

GRAM Credit Card System

Allocate and Submit Expenses

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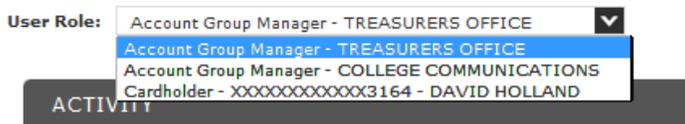
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Scan Cardholder Statement Packet

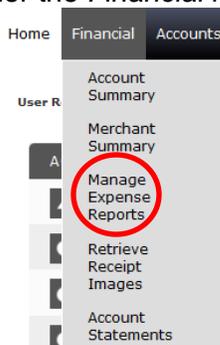
1. Obtain completed packet from the cardholder and scan into one file. This includes any checks and deposit forms for personal expenses.
2. If there was a personal expense, send the original check and Cash/Check Deposit form in campus mail to the Controller's Office Cashier.

Create Expense Report

1. Login to GRAM.
2. *User Role:*
 - To allocate and submit expenses an allocator must be on one of their *Account Group Manager* roles. You may have more than one *User Role* (i.e. if you are an allocator and a cardholder you would have two roles). Allocators can also have more than one *Account Group Manager* role depending on how many groups they allocate. If you have more than one *User Role* you will see *User Role* on the *Home* page. Your *Home* page is based on the role chosen.
 - To change *User Role*, click on drop down and choose a role. Your *Home* page will reload.



3. Under the *Financial* menu, click *Manage Expense Reports*.



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- Click on drop down and choose *All (Account)* then click *Search*.

- All card accounts you allocate will be listed. To choose cardholder to create expense report for click on cardholder name in blue.

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
DAVID HOLLAND	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-3164	BRYN MAWR	PA	UNITED STATES	Treasurer-Admin	Active
JERRY BERENSON	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-2043	BRYN MAWR	PA	UNITED STATES	DIV Chief Financial Officer	Active
JERRY BERENSON	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-9967	BRYN MAWR	PA	UNITED STATES	DIV Chief Financial Officer	Account Closed
KARI FAZIO	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-6609	BRYN MAWR	PA	UNITED STATES	DIV Chief Administrative Officer-Approve CFO	Active
DELEMA MORRICE	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-9308	BRYN MAWR	PA	UNITED STATES	Treasurer	Account Closed

- Click on either **+** (*Create New*). When you click on the **+** your expense report is created.

SEARCH RESULTS

+

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History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
No expense reports found								

+

Page 1 of 1 Page Go

Name Report/Choose Dates

- Expense Report Description* - change to cardholder last name, first name and statement month, year.

REPORT DESCRIPTION

Expense Report Description: Gardner, Mary Ellen Mar 15

- Choose Reporting Cycle* - Choose statement date range from drop down.

CREATE EXPENSE

KARI FAZIO • XXXX-XXXX-XXXX-XXXX

Allocators-Please fo...

0252004784 - Expense Rept

REPORT DESCRIPTION

Expense Report Descrip...

DATE RANGE

Date Type: Rest...

Choose Reporting Cycle: [Dropdown Menu]

- Click *Next* located in bottom right corner of the page.

- Click *Expand All*.

SEARCH RESULTS

Expand All Collapse All

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility	Personal
1	02/19/2016	02/18/2016	THE MIDDLE STATES COMMISS	295.00	21.85			

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Populate Personal Expense/Foreign Country

1. If expense was personal, click box under *Personal*.

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility	Personal
1	02/19/2016	02/18/2016	THE MIDDLE STATES COMMISS	295.00	21.85			<input type="checkbox"/>

2. *Expense Type* - If expense was for foreign related travel, click on drop down and choose *If Foreign Travel please choose Country*.
3. *Foreign Country Name* - Click on drop down and choose country listed in alphabetical order. If you do not see the country choose the correct *Other* option based on continent.

