



University Credit Card Program City National Bank

Please refer to the Capital University Administrative, Staff & Faculty Handbook for the Purchasing, Travel & Expense, and Credit Card policies.

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How to Create an Expense Report

Use the website: <https://www.centresuite.com/Centre/Public/Logon/>

This link is also on the Finance Office webpage.

The screenshot displays the 'COMMERCIAL CARD ONLINE' interface. At the top, the City National Bank logo is on the left, and the user's name 'Eileen' is on the right. A navigation menu includes 'HOME', 'STATEMENTS', 'ACCOUNTS', 'REPORTS', 'EXPENSES', 'ADMINISTRATION', and 'HELP'. A secondary menu contains 'SITE NAVIGATION SUPPORT' and 'LOST/STOLEN CARDS', both with 'View' links. The main content area is divided into two columns. The left column, titled 'View Account Details', shows account information for 'EILEEN DAY(448486****3795)(0)'. The right column, titled 'My Tasks', lists several tasks: 'Review Transactions to Report', 'Create Expense Report', 'Recently Approved', and 'Unassigned'. The 'Unassigned' task is circled in red. Below the tasks is a 'Quick Links' section with options like 'Create Out Of Pocket Transaction' and 'Manage Accounts'. The footer contains 'Terms & Conditions', 'Privacy Policy', and 'City National Bank is a subsidiary of Royal Bank of Canada'.

View Account Details

Select An Account:
EILEEN DAY(448486****3795)(0)

My Account

Credit Limit	\$5,000.00
Last Transaction Posted	\$80.15 12/15/2022
Transactions to Report	1 (\$3.71)
Unattached Transactions	Yes
Account Action(s)	

[Upload Receipts](#)

[VIEW LAST STATEMENT](#)

My Tasks

- Review Transactions to Report
You have unattached transactions to report.
- Create Expense Report (1)
In Progress
- Recently Approved (0)
- Unassigned (1)

Quick Links

- Create Out Of Pocket Transaction
- Manage Accounts
- Maintain User Information
- Output Log

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InfoLink x Manage Expense Reports x Join conversation x Join conversation x | +

https://www.centresuite.com/Centre/Expenses/ExpenseReport?expenseReportType=UnassignedAuto

You are emulating: Eileen Day (EileenDay) [END EMULATE USER SESSION](#)

Manage Expense Reports [?]

[CREATE EXPENSE REPORT](#)

Expense Reports **Unattached Transactions** Search Expense Reports

Unassigned [?]

<input type="checkbox"/>	Details	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...	0010853078	EILEEN DAY	28 Dec 2022 EILEEN DAY 3795	Incomplete	12/15/2022	\$0.00	\$80.15

[TAKE OWNERSHIP](#)

In Progress [?]

<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0010794643	EILEEN DAY	Nov report	Unsubmitted	12/20/2022	\$0.00	\$12.20

[SUBMIT SELECTED](#) [DELETE SELECTED](#)

Recently Approved [?]

No reports found.

[Terms & Conditions](#) [Privacy Policy](#) City National Bank is a subsidiary of Royal Bank of Canada

Page 1 of 1 0 words

InfoLink | Manage Expense Reports | Join conversation | Join conversation

https://www.centresuite.com/Centre/Expenses/ExpenseReport?expenseReportType=UnassignedAuto

You are emulating: Eileen Day (EileenDay) END EMULATE USER SESSION

Manage Expense Reports

Expense Reports

Unassigned [7]

Take Ownership of Expense Report(s)

Are you sure you want to assign yourself as the owner of the selected expense report(s)

TAKE OWNERSHIP CANCEL

Details	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
✓	0010851078	EILEEN DAY	28 Dec 2022 EILEEN DAY 3795	Incomplete	12/15/2022	\$0.00	\$80.15

TAKE OWNERSHIP

In Progress [7]

Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
☐		📄	0010794643	EILEEN DAY	Nov report	Unsubmitted	12/20/2022	\$0.00	\$12.20

SUBMIT SELECTED DELETE SELECTED

Recently Approved [7]

No reports found.

