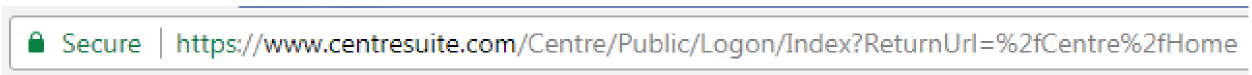
SOPA PA

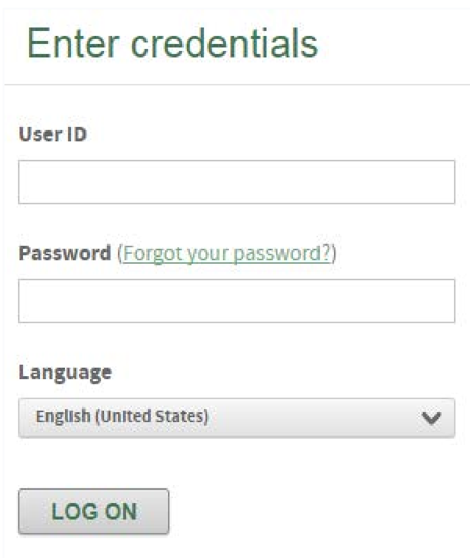
Centre Suite Instructions

To access Centre Suite, please use Google Chrome

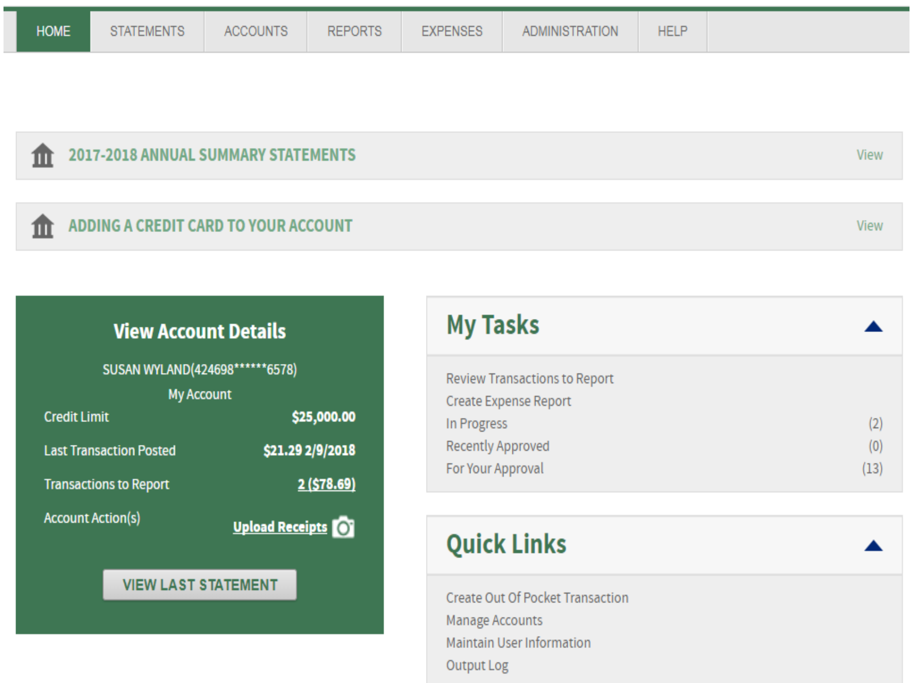
Site address is:



This will take you to the log in page:



Once you log in, you will see this screen:



For explanation of this screen, read below.

My Tasks

The My Tasks section contains the following links. Click these links to access the following pages.

- Review Transactions to Report - Click this link to access the Manage Expense Reports page. The Unattached Transactions tab is selected and you search for transactions that have not been assigned to an expense report.
- You have unattached transactions to report - Click this link to access the Search for Transactions page. You search for unassigned transactions on this page.
- Create Expense Report - Click this link to access the four-step expense report wizard. This wizard guides you through the steps required to create a new expense report.
- In Progress - Click this link to access the Manage Expense Reports page with the Expense Reports tab selected and the In Progress section expanded. All open expense reports you have created are listed.
- Recently Approved - Click this link to access the Manage Expense Reports page with the Expense Reports tab selected and the Recently Approved section expanded. Expense reports that have been approved and closed in the last 10 days.
- For Your Approval (visible for approvers only) - Click this link to access the Manage Expense Reports page with the Expense Reports tab selected and the For Your Approval section expanded. All expense reports requiring your review and approval are listed.
- Unassigned - Click this link to access the Manage Expense Reports page with the Expense Reports tab selected and the Unassigned section expanded. All unassigned expense reports are listed.