EXPENSE TYPE INFORMATION

Expense Type: If Foreign Travel please choose Country

If Foreign Travel please choose Coun:

ACCOUNTING CODES INFORMATION

Expense Description: 1 - Unrestricted

Fund: 1 - Unrestricted

Dep: 0130

10/22/2014

EXPENSE TYPE INFORMATION

Expense Type: If Foreign Travel please choose Country

If Foreign Travel please choose Coun:

ACCOUNTING CODES INFORMATION

Expense Description: 1 - Unrestricted

Fund: 1 - Unrestricted

Dep: 0130

10/21/2014

Enter Description

1. *Expense Description* – Include all information listed below in one continuous sentence. You can use commas but DO NOT use a semi-colon or hit the *Tab/Enter* keys. There is a 60 character max so you are encouraged to use standard abbreviations. If descriptions are same/similar, copy and paste to other expense descriptions then change as needed.
 - **Purpose:** The reason for the expenditure is especially important. Examples include, “Faculty search”, “Field Trip”, “Conference XYZ”, “Research”, “Recruiting”, “Membership”.
 - **Service or item purchased:** For example: “gas for van#15”, “registration”, “lunches for field trip”.
 - **Location or destination:** Indicate the city/state/country when the transaction involves travel or the statement description is not self-explanatory.
 - **Person(s):** When the expense is for someone other than the cardholder, provide the names or number of the person(s) covered by the expense.
 - **Date:** If the transaction is for a future event, such as conference registration or travel, provide the date of the upcoming event.
2. Examples of complete descriptions:
 - “Dinner-guest speaker J.Doe, self, 2 faculty, 2 students” The name of the restaurant and date of the expense are recorded on the statement and not needed in your description.
 - “Presenter at XYZ Conf Atlanta Oct.2016”. This description would be appropriate for an airline tickets booked in advance for conference-related travel.
 - “No Receipt- research publ “Short Title” XYZ Conf Atlanta”. This description provides the purpose for the purchase and detail that would have been on the missing receipt.
 - “Personal expense-check and deposit form attached”.

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Enter Account Number

1. Account Number (*Fund, Account Code, Department, Project*) - If expense needs to be charged to more than one account number follow [Charge Multiple Account Numbers](#). Otherwise, follow steps below.
2. Click *Edit Accounting Codes*.

3. Change default numbers or enter number if field is empty for each part. When you begin typing a list will appear, choose from list or continue to enter number.

4. Repeat process for each expense on report.
5. When finished, click Save then *Next* to [attach file and submit](#).

Charge Multiple Account Numbers

1. Under *Detail* click . When you hover on the icon *Split Transaction* will appear.

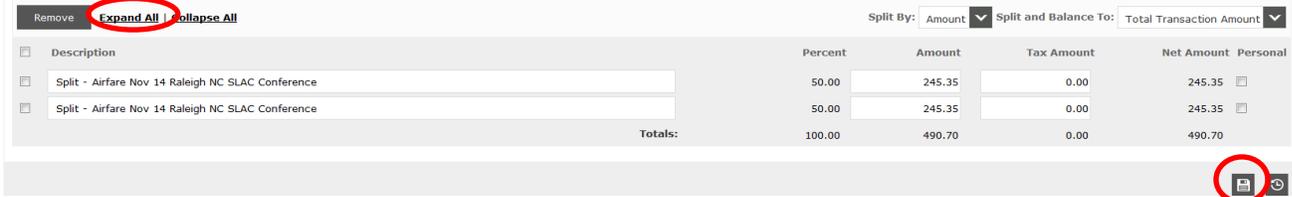
2. Next to *Split(s)*: it defaults to 2, to charge more than 2 accounts change the number first then click *Add*.

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3. The number of splits entered will appear. *Split by* will default to *Amount* however you can click on drop down and change to *Percent* if you wish to split by percent instead.