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Manage Expense Reports

CREATE EXPENSE REPORT

Expense Reports

Unassigned [?]

Process Status

Expense report name	Process Status
28 Dec 2022 EILEEN DAY 3795	Processed successfully.

OK

Details	Report id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
✓	0010853078	EILEEN DAY	28 Dec 2022 EILEEN DAY 3795	Incomplete	12/15/2022	\$0.00	\$80.15

TAKE OWNERSHIP

In Progress [?]

Details	Notes	Receipt	Report id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
✓			0010794643	EILEEN DAY	Nov report	Unsubmitted	12/20/2022	\$0.00	\$12.20

SUBMIT SELECTED

DELETE SELECTED

Recently Approved [?]

No reports found.

Once you've taken ownership the report will now be under IN PROGRESS

The screenshot displays the 'COMMERCIAL CARD ONLINE' interface. At the top left is the City National Bank logo (AN RBC COMPANY). The navigation menu includes HOME, STATEMENTS, REPORTS, EXPENSES, and HELP. The user is logged in as ARTHUR. A notification states 'You last logged in on: 23 January 2023 10:32 AM EST'. Below the navigation are sections for 'SITE NAVIGATION SUPPORT' and 'LOST/STOLEN CARDS', both with 'View' links. The main content area is split into two columns. The left column, titled 'View Account Details', shows account information: My Account, Credit Limit (\$6,000.00), Last Transaction Posted (\$50.20 1/25/2023), Transactions to Report (None), Unattached Transactions (No), and Account Action(s). There are buttons for 'Upload Receipts' and 'VIEW LAST STATEMENT'. The right column, titled 'My Tasks', lists: Review Transactions to Report, Create Expense Report, In Progress (1), Recently Approved (0), and Unassigned (0). A red oval highlights the 'In Progress (1)' task, with a red arrow pointing to a red callout box that says 'Once you have taken ownership, the expense report is now under IN PROGRESS'. At the bottom, there are links for Terms & Conditions, Privacy Policy, and a note that City National Bank is a subsidiary of Royal Bank of Canada.

Manage Expense Reports [?]

CREATE EXPENSE REPORT

Expense Reports Unattached Transactions Search Expense Reports

Unassigned [?]

No reports found.

TAKE OWNERSHIP

In Progress [?]

<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...		<input type="checkbox"/>	0010936844	[REDACTED]	30 Jan 2023 / [REDACTED] 3449	Incomplete	1/26/2023	\$0.00	\$494.28

Click on the 3 dots (details) to open the report

SUBMIT SELECTED

DELETE SELECTED



















Recently Approved [?]

No reports found.

Expense Report Name: 30 Jan 2023 JR 3449
Account: *****3449)
Description:
Destination:
Dates: 12/29/2022 - 1/30/2023
Grand Total: \$494.28
Reimbursable Total: \$0.00
Receipt Attached: No

Now complete the report by populating:
 DESCRIPTION
 ALLOCATION BOXES
 ADDING RECEIPTS
 SPLIT TRANSACTION (if necessary)

Action: [?]  

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>			 	1/13/2023	1/12/2023	\$106.70	TEXON TOWEL WEB	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$23.62	BRU CARMEL	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$20.06	SPEEDWAY 09339 COLUMBUS O	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$38.74	GET GO # 7547	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/16/2023	1/15/2023	\$10.50	TST GRAND PARK	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/18/2023	1/16/2023	\$20.52	STAPLES 00116582	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/23/2023	1/20/2023	\$172.09	STAPLES 00116582	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			 	1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>

[Save](#)

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>				1/13/2023	1/12/2023	\$106.70	TEXON TOWEL WEB	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				1/16/2023	1/14/2023	\$23.62	... CARMEL	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>							SPEEDWAY 09339 COLUMBUS O	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>							GET GO # 7547	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>							TST GRAND PARK	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				1/18/2023	1/16/2023	\$20.52	STAPLES 00116582	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				1/23/2023	1/20/2023	\$172.09	STAPLES 00116582	<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				1/25/2023	1/24/2023	\$50.20		<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				1/25/2023	1/24/2023	\$51.85		<input type="text"/>	10	10	820206	<input type="text"/>	<input type="text"/>

*Description is required
Free form entry
describing what was purchased*

To add your allocations:
type in the number if you know it
OR
search by clicking on the 3 horizontal lines
then search by description

SUBMIT PRINT EXPENSE R

Select Object [?]

