

CentreSuite™ Implementation Release 2014.3

Downtime — *April 26, 2014*

To our valued partner,

TSYS iSolutions is committed to providing best-in-class Web solutions for you and your customers. In our efforts to do so, we are continuously adding value to your solution by enhancing our products so they are more innovative, convenient and user friendly to you, your service center, and your customers.

Below is information on the latest enhancements and improvements. If you have any questions, please contact your Account Manager and/or Client Support Analyst.

Thank you for your business, and we value our continued partnership.


On Saturday, April 26th 2014, the next update of CentreSuite will be available. To facilitate this implementation, **CentreSuite will be unavailable from 8:00 a.m. (MT) until 5:00 p.m. (MT).**

The CentreSuite 2014.3 release contains enhancements to the Expense Module, Account Module as well as general updates to the system.







Expense Module Enhancements

With this release, we will add a new feature which will offer organizations the option to automatically create expense reports and insert all transactions for the date range on behalf of the cardholders. The expense reports will contain all of the card transactions within the date range thus streamlining the process of creating expense reports for cardholders.



To enable the new functionality, go to Administration > Set Up Sites > Set Up Site and click on the new link within the Expense Module section labelled “Manage automatic expense report creation”. Activation and/or deactivation of the functionality will be reflected within the Site Settings Audit Report as well.




Expenses: ☒ **Activate** 

Allocation Values:


☐ Always use processor default allocation  
☒ Start with processor default allocation  
☐ Ignore processor default allocation  


Edit Transactions:

☒ Enable ☐ Disable  

Validation: ☐ Enable ☒ Disable  
☐ Transaction Description Required 


Expense routing:



☒ Enable ☐ Disable 



☐ Out-of-Pocket Notes Required 

Out-of-pocket post date: ☒ Set post date to system date when transaction created ☐ Set post date equal to date occurred

[Manage automatic expense report creation](#)


[Manage Receipts](#) 



Required fields for meal expenses: ☒ Attendees   ☒ Purpose

Email Notification: ☒ Enable ☐ Disable  

[Maintain mileage reimbursement rates](#)

Report Bar Code:

☐ Enable ☒ Disable 

* Data retention (mos.):  

Once selected, companies will enable the functionality and set the date range to be used for all expense reports. Organizations will have the ability to set the date range based on a monthly, bi-monthly or weekly frequency and will define what happens when the ending date lands on a weekend or holiday. The date range must be selected before the new option can be saved.

Any existing expense reports that were created prior to activating the new option will have to be completed in the usual fashion. Once the functionality is enabled, the system will begin to automatically create the expense report and add in posted transactions. Accounts without a posted transaction within the date range will not see an automated expense report. Card transactions will continually be added to the expense report each day until the date range ends.

Manage Auto Expense Report Cycle for TSYS (00050000)
Save
Return to Site Setup

Create expense reports automatically: ☒ Enable ☐ Disable

* Frequency: ☒ Monthly ☐ Bi-monthly ☐ Weekly i

* Cycle date: Select i

When cycle date falls on a weekend:

☐ Use the Friday before i
☐ Use the Monday after
☒ Use actual day

When cycle date falls on a holiday:

☐ Use the day before i
☐ Use the day after
☒ Use actual day

The expense report name will display as day, month, year, the name on the account and the last 4 digits of the card number. For example; 25 Mar 2014 Joe Cardholder 1234. The expense report name and date range will not be able to be modified.

The expense report cannot be submitted until after the end of the company defined date range to ensure all transactions are accounted for within the expense report. The cardholder will be able to work within the expense report during the date range, but the submit button will not be available. Users will be able to split, allocate and enter descriptions throughout the time period.

In addition, users will be able to add out-of-pocket transactions throughout the date range. The post date for the out-of-pocket transaction must fit within the date range of the expense report. Depending on the companies process, the option to set the post date equal to the transaction date may need to be set to ensure the out-of-pocket transaction can be added to the expense report. Users can continue to create a manual expense report for their out-of-pocket transactions, if needed.

If the system is not able to locate a cardholder user for an account, meaning the user is the owner of the account, the administrator will see a new section on the Manage Expense Report screen for Unassigned Expense Reports. There will also be a new link on the home page within My Tasks for the user to navigate to this section. Within this new section, the user can Take Ownership of the expense report to complete the report and route it for approval.

Expense Reports

Unattached Transactions

Search Expense Reports

Unassigned ⓘ

<input type="checkbox"/>	Detail	Report Id	Name on Account	Expense Report Name	Current Status	Current Status Date	Reimbursable Total	Grand Total
<input type="checkbox"/>		0001271949	JOE CARDHOLDER 1	21 Mar 2014 JOE CARDHOLDER 1 0159	Incomplete	3/12/2014	\$0.00	\$146.53
<input type="checkbox"/>		0001271953	JOE CARDHOLDER 2	21 Mar 2014 JOE CARDHOLDER 25780	Incomplete	3/12/2014	\$0.00	\$192.81
<input type="checkbox"/>		0001271955	JOE CARDHOLDER 3	21 Mar 2014 JOE CARDHOLDER 3 3024	Incomplete	3/12/2014	\$0.00	\$193.95





⏮️ ⏪️ 1 2 3 ⏩️ ⏭️

Page: 1 of 3 Go

Take Ownership

Displaying page 1 of 3, items 1 to 10 of 25.

