

Expense Management

With CentreSuite®'s Expense Management module, a variety of users gain a wide range of capabilities to meet their specific business needs.

Flexible, comprehensive expense management

Since different employees and departments need access to the same expense data, you need a flexible and comprehensive solution to effectively manage your organization's commercial card program.

The CentreSuite Expense Management Module offers broad-based functionality by leveraging advanced capabilities for queries, workflows, reports, and exports. Whether a program administrator needs to set up business rules for automatic accounting code allocation, an account holder needs to review Level III line item detail, or a manager needs to review and approve expense reports, user-appropriate features, functions, and data are available.

The Expense Management Module supports key business functions needed for effective expense management with an emphasis on accounting code allocation, expense review and approval, and spend analysis.

Accounting Code Allocation

With the Expense Management Module, your organization can define business rules to automatically assign accounting codes to transactions. As a result, the manual effort it takes to look up the correct codes is eliminated and allocation accuracy is improved. Expense Management accounting code allocation capabilities enable you to:

- Define default allocation rules based on Merchant Category, Card Account, Unit, and point-of-sale
- Define accounting code segments and the order in which they are applied, including cost centers, departments, and other accounting ledger indicators.
- Control manual overrides to automated assignments by providing a list of valid, user-specific accounting codes to select from
- Manually split transactions between multiple accounting codes to help ensure individual expenses incurred by multiple departments or cost centers are accurately allocated and recorded. For example, a single airline ticket can be split between the marketing and sales cost centers
- Achieve seamless integration between CentreSuite and your corporate systems by automatically exporting transactions from the Expense Management module. Program administrators setup and manage exports using the CentreSuite Data Mapping Tool

Split	Details	Posted Date	Transaction Date	Billing Amount	Merchant Name	Description	Co Code	Internal Order #	Cost Center	GL Acct #
<input checked="" type="checkbox"/>	<input type="checkbox"/>	04/11/2017	04/11/2017	\$50.00	SOUTHWEST 524778642535	TRAVEL CUSTOMER TO WYOMING (MONTANA AND WYOMING)				
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2017	04/10/2017	\$20.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2017	04/10/2017	\$20.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2017	04/10/2017	\$8.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/09/2017	04/09/2017	\$50.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/08/2017	04/08/2017	\$175.00	CANTINA GRILL COINC. C.					
<input type="checkbox"/>	<input type="checkbox"/>	04/08/2017	04/08/2017	\$33.00	NEWS & GIFTS					
<input type="checkbox"/>	<input type="checkbox"/>	04/07/2017	04/07/2017	\$80.00	NASHVILLE AIRPORT					
<input type="checkbox"/>	<input type="checkbox"/>	04/06/2017	04/06/2017	\$50.00	CHEVRON 12340000					
<input type="checkbox"/>	<input type="checkbox"/>	04/05/2017	04/05/2017	\$5.00	SENIOR INTERNATIONAL AIRP					
<input type="checkbox"/>	<input type="checkbox"/>	04/05/2017	04/05/2017	\$50.00	HOOROLA MILTON AIRPORT	TRAVEL CUSTOMER TO WYOMING (MONTANA AND WYOMING)				
<input type="checkbox"/>	<input type="checkbox"/>	04/04/2017	04/04/2017	\$20.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/04/2017	04/04/2017	\$20.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/03/2017	04/03/2017	\$4.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/03/2017	04/03/2017	\$90.00	SOUTHWEST 524778642535					
<input type="checkbox"/>	<input type="checkbox"/>	04/01/2017	04/01/2017	\$175.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/01/2017	04/01/2017	\$33.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	04/01/2017	04/01/2017	\$303.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	03/31/2017	03/31/2017	\$25.00	MARRIOTT 30763 FAIRVIEW					
<input type="checkbox"/>	<input type="checkbox"/>	03/29/2017	03/29/2017	\$5.00	CANTINA GRILL COINC. C.					

The transaction view can be tailored to suit your User's needs, the allocation fields are customizable and can be named and ordered to meet your Accounting department needs, your account codes can be downloaded into the system, descriptions can be required and adding receipts to the expense report can be added as well.

Expense Review and Approval

The Expense Management Module enables account holders to review, edit, and submit expenses. It also provides managers with the tools and information necessary to manage all types of card programs. Expense Management review and approval capabilities:

- Allow managers to view all transactions for all of their employees in one search as well as aggregate totals and export data for analysis
- Enable account holders to view all of their own transactions and line item details, enter notes on transactions, review and/or edit accounting codes, and enter out-of-pocket expenses. The account holder can then create an expense report and submit for automatic routing and approval
- Provide insight into expenditures by viewing line item details including Level I, II, and III data. When a merchant captures transaction details (For example: sales tax, hotel folio specifics, descriptions from a retail merchant, segments of an airline trip, etc.) this data is available for searching, viewing, and exporting in Expense Management
- Automate expense approval by routing transactions, with expense reports for approval online. Approvers are automatically notified by email that expenses are ready for their review. Approved expenses are then automatically routed to the next appropriate level, while rejected reports are returned to the submitter for correction. (Once expenses complete the approval process, users can no longer apply edits.)
- Attach electronic receipts with receipt imaging. After scanning or taking a picture of their receipts, cardholders can easily upload receipt images to CentreSuite in various file formats and attach them to expense reports, receipt images travel with expense reports to the appropriate approvers and can be viewed and printed at any time.

Spend Analysis

The Expense Management module provides program administrators, finance personnel, and travel and purchasing managers with extensive spend analysis tools. Expense Management spend analysis tools enable users to:

- Query the database for transactions based on a variety of criteria, format query results for screen viewing, and export results to a desktop or corporate system for further analysis
- Create export files to run automatically on a scheduled basis by using the Expense Management Data Mapping Tool. With this robust tool, users can specify fields and associated lengths and attributes, as well as header, footer, and offset records with the ability to schedule exports to run automatically on a regular basis
- Create, save, and access an unlimited number of custom reports through a simple, straightforward user interface. Users can also save queries so that commonly performed searches can be chosen from a list – thus eliminating the need to recreate the same search

With the Expense Management spend analysis tools, you can rapidly search for transactions with user-defined, pre-determined search criteria.

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