Search by:
Valid code description

Search for:
fees

SEARCH

	Valid code	Description
<input type="radio"/>	23601	AGENCY-HELD FOR OTHERS
<input type="radio"/>	63101	LEGAL FEES
<input type="radio"/>	63102	ACCTG AND AUDIT FEES
<input type="radio"/>	63103	SERVICE FEES
<input type="radio"/>	63104	PROF'L AND CONSULT FEES
<input type="radio"/>	63105	MEAL PLAN EXPENSES

Page 1 of 3 (Items 1 to 20 of 60)

OK Cancel

Use * as a wildcard.
fees will present anything that has the word fees in the description.
Best practice - use the * before and after your search criteria

Remove	Delete	Actions	Date Posted	Date Occur
			1/13/2023	1/12/2023
			1/16/2023	1/14/2023
			1/16/2023	1/14/2023
			1/16/2023	1/14/2023
			1/16/2023	1/14/2023
			1/18/2023	1/16/2023
			1/23/2023	1/20/2023
			1/25/2023	1/24/2023
			1/25/2023	1/24/2023

Fund	Location	Department	Object	Activity
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		
10	10	820206		

InfoLink Manage Expense Reports

https://www.centresuite.com/Centre/Expenses/ExpenseReport?expenseReportType=InProgress#

You are emulating: ARTHUR SMITH JB (ArtSm... END EMULATE USED SESSION

Select Object [?]

Search by: Valid code description

Search for: "fees" SEARCH

Valid code	Description
<input type="radio"/> 63101	LEGAL FEES
<input type="radio"/> 63102	ACCTG AND AUDIT FEES
<input checked="" type="radio"/> 63103	SERVICE FEES
<input type="radio"/> 63104	PROFL AND CONSULT FEES

OK Cancel

Remove	Delete	Actions	Date Posted	Date Occur	Fund	Location	Department	Object	Activity
<input type="checkbox"/>	<input type="checkbox"/>		1/13/2023	1/12/2023	10	10	820206		
<input type="checkbox"/>	<input type="checkbox"/>		1/16/2023	1/14/2023	\$23.62	BRU CARMEL			
<input type="checkbox"/>	<input type="checkbox"/>		1/16/2023	1/14/2023	\$20.06	SPEEDWAY 09339 COLUMBUS O			
<input type="checkbox"/>	<input type="checkbox"/>		1/16/2023	1/14/2023	\$38.74	GET-GO # 7347			
<input type="checkbox"/>	<input type="checkbox"/>		1/16/2023	1/15/2023	\$10.50	TST GRAND PARK			
<input type="checkbox"/>	<input type="checkbox"/>		1/18/2023	1/16/2023	\$20.52	STAPLES 00116582			
<input type="checkbox"/>	<input type="checkbox"/>		1/23/2023	1/20/2023	\$172.09	STAPLES 00116582			
<input type="checkbox"/>	<input type="checkbox"/>		1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE			
<input type="checkbox"/>	<input type="checkbox"/>		1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315			

SUBMIT PRINT EXPENSE REPORT Save Cancel

Expense Report Name: [blurred]
Account: [blurred]
Description: [blurred]
Destination: [blurred]
Dates: 12/29/2022 - 1/30/2023
Grand Total: \$494.28
Reimbursable Total: \$0.00
Receipt Attached: No

Action: [?] [print icon] [refresh icon]

complete the coding and descriptions for all transactions.
You can SAVE and come back where you left off later.
If you click SAVE before completing all of the boxes the system will appear to give you an error message but your work is saved! The system is just highlighting the boxes that need work when you log back in.