We will focus on creating an expense report:

Creating expense reports

You create expense reports to group transactions that have a common purpose. When the expense report is complete, it is submitted for approval. Transactions are attached to an expense report from one account. If you have access to multiple accounts, you must select one for the expense report. You can create and attach out-of-pocket expenses while creating your expense report. Expand the Report History section at the bottom of the page on the final step to review the chronological history of the expense report.

Creating an expense report

You create a new expense report using a multi-step wizard. As you complete the tasks in one step, click **Next** to move to the next step. At any time, you can click **Save** to save the expense report in progress. The unfinished expense report will be listed in the In Progress section of your Manage Expense Reports page . You can open it from there and complete the expense report.

As you complete steps in the expense report wizard, you can navigate back to a previous step by clicking on that step on the navigation bar.

Step 1: Define General Report Information

This step defines the expense report name and allows you to attach a description and destination, if desired. You also specify a date range for transactions. You have the option to automatically attach all transactions found in the specified date range to the expense report. All required fields are marked with an asterisk (*)

1. **Expense Report name** field defaults to your name.
2. Type a description in the **Description** field using this format:

   County Code – Your Name – Month – Year

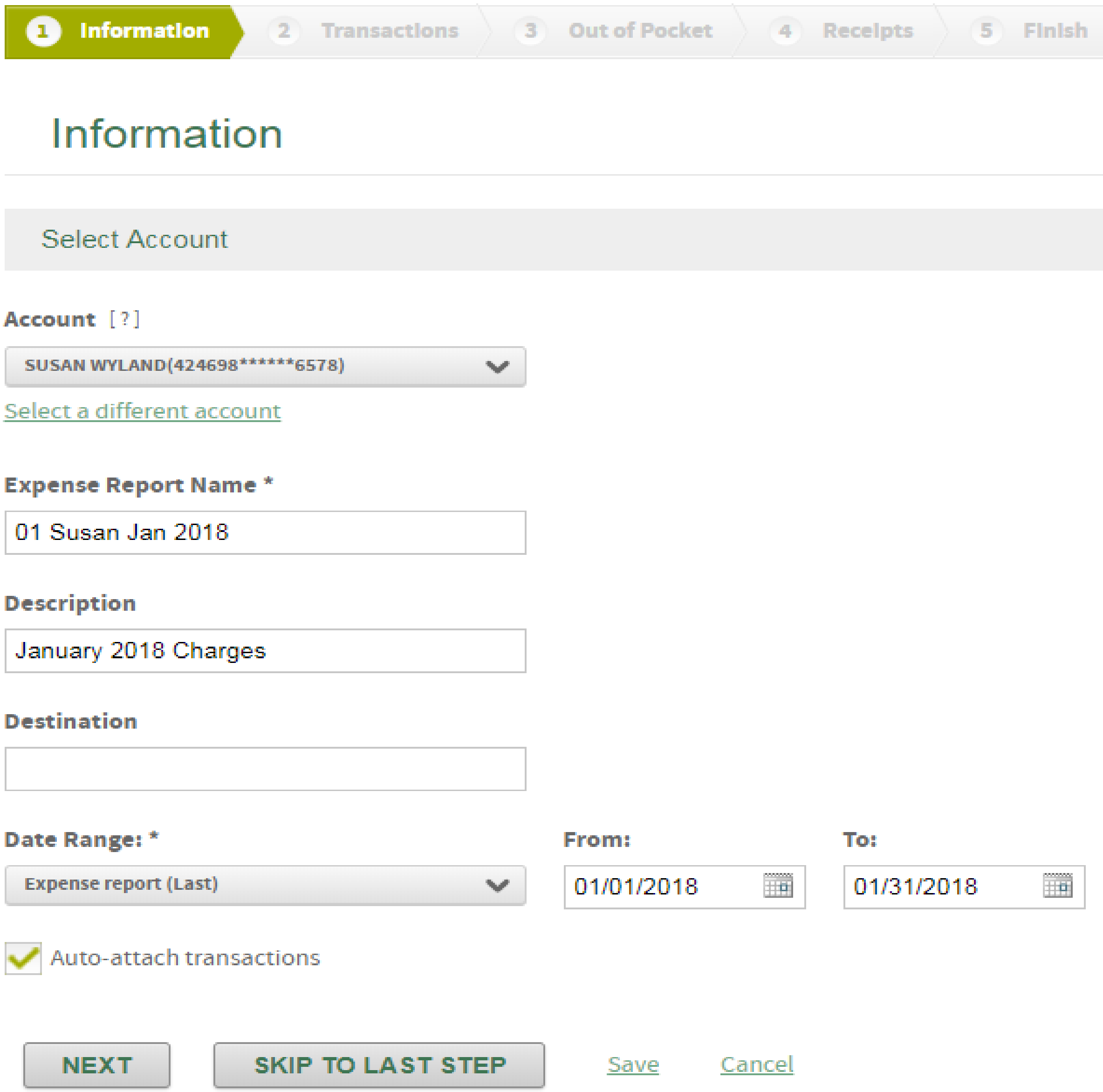
   Eg. 01 Susan Wyland Jan 2018

4. **Destination** field can be left blank.
5. Specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon ( ) to display the calendar controls that let you select a starting and ending date.

Note: always use the first and last days of the month as the date range.

Note: Select Auto-attach transactions to automatically attach all transactions within the specified date range to the expense report. When you proceed to step 2 of the wizard, all transactions within the date range you specified will be attached. You can then specify different date ranges to locate additional transactions.

This is what your screen will look like when it is correctly completed in Step One:



1 Information | 2 Transactions | 3 Out of Pocket | 4 Receipts | 5 Finish

Information

Select Account

Account [?]

SUSAN WYLAND(424698******6578)

Select a different account

Expense Report Name *

01 Susan Jan 2018

Description

January 2018 Charges

Destination

Date Range: *

Expense report (Last)

From:

01/01/2018

To:

