



## P-Card Tutorial: Expense Reporting Software in Centresuite

### P-Card Tutorial Video: Expense Reporting Software in Centresuite Script

Hello, my name's Will Fountain, I'm with ServisFirst Bank. Appreciate you spending a few minutes with me to go through the expense reporting software that is provided along with your credit card, your purchase card product.

We serve clients across the country and probably 95% of those clients use this purchase card software for expense management reconciliation. So, I thought it would be a good use of time to take you through the ease of completing an expense report.

If you would like a more detailed or more thorough WebEx demonstration, we're happy to provide that for you and your team. Please reach out to us and we can set that up.

So, we'll get started with this. What you're seeing right here is the landing page, so our software is hosted on our CentreSuite.com app. It's a third-party website that is provided by TSYS. You can see that this is branded with the ServisFirst Bank logo in the top left, the color coordinated scheme going throughout the next few pages that you're going to see.

I'll point out that this is a completely customizable website. Meaning, we can throw your bank's logo up in the top left corner and do the best we can to match the color codes. Also, if you decide to offer the purchase cards, you will have access to present this to your commercial clients, and any of the features we cover here today would also be extended to your clients. Meaning, that we could add their logo, their color scheme, and allow them to essentially extend their brand out to the expense reporting module.

Also wanted to point out here this user ID is unique to every cardholder. Alright so, my name is Will Fountain, this also serves as a backup email address. So, what you don't see is the @centresuite.com back-end of this. So, I have a, a unique email address that's associated with my purchase card account, and furthermore, this software. That's a handy feature that I wanted to point out because as I mentioned, you know 95% of us use this product for expense reconciliation. One of the first things you have to do, for the majority of us, is to get a digitized copy of the receipt onto the system so that you can attach it to your receipt, I mean excuse me, your report.

So the best business practice in my opinion is to use the email function, and the email function is when I incur a business expense, I take a photograph of that receipt using my smartphone, and then I email it to my unique log in. Right, so it's just kind of, it's [WillFountain@centresuite.com](mailto:WillFountain@centresuite.com), or whatever the user ID is @centresuite.com.

There is another method that I'll cover to get the receipts onto the system. So, this is our landing screen right here. You can see when you come on to the system, you'll have the account details on the left and then some my tasks right here, some quick links. That's what we're going to follow today. We're going to do the most efficient manner.

So, as I mentioned, another way to hold onto those receipts and get those receipts uploaded into the system. Most of us are used to just keeping those receipts in our pocket, purse, wallet, whatever it might be. Hanging onto them when we get to the office, you know we go to the scanner, we'll scan them, email them to our desktop. And if you've done that, then you can click this little camera icon. You can see when I hover my mouse over it, it says receipt upload. If I follow



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that link then it will take me here to browse files, and I'll come in and I'm going to say Austin Conference Receipt. And I'll open it, and I'm going to upload it. You can see the upload was successful, so we'll close out of that window and then we're going to go complete our expense report.

The easiest way to do that is to follow the in-progress tab. Simply click that link; it's going to pull up two expense reports that I currently have outstanding. We're going to go to this top one right here, click on these details tabs and it's going to bring us to this screen right here, which is the expense reporting screen.

It's going to skip all the way down to Step 5 here, and this is where I'm going to spend a few minutes because I think this is the most impactful part of this software. You can see this whole list of items down here. Merchant Name left is system generated. Right, so every time I swipe my card, Visa is sending this information to Centresuite. So, Staples, Uber, The Club, Delta, right on down the line, along with the associated billing amount. You can see it's in chronological order, and then there's some action buttons over here and some other stuff. You can remove it, delete it, look for an out of pocket type expense if you needed to report an out of pocket expense, which you have the capabilities of doing. You can see this split transaction. This is a pretty useful tool in the state of Alabama we're required to split our taxes away from the actual expense. You guys might do that in your states, or there might be other reasons that your commercial clients would want to do it. So, think about if you had a contractor that was buying materials in bulk and then assigning it to different cost centers. You could come right here, split by amount, split by percent, add the appropriate GL codes, and then go do your work with the reconciliation part of it.

Alright so this is all system generated, again merchant name left. Description right is where we do the work for you and your clients. You can see this is a free form field, you type what you want. This is also a free form field, 055. This is a drop-down menu. I want to click on that real quick. You can see the drop-down menu. We can also do check boxes, we can do yes/no. While I'm covering this, we're showing you three columns of data, that's what we use here at our bank. Pretty simple, pretty straightforward. If you needed additional columns of data in order to reconcile the expenses, we can add up to around eight. Okay, so we can do up to eight columns, we can do free form text, we can do drop-down menus, check boxes, yes/no. We can really get creative with you and your commercial clients and their accounting groups, departments, to put in the proper information here so that when it gets to their desks, they can simply upload it into their accounting system.

Also wanted to point out here so you've got the free form field. You can notice that these are all preloaded right here, 055 okay. That's defaulted to 055 which is my division inside ServisFirst Bank based on my user log in. So, if you think about, you're serving commercial clients, they have a project manager that's over a particular project and he's going to be there or she's going to be there for an extended period of time. We can preload this information and take some measures on the front-end to help expedite the reporting process.

I would also point out that you can see here I have you know, 15 or so GL codes. This is filtered down based on where I typically operate. So, it's not the entire bank's GL codes, it can be filtered down again in an effort to help expedite the reporting process.

Alright so once we've completed all this information in the proper manner, we want to make sure that our receipts are attached. You can see you can upload PDF's. You can upload images. Here is a copy of an image, #1 merchant right there. If for some reason we were, you know snapping a photograph, of the email, a minute ago I told you the Austin



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Conference you can see it's right here, actually have a couple of them. If I wanted to double check it, I could simply hit this download button. You can see here is a copy of that receipt and if that is supposed to be on it, I would just simply hit the plus sign. These are all my attached receipts you can see Austin Conference is attached. So, once I completed all of this information, I attach the appropriate receipts. I could simply hit submit and Centresuite's going to send this completed report to the designated approver channel.

Also, something we'll work out with you and your clients, so we can route it to go to particular individuals within the organization. If we need dual controls, also an option. A ton of functionality here, I hope you can see the ease of it and why so many people are adopting it. I'm sure you have clients that could utilize this software and we would love to hear from you. Thanks for joining in. If you want to learn more, please watch the following tutorials. Have a good day.