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>			[card icon] [dropdown]	1/13/2023	1/12/2023	\$106.70	TEXON TOWEL WEB	Description Required	10	10	820206	63103	16001
<input type="checkbox"/>			[dropdown]	1/16/2023	1/14/2023	\$23.62	BRU CARMEL	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[card icon] [dropdown]	1/16/2023	1/14/2023	\$20.06	SPEEDWAY 09339 COLUMBUS O	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[dropdown]	1/16/2023	1/14/2023	\$38.74	GET GO # 7547	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[dropdown]	1/16/2023	1/15/2023	\$10.50	TST GRAND PARK	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[card icon] [dropdown]	1/18/2023	1/16/2023	\$20.52	STAPLES 00116582	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[card icon] [dropdown]	1/23/2023	1/20/2023	\$172.09	STAPLES 00116582	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[dropdown]	1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE	[input]	10	10	820206	[input]	[input]
<input type="checkbox"/>			[dropdown]	1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315	[input]	10	10	820206	[input]	[input]

[Save](#) [Cancel](#)

You are able to change these defaulted codes by clicking on the 3 horizontal dots

Dates: 12/29/2022 - 1/30/2023

Grand Total: \$494.28

Reimbursable Total: \$0.00

Receipt Attached: No

Click the black circle to
SPLIT a transaction

<input type="checkbox"/>	Remove	Delete	Actions	Date Processed	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>				1/13/2023	1/12/2023	\$106.70	TEXON TOWEL WEB		10	10	820206		
<input type="checkbox"/>				1/16/2023	1/14/2023	\$23.62	BRU CARMEL		10	10	820206		
<input type="checkbox"/>				1/16/2023	1/14/2023	\$20.06	SPEEDWAY 09339 COLUMBUS O		10	10	820206		
<input type="checkbox"/>				1/16/2023	1/14/2023	\$38.74	GET GO # 7547		10	10	820206		
<input type="checkbox"/>				1/16/2023	1/15/2023	\$10.50	TST GRAND PARK		10	10	820206		
<input type="checkbox"/>				1/18/2023	1/16/2023	\$20.52	STAPLES 00116582		10	10	820206		
<input type="checkbox"/>				1/23/2023	1/20/2023	\$172.09	STAPLES 00116582		10	10	820206		
<input type="checkbox"/>				1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE		10	10	820206		
<input type="checkbox"/>				1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315		10	10	820206		

SUBMIT PRINT EXPENSE REPORT [Save](#) [Cancel](#)

Report History [?]

[← Back to Search](#)

Split Transactions ^[?]

Date Posted: 1/13/2023
Date Occurred: 1/12/2023
Billing Amount: \$106.70
Merchant Name: TEXON TOWEL WEB

Method:
 Split by amount Split by percent ^[?]

Number of splits: Add splits

^[?] ^[?]

Running total: \$106.70
Balance remaining: \$0.00

Description Personal Disputed Mapped Split Amount Split Percent Fund Location Department Object Activity [↔](#)

[Update Split Amount](#) [Start Over](#) ^[?] [Unsplit and Return](#) ^[?] [Cancel](#)

Select the appropriate option for your needs

Type the number of times you want to split your transaction. If you wanted to split it out two ways you simply type in 2 and GO
If you need to split it 3 times - enter 3 and GO

← Back to Search

Split Transactions ^[?]

Date Posted: 1/13/2023
Date Occurred: 1/12/2023
Billing Amount: \$106.70
Merchant Name: TEXON TOWEL WEB

Method:

Split by amount Split by percent ^[?]

Number of splits: Add splits ^[?]

^[?] ^[?]