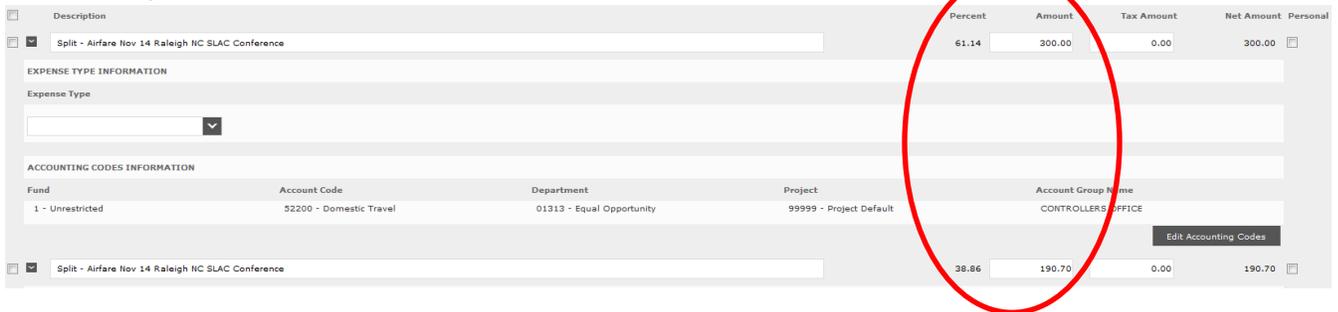
4. Click  (Save) then click *Expand All*.



The screenshot shows a table with columns: Description, Percent, Amount, Tax Amount, Net Amount, and Personal. There are two rows for 'Split - Airfare Nov 14 Raleigh NC SLAC Conference'. A 'Totals' row is at the bottom. Above the table, there are buttons: 'Remove', 'Expand All' (circled in red), and 'Collapse All'. To the right, there are dropdown menus for 'Split By' (set to Amount) and 'Split and Balance To' (set to Total Transaction Amount). At the bottom right, there is a 'Save' icon (circled in red) and a refresh icon.

Description	Percent	Amount	Tax Amount	Net Amount	Personal
Split - Airfare Nov 14 Raleigh NC SLAC Conference	50.00	245.35	0.00	245.35	<input type="checkbox"/>
Split - Airfare Nov 14 Raleigh NC SLAC Conference	50.00	245.35	0.00	245.35	<input type="checkbox"/>
Totals:	100.00	490.70	0.00	490.70	

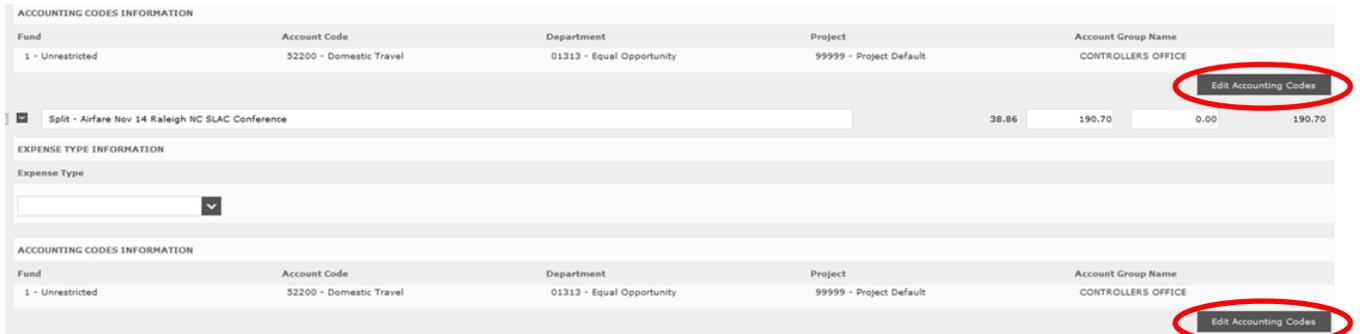
5. Enter \$ amount for each split under *Amount* or % column. In order to continue the amounts must equal the total expense amount.



The screenshot shows the 'EXPENSE TYPE INFORMATION' and 'ACCOUNTING CODES INFORMATION' sections. The 'Amount' field in the table is circled in red. The 'ACCOUNTING CODES INFORMATION' section includes fields for Fund, Account Code, Department, Project, and Account Group Name.

