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Administrator Access to Dashboard Reporting with Expense and/or Expense Routing enabled in CentreSuite

Dashboard reporting can be accesed within the Report Module and within the Quick Links section on the CentreSuite home page. The dashboards will provide enhanced trending analysis related to program spend and CentreSuite usage.

Organization Adminstrators and users with the Audit Reporting permission who manage a card program with the Expense Module and/or Expense Routing enabled, will have access to the dashboards.

Once dashboards are enabled for the program, Administrators will see a new Quick Link on the CentreSuite home page or they will be able to navigate to the dashboards by clicking on Reports > Reports Dashboards:
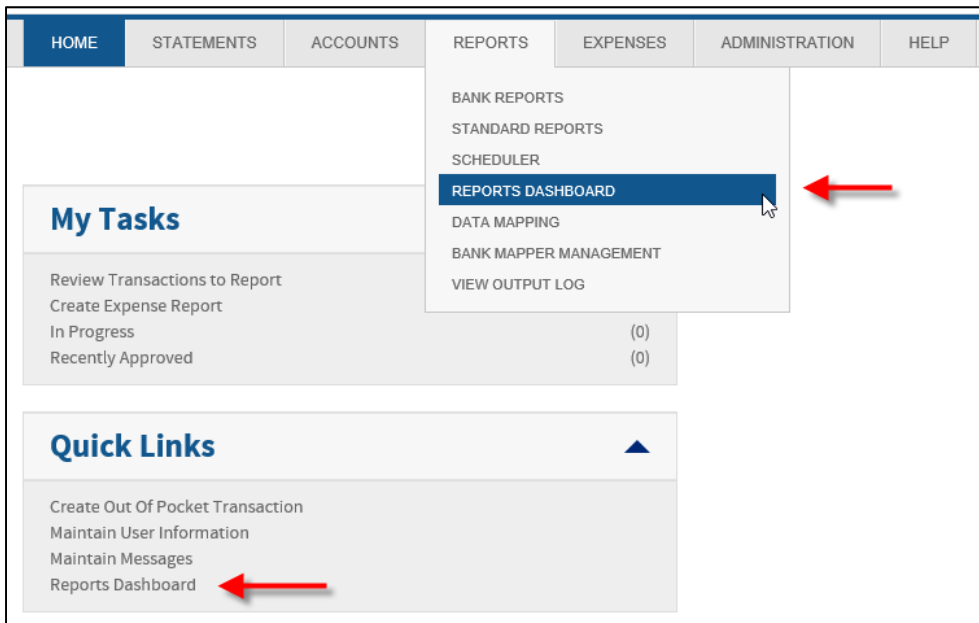
An Organization Administrator will have access to 10 different dashboards when accessing this feature:

- Total Program Spend
- Average Transaction Amount
- Average Program Spend
- Top 10 Merchants by Spend
- Top 10 Cardholders by Spend
- Statement Downloads
- Program Total Cards Issued
- Total Active Users
- New Users
- Total Logins

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At the top, a Monthly Glance will display which will reflect data from the current month. As the system rolls to a new month, the totals will refresh back to zero and will begin increasing as new transactions are imported, new users are added etc. for each chart. The monthly glance will display 8 of the 10 charts. Below the monthly glance is a Show / Hide Graph option where users can select which of the 10 charts they want to display. The Show / Hide will also change the Monthly Glance for the 8 that display.

Each dashboard has a common set of controls which allows them to control the display of each graph.

- Information Icon
- Set Date Range
- Print Icon
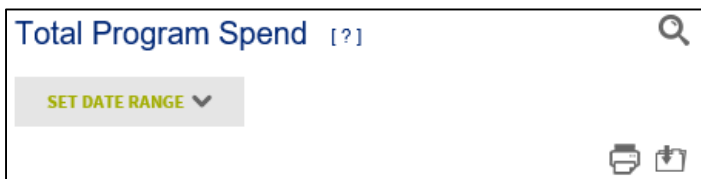- Download Icon
- Zoom Icon