Running total: 0.00 % Balance remaining: 100.00 %

Split	Disputed	Mapped	Split Amount	Split Percent	Fund	Location	Department	Object	Activity
<input type="checkbox"/>	No		\$0.00	45	10	10	820206	23601	16004
<input type="checkbox"/>	No		\$0.00	55	11	10	000000	23601	16001

I split this one twice by percentage
I updated all my allocation fields
Note that I updated one of my default fields: FUND to 11

Click SAVE & RETURN

[Update Split Amount](#) [Start Over](#) ^[?] [Unsplit and Return](#) ^[?] [Cancel](#)

NOTE: you can cancel your split, or start over

Expense Report Name: [REDACTED]

Account: [REDACTED]

Description:

Destination:

Dates: 12/29/2022 - 1/30/2023























Grand Total: \$494.28

Reimbursable Total: \$0.00

Receipt Attached: No

Action: [?]

You now see your split as two line items
 If you need to unsplit it - simply click on the icon and you will see UNSPLIT on the next screen

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date	Amount	Description	Location	Fund	Location	Department	Object	Activity
<input type="checkbox"/>			  	1/13/2023	1/12/2023	\$48.01	TEXON TOWEL WEB	Split description 1	10	10	00000	23601	16004
<input type="checkbox"/>			  	1/13/2023	1/12/2023	\$58.69	TEXON TOWEL WEB	Split description 2	11	10	00000	23601	16001
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$23.62	BRU CARMEL		10	10	82026		
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$20.06	SPEEDWAY 09339 COLUMBUS O		10	10	82026		
<input type="checkbox"/>			 	1/16/2023	1/14/2023	\$38.74	GET GO # 7547		10	10	82026		
<input type="checkbox"/>			 	1/16/2023	1/15/2023	\$10.50	TST GRAND PARK		10	10	82026		
<input type="checkbox"/>			 	1/18/2023	1/16/2023	\$20.52	STAPLES 00116582		10	10	82026		
<input type="checkbox"/>			 	1/23/2023	1/20/2023	\$172.09	STAPLES 00116582		10	10	82026		
<input type="checkbox"/>			 	1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE		10	10	82026		
<input type="checkbox"/>			 	1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315		10	10	82026		

SUBMIT PRINT EXPENSE REPORT [Save](#) [Cancel](#)

Adding receipts

You can add receipts in two ways

1. Using the your smart phone or ipad
2. Scanning your receipts, save them to your hard drive and then UPLOAD the receipts into the website

Best practice: When saving your receipts name them so you can easily identify the receipt.

ie: Staples \$32.15

Using your smart phone or ipad


CITY NATIONAL BANK
AN RBC COMPANY

COMMERCIAL CARD ONLINE

HOME STATEMENTS REPORTS EXPENSES HELP

You last logged in on: 23 January 2023 10:32 AM EST

PROXY USERS:
Be sure to select the cardholder who's receipt your are uploading.

View Account Details
48486*****3449
My Account
Credit Limit **\$6,000.00**
Last Transaction Posted **\$50.20 1/25/2023**
Transactions to Report **None**
Unattached Transactions **No**
Account Action(s)
Upload Receipts 
VIEW LAST STATEMENT

My Transactions
Review Transactions to Report
Create Expense Report
In Progress (1)
Recently Approved (0)
Unassigned (0)

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Open the CNB website with your phone or ipad. Click on **UPLOAD RECEIPTS** this opens your camera
Take a picture of your receipt
Name the receipt
The receipt will now be stored in your set up
You will then need to attached the receipt to an individual transaction

VIEW TRANSACTIONS
MANAGE EXPENSE REPORTS
MANAGE UNATTACHED RECEIPTS
VIEW OUTPUT LOG

Manage Unattached Receipts

*****3449(O)

Available Receipts Upload Receipts

Actions	Image	Description
  		Staples \$32.15.pdf

Once you've taken a picture of your receipt it is stored under Expenses/Manage Unattached receipts
Note: the two tabs. you will find your stored receipts under the AVAILABLE RECEIPTS tab

Uploading a receipt that has been saved to your harddrive

Description:

Destination:































Dates: 12/29/2022 - 1/30/2023

Grand Total: \$494.28

Reimbursable Total: \$0.00


Receipt Attached: No

Action: [?]  