Cardholder users who are the owner of their card will automatically see the expense report within their "In Progress" section. There will be a new column (System Created) to indicate the report was automatically generated. This field will also be added to the export file when on the Search Expense Report tab.

In Progress ⓘ											
	Detail	Notes	Report Id	System Created	Name on Account	Expense Report Name	Current Status	Date Submitted	Current Status Date	Reimbursable Total	Grand Total
			0001271950	Yes	TEST ACCOUNT	21 Mar 2014 TEST ACCOUNT 8498	Incomplete	3/14/2014	3/14/2014	\$0.00	\$33.13
			0001272023	Yes	TEST ACCOUNT	21 Mar 2014 TEST ACCOUNT 7159	Incomplete	3/14/2014	3/14/2014	\$0.00	\$60.42

At the end of the date range, an email will be sent out to the owner of the account that an expense report has been created and that the user needs to review and submit for approval. Clients will be able to define the email notification through Email Templates like all other notifications today.

Should there be any issues with the process to add transactions to the expense reports, text will display on the home page in red to indicate there are unattached transactions that need to be added to the report. This will display either in the My Account or Accounts I Manage section. Users will then be able to identify the transactions and add them to the appropriate expense report.

For cases where the account does not have an owner a new link will display within My Tasks indicating there are unattached transactions. The link will take the user to View Transactions where they can search for unassigned transactions to find the affected accounts and transactions.

General Updates

The following general items are also included in this release:

Statements Module

- The transaction view will be enhanced to view the originating account number when transactions are displayed against an FO or Diversion account. (CQ134788)
- We are fixing an issue within the Statement Module when viewing transactions. A user selected to view transactions for a cycle, navigated to the second page and then selected to view another cycle. However, transactions displayed for the first selected cycle. This has been corrected. (CQ135262)

Account Module

- We have made some improvements to the Export function within Accounts > Manage Accounts to support larger data exports. (CQ135430)

Expense Module

- When entering in an out-of-pocket transaction, it was found that if the amount is entered incorrectly, the error message did not display in the proper language based on the language the user selected. This is being corrected. (CQ134959)
- We are fixing an issue when uploading receipts within Manage Expense Reports to ensure the Browse button displays correctly when using IE 9.0. (CQ135450)
- We will be correcting an issue to ensure the system automatically saves changes to transactions within View Transactions when the user navigates to the transaction detail screen or clicks on the option to split a transaction. (CQ134810)
- When on the Manage Expense Report screen, when users click on the check box for multiple expense reports within the grid and then navigate to either the Unattached Transaction or

Search Expense Report tabs, the selection is not saved. This issue has been corrected. (CQ134216)

- We are correcting an issue to ensure users are able to save a meal type for a transaction within the transaction detail screen. (CQ10329)

Reports Module

- We are correcting an issue with the Statement of Account report to ensure the Late Fees and Finance Charges reflect the correct summary total. (CQ135437, 135438, 135439)
- We are fixing an issue with the standard Expense Report. There have been instances where the report fails to complete successfully when appending page numbers to the report. If the system gets an error when trying to append page numbers the routine will be skipped and the report generated. (CQ134474)
- We are fixing an issue resulting in an account having duplicate default allocation values which result in the mapper displaying duplication transactions well as the Expense Report. (CQ134008)
- We are correcting several issues with the standard Statement of Account report to ensure the velocity limits display correctly, the card limit displays and any applicable late fees and finance charges display in the correct location. (CQ135437)
- We will implementing a minor enhancement and will add the Merchant Street Address to the standard data mapping tool. (CQ135391)
- We are correcting an issue with the standard Expense Report to ensure the report displays the correct total. An issue was found where a transaction was duplicated on the report when the transaction included purchase detail records. (CQ135194)

Administration Module

- We will be enhancing the automated process of adding account access to an existing user when the original account has been closed and a new replacement account is received. If the allocation permissions have been set up for the original account those same permissions will be copied over to the new replacement account. (CQ134954)
- We will be making some enhancements to the User Maintenance screens. We will be adding a status column for account access to the Security and Approval Access section on the main profile screen, to the access listing screen when modifying access and to the Add Access screen when searching for accounts. This will allow users to quickly determine which account to select. (CQ135234)
- We fixing an issue to ensure the correct default values display when setting up default allocation. An issue was reported where the user updated a value and then when attempting to complete a batch update the system displayed the old value. (CQ135478)
- We are fixing an issue when trying to batch update default allocation codes. The system would not allow the user to enter in a space and this is being corrected. (CQ135484)
- We are correcting an issue when assigning default field values via the batch update process. The system appeared to be saving invalid values within the user interface even though the values were not actually saved. In addition, when a user clicked on cancel and then save the invalid value was being saved. This occurred when assigning default field values by account. (CQ135485)
- We are correcting a minor issue when assigning default field values. When users select to Assign Default Field Values by account and search for and select multiple codes but then click on cancel the codes were still selected. When users click on cancel their selection will be cleared as well. (CQ135488)
- We are correcting an issue when assigning default field values and the search criteria includes a single quote. Currently, the user receives a system error. We will ensure this scenario is handled appropriately. (CQ135166)

Implementation Downtime

Again, please note – CentreSuite will be unavailable from 8:00 a.m. (MT) until 5:00 p.m. (MT) April 26, 2014.

We regret any inconvenience this downtime may cause you or your customers. If you have any questions, please contact your Account Manager and/or Client Support Analyst for more information.