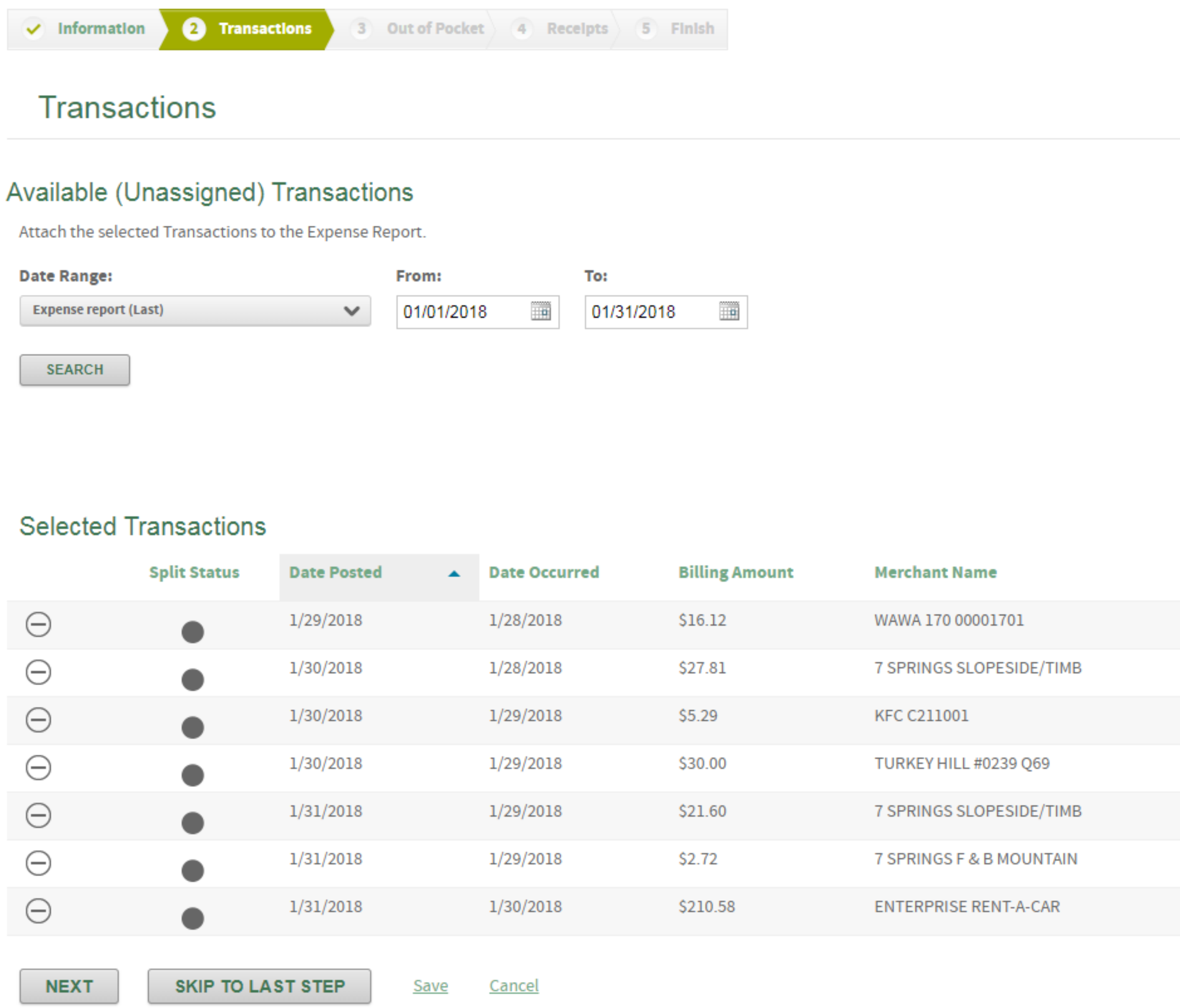
01/31/2018

Auto-attach transactions

NEXT | SKIP TO LAST STEP | Save | Cancel

Click **Next** to proceed to **Step 2: Attach Transactions**, the next step of the wizard.

Step 2: Attach Transactions



This step allows you to search for transactions within a specified date range. Initially, the transactions within the date range you specified in step 1 are listed. If you selected the **Auto-attach transactions** check box in step 1, these transactions are already attached to this expense report. If you did not select this option, the transactions are listed and you choose which transactions you want to attach. You can then search for additional transactions by specifying other date ranges.

1. Select the transactions you want to include in the expense report by selecting the associated check box. The check box at the top of the column selects all transactions. You sort listed transactions by clicking

on the column header to sort ascending by that column. Click the column heading again to sort descending

2. If you want to search for additional transaction outside the initially specified date range, specify a date range by selecting one from the **Date Range** list. You can create a custom range by either typing a date (mm/dd/yyyy) in the **From** and **To** fields or clicking the calendar icon ( ) to display the calendar controls that let you select a starting and ending date.
3. Click **Search**. The available transactions search results updates.
4. Select transactions. The additional selections are listed below in the Attached Transactions section.
5. Continue searching for and attaching transactions, as required. Remember you can remove transactions from the expense report by clicking the remove icon ( ) associated with that transaction. You can also split transactions by clicking the split icon ( ) See *Splitting Transactions*.
    - Click **Skip to Last Step** to open the Finalize Report section which summarizes the report in progress. You can then click **Save** to save the report.
    - Click **Save** to save the report. The report is listed in the In Progress

Step 3: Out of Pocket – not used. Just hit next to go to Receipts.

