CODING SERVISFIRST CREDIT CARD EXPENSE REPORT & UPLOADING RECEIPTS

Login to the Servis1st website with your username. https://www.centresuite.com/Centre/Public/Logon
From the Home tab under My Tasks: Click on In Progress (the number in parenthesis is the number of reports outstanding).
Pick the expense report that you will be working on by clicking on the 3 dots under details for that report.

Under "5.Finalize Report:"

Enter the description for your transactions:

- Enter a description of the charge – not the vendor's name.
- Use abbreviations, no spaces if using a dash–it only takes 30 characters.
- Do not use all CAPS.
- After description, put a "-" and your last name without spaces (Example: COVIDSupplies-Smith)

Select the Account-Dept-Function-Fund from the drop-down menu. If the account that you need is not listed, contact me, and I can add it. If I am not available, select "Account Not Listed" under the drop-down menu and the correct account can be added later.

Select the ACRN from the drop-down menu (if your Fund is 100, ACRN is ZZ - Fund is 200, ACRN is GA).
Fiscal Year (FY) - select the current year (prior year may be required after year end for some charges). No selection is required for the Wing/Region, Function or Location (only applies to specific departments). If a charge is to be split between accounts, under action select the large gray dot.

- Select split by amount or by percent.
- Select the number of splits (the number of different accounts)
- For each split, enter the description, amount (or percentage), account number, ACRN and FY.

SAVE (don't forget to save or you will lose the information that was entered).

Under "4. Manage Receipts":

Scan your receipts to a SINGLE pdf file in the order that they appear on the expense report and name it as follows: **First Name Last Name Month Year receipts (Dawn Campbell May 19 receipts)**

Be sure the receipt shows details of the transaction (in most cases a credit card receipt is not acceptable, exception fuel)

Select the "Upload Receipts" tab.

Browse, find and select the pdf file of receipts. If you have been loading receipts as you make purchases, you need to download them and create a single pdf and then upload again. If you do not have the technology/scanner/software that allows you to do that, then you may leave them as individual receipts IN ORDER as they appear in the expense report list, and I will create the single PDF for you.

Hit "Upload & Attach" (your receipts will appear in the Attached Receipts section for that expense report).
Attach receipts to the expense report (receipts should now appear under Attached Receipts tab).
Scroll down to "5.Finalize" and SAVE (don't forget to save frequently or you will lose info if times out.)

Under "5.Finalize Report:"

When complete, use print to save a copy of your expense report. (Once submitted you no longer have access):

Select Print Expense Report
The Print Receipts field and the Include Line Items field should show Yes. Select Continue.
Under the Reports tab, select View Output Log.
The report will show Ready when it is available.
Select Download file and a window will appear at the bottom of the screen.
Select Save and browse for the location to save your file (this report is only available as a pdf).

Submit the expense report:

Select Submit.
Choose the appropriate approval person. (Use "Margarita Mesones or Erin Berry") Click "Ok."

VIEW ACTIVITY/STATEMENTS

Under the statements tab (at the top of the page) select Account Activity.
Select the Summary, Transactions or Statements tab (statements are available for 6 months)
The most recent statement can also be viewed from the Home tab in the blue box.