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred		Fund	Location	Department	Object	Activity
<input type="checkbox"/>			  	1/13/2023	1/12/2023		10	10	000000	23601	16004
<input type="checkbox"/>			  	1/13/2023	1/13/2023	\$58.69	11	10	000000	23601	16001
<input type="checkbox"/>			  	1/16/2023	1/14/2023	\$23.62	10	10	820206		
<input type="checkbox"/>			  	1/16/2023	1/14/2023	\$20.06	10	10	820206		
<input type="checkbox"/>			  	1/16/2023	1/14/2023	\$38.74	10	10	820206		
<input type="checkbox"/>			  	1/16/2023	1/15/2023	\$10.50	10	10	820206		
<input type="checkbox"/>			  	1/18/2023	1/16/2023	\$20.52	10	10	820206		
<input type="checkbox"/>			  	1/23/2023	1/20/2023	\$172.09	10	10	820206		
<input type="checkbox"/>			  	1/25/2023	1/24/2023	\$50.20	10	10	820206		
<input type="checkbox"/>			  	1/25/2023	1/24/2023	\$51.85	10	10	820206		

Click on the ADD RECEIPT icon to upload a receipt that is saved to your hard drive.

SUBMIT PRINT EXPENSE REPORT [Save](#) [Cancel](#)

Report History [?] 






[-- Back to Transactions](#)

Add Receipt

Date Posted: 1/16/2023
Date Occurred: 1/14/2023
Billing Amount: \$23.62
Merchant Name: BRU CARMEL

Available Receipts **Upload Receipts**

Unattached Receipts

Actions	Image	Description
   		Staples \$32.15.pdf

OK

Click on the UPLOAD RECEIPTS tab to begin uploading your new receipt

This is the other receipt we uploaded with our phone.

[Back to Transactions](#)

Add Receipt

Date Posted: 1/16/2023
Date Occurred: 1/14/2023
Billing Amount: \$23.62
Merchant Name: BRU CARMEL

Available Receipts

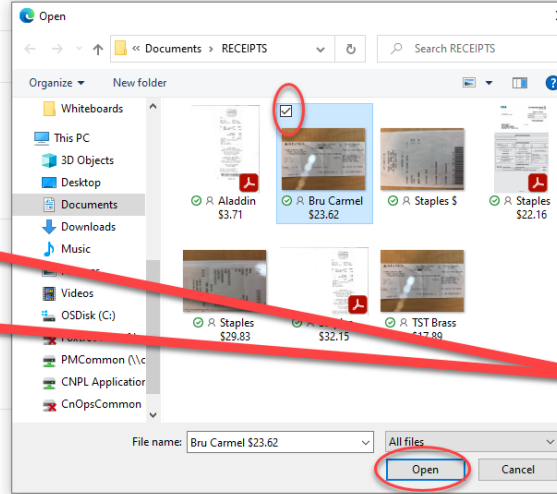
Upload Receipts

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png
- Each file must be less than 5 megabytes.

Browse

UPLOAD

OK



Click on Upload receipts
browse your hard drive for the saved receipt
Select the receipt(s) you want to upload
click OPEN

[← Back to Transactions](#)

Add Receipt



Date Posted: 1/16/2023
Date Occurred: 1/14/2023
Billing Amount: \$23.62
Merchant Name: BRU CARMEL



Available Receipts

- Supported file types: .pdf, .jpeg, .tiff, .gif, and .png.
- Each file must be less than 5 megabytes.

Name this Batch?