Step 4: Attach Receipts

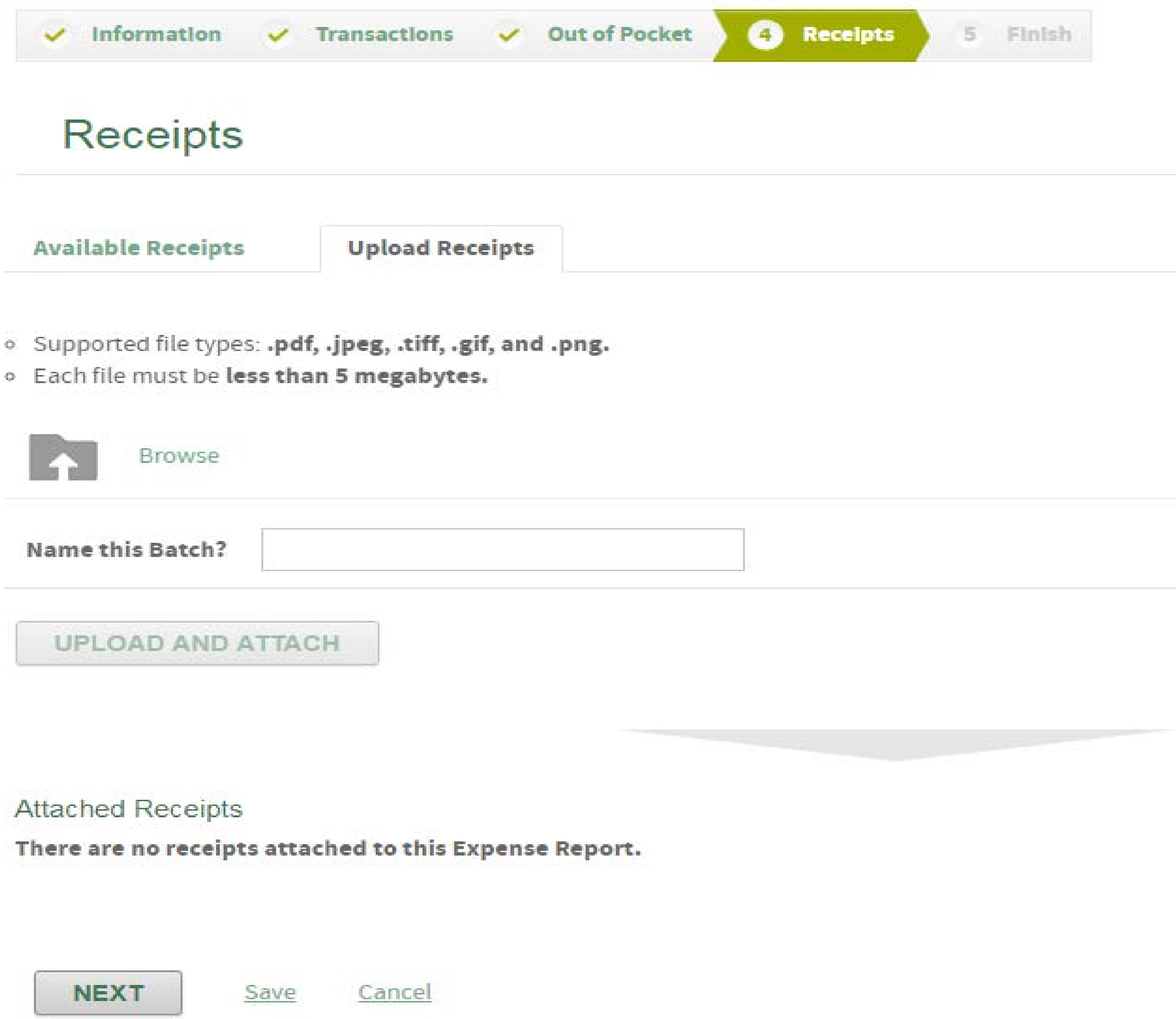
The **Manage Receipts** step is available if your organization requires copies of transaction receipts to be attached to the expense report. When you create an expense report the receipt required icon ( ) will display next to an unsubmitted expense report. Expense reports that have receipts attached display the receipts attached icon ( ). Two tabs will display:**Available Receipts** and **Upload Receipts**. The step opens to **Available Receipts** where you can attach previously uploaded receipts. If you need to upload additional receipts, proceed the following steps.

You create copies of your receipts, save them in one of the five supported file types (.pdf, .jpeg, .tiff, .gif, .png), and store them on your computer.

Note: Many printer/copiers support saving copies in various file formats. Contact your operations or IT department for assistance in creating these and storing them on your computer. Each file must be less than 5 megabytes.

1. Click **Browse**. The Choose File to Upload dialog displays.

2. Navigate to the folder on your computer that has the receipt files and locate the file you want to attach to the expense report.
3. Click on the file to select it and then click **Open**. The Choose File to Upload dialog closes and the path and filename display in the **Browse** field of the Receipts page.
4. Type a description, if desired, and click **Upload Receipt**. The file is uploaded to the system and displays in the File Name column.
5. Continue adding receipt files to the expense report and then click **Next** to attach the files, close the Manage Receipts step and proceed to the final step.



When you hit next, this is what your screen will look like:

1 Information | 2 Transactions | 3 Out of Pocket | 4 Receipts | 5 Finish

Expense report has been saved.

Expense report for: SUSAN WYLAND (424698****6578)**
Expense Report ID: 0006024381
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: Manage Receipts

Step 5: Finalize Report [?]

