned Transactions Report in the reports module.

6. In the **Search Expense Reports** section, you can run a search of all expense reports by cardholder or by company and view the current status as well as the current recipient. To do this, first select your search and select your criteria. Then select the **Report Status** (or leave them all checked to view all) and date range. You can also use the **Search Using** dropdown to filter your results and search based on the date the report was created or the last status date. When you have selected all of your criteria, click **Search** and your results will appear at the bottom of your screen.

**Note:** This data is also available in the **Expense Report Summary** in the reports module.