Description	Percent	Amount	Tax Amount	Net Amount	Personal
Split - Airfare Nov 14 Raleigh NC SLAC Conference	61.14	300.00	0.00	300.00	<input type="checkbox"/>
Split - Airfare Nov 14 Raleigh NC SLAC Conference	38.86	190.70	0.00	190.70	<input type="checkbox"/>

6. Account Number (*Fund, Account Code, Department, Project*) - Click *Edit Accounting Codes* for each split.



The screenshot shows the 'ACCOUNTING CODES INFORMATION' section for two splits. The 'Edit Accounting Codes' buttons are circled in red. The table below shows the accounting codes for each split.

Fund	Account Code	Department	Project	Account Group Name
1 - Unrestricted	52200 - Domestic Travel	01313 - Equal Opportunity	99999 - Project Default	CONTROLLERS OFFICE
1 - Unrestricted	52200 - Domestic Travel	01313 - Equal Opportunity	99999 - Project Default	CONTROLLERS OFFICE

7. Change default numbers or enter number if field is empty for each part. When you begin typing a list will appear, choose from list or continue to enter number.

8. When finished, click *Save* and you should receive a successful message. Then click *Expense Report* breadcrumb to return to the Expense Report.



The screenshot shows the breadcrumb navigation: 'Expense Report List' > 'Expense Report' (circled in red) > 'Split Transaction'. Below it is a green success message: 'Financial Transaction successfully modified.'

9. Click *Expand All*.

10. Repeat process for each expense on report.

11. When finished, click *Save* then *Next* to [attach file and submit](#).

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Attach File/Submit

1. To attach your scanned file, click *Add Receipt*.

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

KARL FAZIO • XXXX-XXXX-XXXX-6609 (Active) • TREASURERS' OFFICE • 101 N MERION AVE • BRYN MAWR, PA 19010285901

Please follow the step by step instructions in the Allocator guide. When finished, click Submit button. Expense report will be routed to the cardholder's assigned approver. To save work click Save and return to List button.

0252000011 • Fazio,Karl Oct 14 - In Progress

Report Summary		Amount
Card Transaction Expenses:		556.72
Personal Transaction Expenses:		0.00
Expense Total:		556.72
Amount Due to Employee:		0.00
Amount Due on Card:		556.72

Posting Date	Transaction date	Description	Tax Amount	Transaction Amount
10/22/2014	10/20/2014	U.S. AIRWAYS (USAIRWYS)	0.00	490.70
10/22/2014	10/21/2014	EXPEDIA 189267888866	0.00	132.06
10/27/2014	10/23/2014	EXPEDIA 189267888866		(66.04)
Subtotal			0.00	556.72

Buttons: Add Receipt, Add Mobile Receipt, Schedule, Submit, Save and Return to List, Delete

2. *Add Receipt* window will appear, Click *Browse*. Navigate to file, click on file then click *Open*.

Add Receipt

Select a file:

Select a file to Upload

Buttons: Add, Cancel, Browse

3. Click *Add*.

Add Receipt

Select a file:

Fazio K Oct 14 recs.pdf

Buttons: Add, Cancel, Browse

4. *Comments* (OPTIONAL) - Enter any comments for approver in bottom right corner of the page.
5. Click *Submit* to submit expense report. To save work and submit later click *Save and Return to List*.

	Tax Amount	Transaction Amount
	0.00	490.70
	0.00	132.06
	0.00	(66.04)
Subtotal		556.72

Buttons: View Receipt, Schedule, Submit, Save and Return to List, Delete

6. The following window will appear, click *OK*.

You are about to submit this Expense Report. Do you wish to continue?

Buttons: OK, Cancel

7. You will be returned to the *Expense Reports List* page where your report should be listed with a status of *submitted*. The expense report will be routed to assigned approver for that cardholder.
8. To search for an already created expense report to complete or view, use the Search for expense reports document located on the Finance-Purchases and Payments-College Credit Card webpage.