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

Expense Report Name:	01 Susan Jan 2018
Account:	SUSAN WYLAND (424698******6578)
Description:	January 2018 Charges
Destination:	
Dates:	1/1/2018 - 1/31/2018
Grand Total:	**$314.12**
Reimbursable Total:	**$314.12**

Scroll down to the bottom of the page to see your charges that need coding. It will look like this:

Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Program	Restriction	Department	GL Code	Cost center	Event	Activity
⊖		●···	1/29/2018	1/28/2018	$16.12	WAWA 170 00001701	WG Gas	1	1	5	5500	510	250	999
⊖		●···	1/30/2018	1/28/2018	$27.81	7 SPRINGS SLOPESIDE/TIMB	Winter Game Dinner	1	1	5	5501	510	250	999
⊖		●···	1/30/2018	1/29/2018	$5.29	KFC C211001	Winter Games	1	1	5	5501	510	250	999
⊖		●···	1/30/2018	1/29/2018	$30.00	TURKEY HILL #0239 Q69	Winter Games Gas	1	1	5	5500	510	250	999

This is where you will code each expense. Please enter as much detail as possible in the description area.

Coding is the same format as Microix. There are drop-down boxes for each field if you are unsure of a number.

Step 5: Finalize Report

You now perform one of the following tasks:

- Click **Submit**. A dialog displays which allows you to select approver(s). If applicable. the system will display the approver(s) based on whether the amount of the expense report is over or under the threshold.

- You can also type a note, if desired.
- Click **Save** to save the report. The report is listed in the In Progress section of the Expense Reports tab.
- Click **Cancel** to discard any changes and return to the In Progress section of the Expense Reports tab.
- Click **Print Expense Repor**t to generate **Report 3120** - **Expense Report** in PDF format. You can view the report or save it to your local system.

This is the report that should become part of the standard financial package that is presented at the Management Team meetings.

Report 3120
Run by: Susan Wyland
Header Note:

Expense Report

Run Date: 2/12/2018
Time: 2:20 PM

Cardholder Name:	SUSAN WYLAND (424698******6578)	**Current Status:**	Pending Approval
		Date:	2/12/2018 12:35:00 PM
Expense Report ID:	0006024381	**Current Recipient:**	Eric Cushing
Expense Report Name:	01 Susan Jan 2018	**Location:**	PA SPECIAL OLYMPICS (00001446)