Description:

Click UPLOAD



[← Back to Transactions](#)

Add Receipt

Date Posted: 1/16/2023
Date Occurred: 1/14/2023
Billing Amount: \$23.62
Merchant Name: BRU CARMEL



Available Receipts

Upload Receipts

Unattached Receipts

Actions	Image	Description
		Staples \$32.15.pdf
		Bru Carmel \$23.62.jpg

Click the + sign
This will attach the receipt to the transaction

The receipt is now under
AVAILABLE RECEIPTS

You are emulating: ARTHUR SMITH JR (Art5ml... [END EMULATE USER SESSION](#))

Description:

Destination:

Dates: 12/29/2022 - 1/30/2023

Grand Total: \$494.28

Reimbursable Total: \$0.00

Receipt Attached: No

Upload and attach your receipts for all transactions

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>				1/13/2023				Split description 1	10	10	000000	23601	16004
<input type="checkbox"/>				1/13/2023				Split description 2	11	10	000000	23601	16001
<input type="checkbox"/>				1/16/2023					10	10	820206		
<input type="checkbox"/>				1/16/2023					10	10	820206		
<input type="checkbox"/>				1/16/2023	1/14/2023	\$38.74	GET GO # 7547		10	10	820206		
<input type="checkbox"/>				1/16/2023	1/15/2023	\$10.50	TST GRAND PARK		10	10	820206		
<input type="checkbox"/>				1/18/2023	1/16/2023	\$20.52	STAPLES 00116582		10	10	820206		
<input type="checkbox"/>				1/23/2023	1/20/2023	\$172.09	STAPLES 00116582		10	10	820206		
<input type="checkbox"/>				1/25/2023	1/24/2023	\$50.20	SP ZINGERMANS DELICATE		10	10	820206		
<input type="checkbox"/>				1/25/2023	1/24/2023	\$51.85	KROGER FUEL #6315		10	10	820206		

Now you can see that the receipt icon has been updated with an 'eyeball' in the corner
 When you hover over this icon it will now read VIEW RECEIPT as opposed to ADD RECEIPT
 You are now done working with your receipt for this transaction

SUBMIT PRINT EXPENSE REPORT [Save](#) [Cancel](#)

Report History [?]

All transactions require receipts, description and each of the allocation boxes to be completed. Once the cycle closes on the 28th (or next business day) you will be able to click SUBMIT. Once submitted the expense report is routed to the approver for review.

How to approve expense reports:

The screenshot displays the City National Bank Commercial Card Online dashboard. At the top, the logo for City National Bank (an RBC company) and 'COMMERCIAL CARD ONLINE' are visible. A navigation menu includes HOME, STATEMENTS, ACCOUNTS, REPORTS, EXPENSES, ADMINISTRATION, and HELP. The user is logged in as 'Danny'. A timestamp indicates the user last logged in on 09 January 2023 at 1:17 PM EST.

Below the navigation bar, there are two main sections: 'SITE NAVIGATION SUPPORT' and 'LOST/STOLEN CARDS', both with 'View' links.

The central area is divided into two columns. The left column, titled 'View Account Details', shows account information: My Account, Credit Limit (\$2,000.00), Transactions to Report (None), Unattached Transactions (No), and Account Action(s). It includes an 'Upload Receipts' button and a 'VIEW LAST STATEMENT' button.

The right column, titled 'My Tasks', contains a list of tasks:

- Review Transactions to Report
- Create Expense Report
- In Progress (0)
- Recently Approved (0)
- For Your Approval (2)** (highlighted with a red circle and a red arrow pointing to a callout box)
- Unassigned (12)

Below the 'My Tasks' section is a 'Quick Links' section with the following items:

- Manage Accounts
- Maintain User Information
- Output Log
- Reports Dashboard

A red callout box with white text points to the 'For Your Approval' task, stating: 'Click on FOR YOUR APPROVAL to open the list of reports pending your review'.

At the bottom of the page, there is a footer with links for 'Terms & Conditions' and 'Privacy Policy', and a note: 'City National Bank is a subsidiary of Royal Bank of Canada'.