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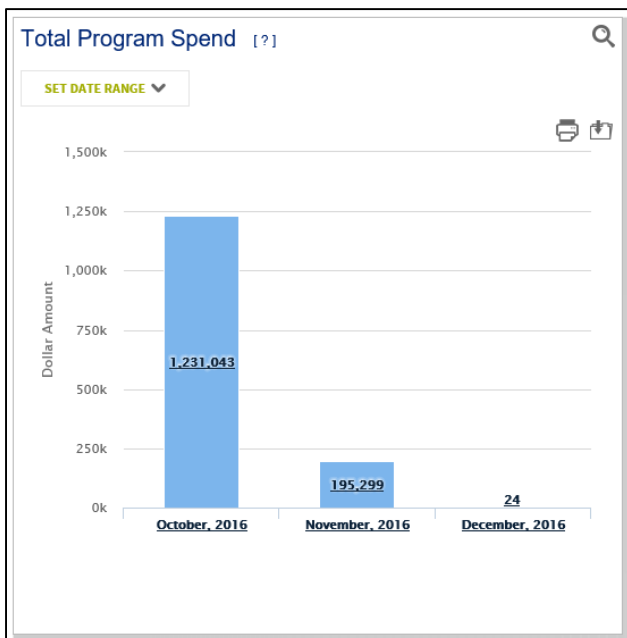
An information icon displays next to the chart name which provides information related to the data within the chart.


Click on the Set Date Range dropdown to define the date range and how to breakdown the data for each chart. Depending on the date range some breakdown options will not be enabled.
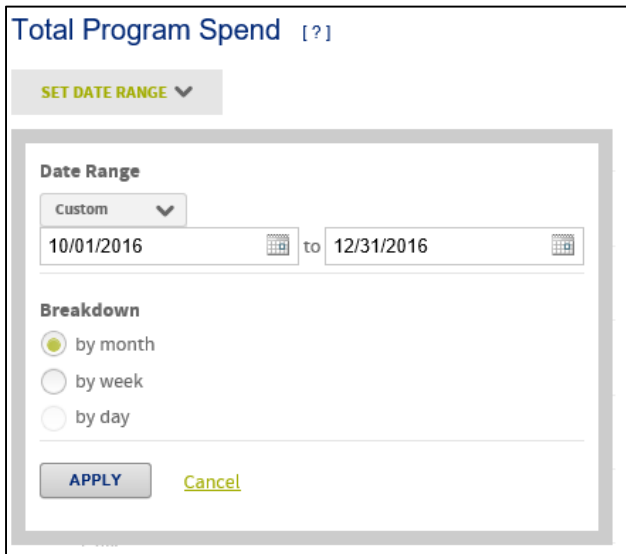
Print and download icons display in the upper portion of the chart to the right. A standard print dialog displays when selecting the print icon. A PNG file will be created when selecting to download the chart.

Click on the zoom icon in the upper right corner to enlarge the chart. As shown below, users are able to set the date range, define the breakdown, print and download the chart.

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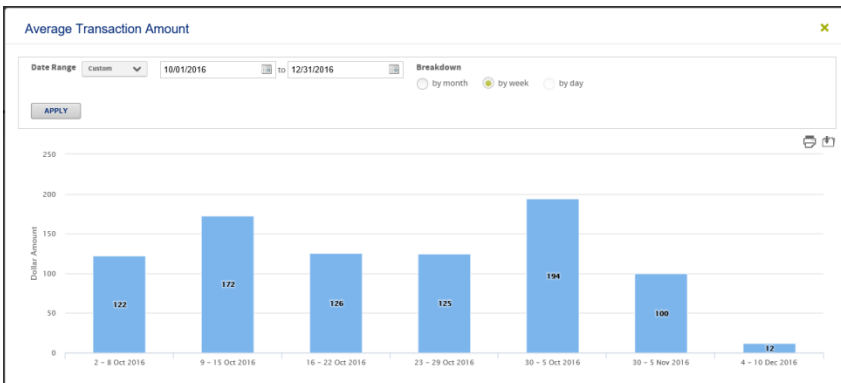
Users are able to control the order the charts display by clicking at the top of the chart and dragging the chart to where they want the chart to display.

Finally, the non-transactional dashboards will not reflect any historical information prior to May 2017 and will start tracking data from that time going forward. This will include the following charts:

- Statement Downloads
- Program Total Cards Issued
- Total Active Users
- New Users
- Total Logins

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Below is an example of the display:

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