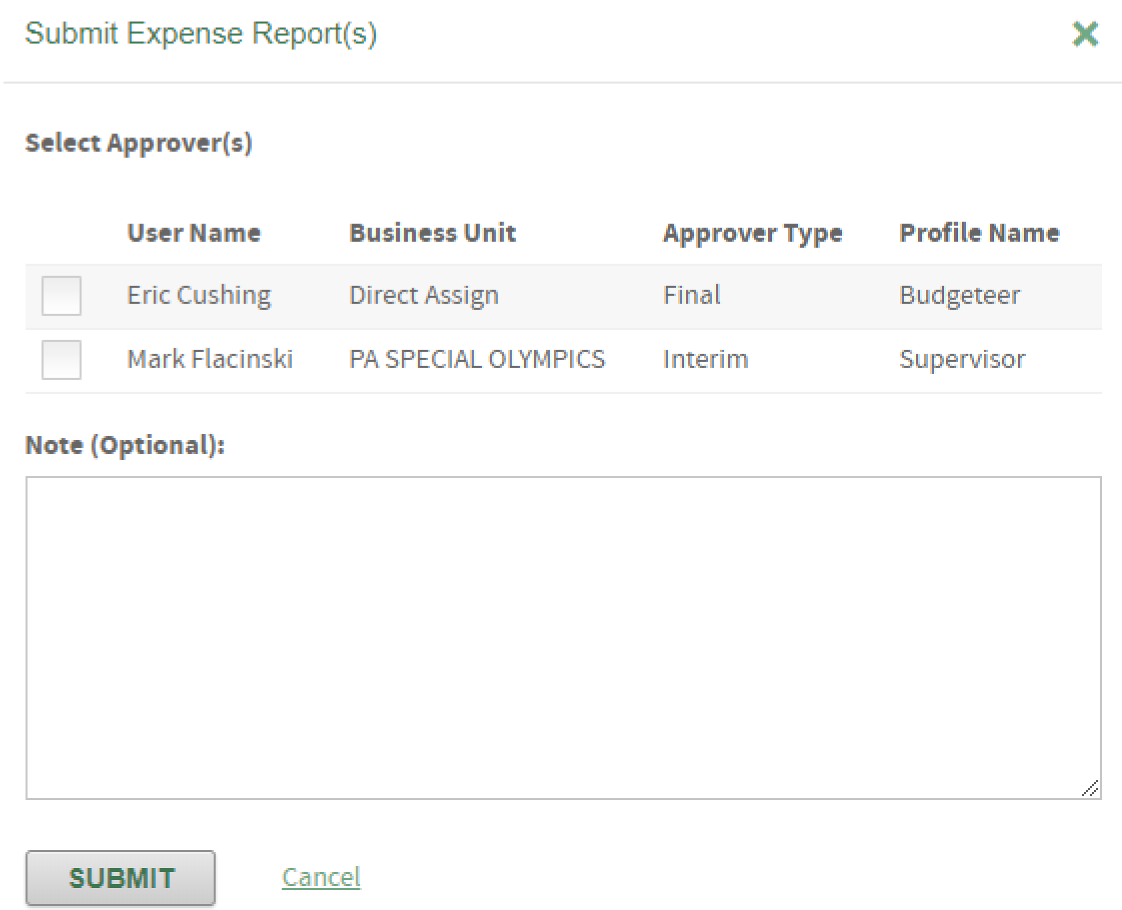
Summary Information

Date Range:	1/1/2018 - 1/31/2018	**Card Transactions**	$314.12
Description:	January 2018 Charges	**Grand Total:**	$314.12
Destination:			

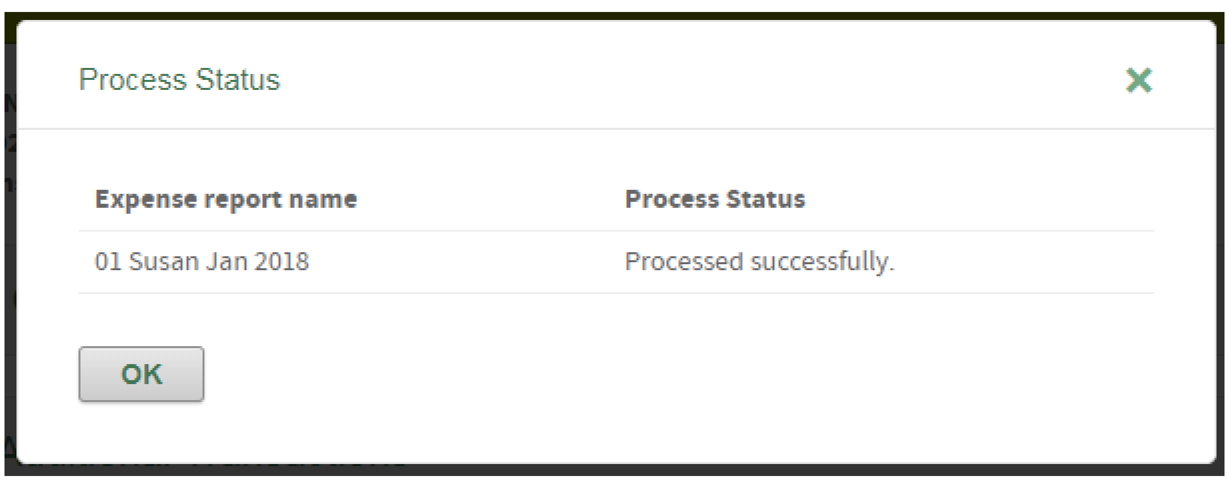
Card Transactions

Date Occurred	Date Posted / Description	Merchant / Allocation	Original Amount	Settlement Amount	Split Amount
1/28/2018	1/29/2018	WAWA 170 00001701	$16.12	$16.12	
	Purchase ID	00000000000000000			
		1 1 5 5500 510 250 999			
	WG Gas				
1/28/2018	1/30/2018	7 SPRINGS SLOPESIDE/TIMB	$27.81	$27.81	
	Purchase ID	4A8020F0400000066			
		1 1 5 5501 510 250 999			
	Winter Game Dinner				

When you hit Submit, the Select Approver Screen appears. Check the box next to Roberta Melnyk's name and then hit Submit again.



After you have selected an approver and submitted, this screen will appear:



Click OK and then you are done!