C Card Manager Role

C Cardholders can allow others to reconcile and reallocate expense reports on their behalf, or as back up. If you are in this ‘Manager’ role, the instructions below will assist with finding the expense reports for the cardholder accounts that you have access to.

Search for cardholders

Link: https://www.centresuite.com/centre?uvic

1. After logging in to CentreSuite, click ‘MANAGE EXPENSE REPORTS’ under the ‘EXPENSES’ tab.

2. Click the ‘Search Expense Reports’ tab.
3. Click the ‘SEARCH’ button at the bottom of the screen to view all expense reports you have access to

Note: It is recommended not to change the search criteria to ensure all reports display

4. Click the ‘Details’ column for the report you want to reconcile.
5. You are now viewing an expense report. The following instructions are the same as those to reconcile any C Card (including your own C Card if you have one).

**Reconcile the expense report**

6. To reallocate charges to FAST accounts other than your default account, you can type in the ‘FUND’, ‘ORGN’, ‘ACCT’, ‘ACTV’, ‘LOCN’ codes or you can search for them by clicking the grid to the right of each.

7. If you have several transactions to allocate to the same account, select the transactions by checking the box to the left, then click the bucket icon above the transaction details and enter the account code you wish to change.
8. You can search for valid codes by selecting ‘Valid code’ or ‘Valid code description’ from the drop down box in ‘Search by:’

9. Enter the code or description and click the ‘SEARCH’ button.

Note: an asterisk can be used as a wildcard to expand the search for example ‘*research*’. 
10. Click the radio button to the left of the code you want the charge to be allocated to and click the ‘OK’ button.

11. To split a transaction by amount or percentage, click the ‘Split’ icon in the ‘Actions’ column.
12. The Split Transactions screen displays, if you need to allocate to more than two accounts enter the number to add in the ‘Add Splits’ field and click the ‘GO’ button.

13. The Split Transaction screen displays with the additional allocation fields, enter the proper ‘Split Amount’, allocation coding and click the ‘SAVE AND RETURN’ button.
14. If you want to split multiple transactions, select the transactions by clicking the box to the left of each transaction.

15. The Split Transactions screen displays. Add splits if required then enter the proper ‘Split Percent’, allocation coding for each and click the ‘SAVE AND RETURN’ button.

16. For any transactions for travel, memberships, tuition, vehicle, registration or conference fees, change the ‘FIA?’ field to ‘Y’ and enter the V# of participants in the description field.
17. When all transactions have been allocated to the proper codes, click the ‘PRINT EXPENSE REPORT’ button at the bottom of the expense report.

18. Make sure ‘YES’ is indicated in the ‘Include Line Items’ box and click the ‘CONTINUE’ button.

19. Click ‘Open’ and ‘File/Print’
20. After getting your Supervisor to review, approve and sign your Expense Report, attach receipts and send it to Accounting Services B115 by the 15\textsuperscript{th} of the following month.

![Expense Report Image]
21. Now click the ‘SUBMIT’ button at the bottom of the expense report.

22. Select the ‘CCARD ADMIN’ as the Approver and click ‘SUBMIT’.

*Note: further changes to transactions and allocations can not be made after you have submitted the report.*