<input type="checkbox"/>	Details	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>	...	0010951388	APRIL NOVOTNY	30 Jan 2023 APRIL NOVOTNY 3431	Incomplete	1/19/2023	\$0.00	\$1,421.21

Page 1 of 2 (Items 1 to 10 of 12)

« ‹ 1 2 › »

TAKE OWNERSHIP

For Your Approval [?] ▲

<input type="checkbox"/>	Details	Notes	Receipt	Report Id	Name on Account	Expense Report Name	Current Status	Date Submitted	Reimbursable Total	Grand Total
<input type="checkbox"/>	...			0010853078	EILEEN DAY	28 Dec 2022 EILEEN DAY 3795	Reopened	1/4/2023	\$0.00	\$80.15
<input type="checkbox"/>	...			0010926338	EILEEN DAY	DEC1 transaction	PendingApproval	1/12/2023	\$0.00	\$3.71



Click on the 3 dots (details) to open the report

APPROVE & CLOSE REJECT SELECTED

In Progress [?] ▲

Recently Approved [?] ▲

No reports found.

Step 3: Finalize Report [?]

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

Expense Report DEC1 transaction

Name:

Account: EILEEN DAY (448486*****3795)

Description: for trx not included in the 28DEC auto report

Destination:

Dates: 12/1/2022 - 12/28/2022

Grand Total: \$3.71


Reimbursable Total: \$0.00

Receipt Attached: No

Action: [?]   

Click on this icon to view the attached receipt

Review codes for accuracy. Change codes if necessary by clicking on the 3 verticle lines to open the list of available codes

<input type="checkbox"/>	Remove	Delete	Actions	Date Posted	Date Occurred	Billing Amount	Merchant Name	Description	Fund	Location	Department	Object	Activity
<input type="checkbox"/>	⊖			12/2/2022	12/1/2022	\$3.71	ALADDIN @ CAPITAL UNIVER	drink	10	10	300300	63601	00000

APPROVE & CLOSE **REJECT** **PRINT EXPENSE REPORT** [Save](#) [Cancel](#)

Click APPROVE & CLOSE or REJECT

If you choose to REJECT you can include a note advising the submitter what needs to be fixed. They will fix it and resubmit it back to you

If you APPROVE & CLOSE the report is now complete.

Report History [?]

How to Add Website Apps Shortcut to the iPhone Home Screen

To add websites to your home screen like apps, follow these steps for an iPhone:

1. Open Safari. Other browsers, such as Chrome, will not work for this.
2. Navigate to the website you want to save to your home screen. Make sure you visit the exact page you want to open through the shortcut.
3. Tap the Share button at the bottom of the page (top of the page on iPad). It looks like a square with an arrow point out of the top.
4. In the list of options that appear, scroll down until you see **Add to Home Screen**. Tap this.
5. On the next screen, choose a name for the website shortcut on your home screen. You'll see the link so you can confirm it, as well as the site's favicon that becomes its "app" icon. Click **Add** when you are done.
6. Now just tap to the new app on your home screen, and it will open the website in its own navigation window independent of what you have open in Safari.

How to Add Website Apps Shortcut to the Android Home Screen

To add websites to your home screen like apps, follow these steps for an Android:

1. Open Firefox or Chrome.
2. Navigate to the website you want to save to your home screen. Make sure you visit the exact page you want to open through the shortcut.
3. Press the Menu button (3 vertical dots either in the upper right of the browser or below the screen on some tablets), then tap on Page.
4. Tap Add Page Shortcut.
5. Your shortcut should now appear on your home screen.

Android Tip: If you want to change the label on your shortcut, bookmark that page first, then change its title on the *Edit Bookmark* window. On the *Bookmarks* panel, do a long tap on that site and choose Add Page Shortcut.



Application and Cardholder Agreement

Cardholder's name _____

Desired limit \$2,000.00

Office phone number _____

E-mail address _____

Last 4 digits of SSN _____

Colleague ID number _____

Date of birth _____

Home address _____

Department # _____

Online supervisor _____

I certify that I have read and understand the Credit Card Policy and agree to abide by the required procedures outlined herein.

Employee signature _____

Printed name & title _____

Date signed _____

APPROVAL:

Vice President signature _____

Date signed _____

(Please send this completed form to the Director of Accounting Operations)