GRAM Credit Card System
Allocate and Submit Expenses

Contents

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.

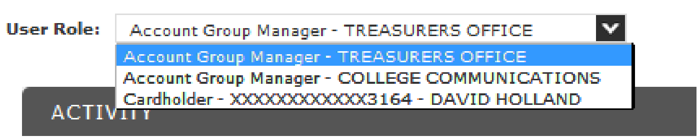
2. If there was a personal expense, send the original check and Cash/Check Deposit form in campus mail to the Controller's Office Cashier.

Create Expense Report

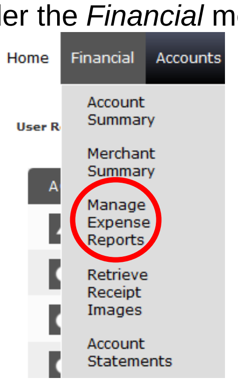
1. Login to GRAM.

2. *User Role:*

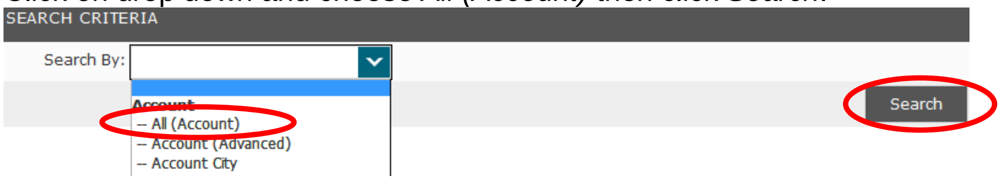
   - To allocate and submit expenses an allocator must be on one of their *Account Group Manager* roles. You may have more than one *User Role* (i.e. if you are an allocator and a cardholder you would have two roles). Allocators can also have more than one *Account Group Manager* role depending on how many 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.



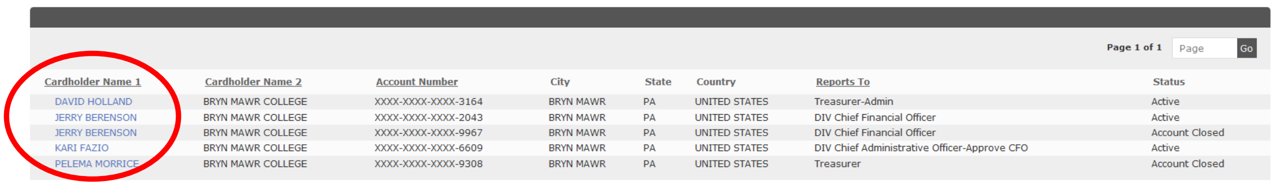
3. Under the *Financial* menu, click *Manage Expense Reports*.



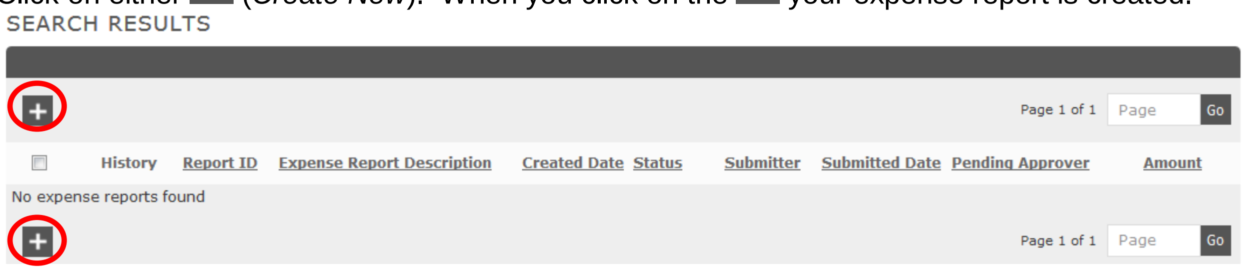
4. Click on drop down and choose *All (Account)* then click *Search*.



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

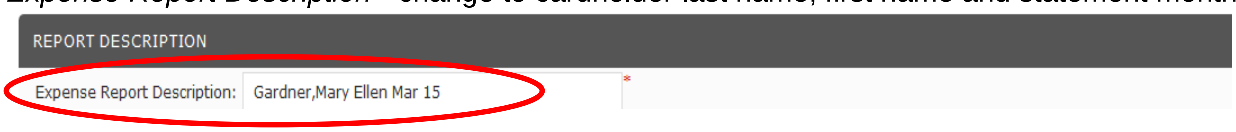


6. Click on either ➕ (*Create New*). When you click on the ➕ your expense report is created.

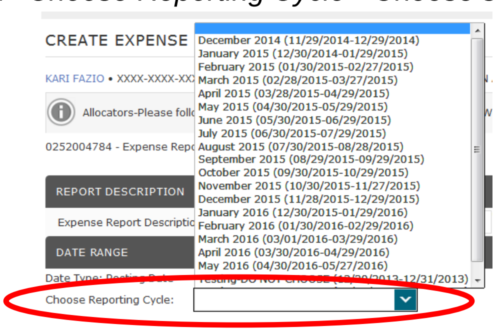


Name Report/Choose Dates

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

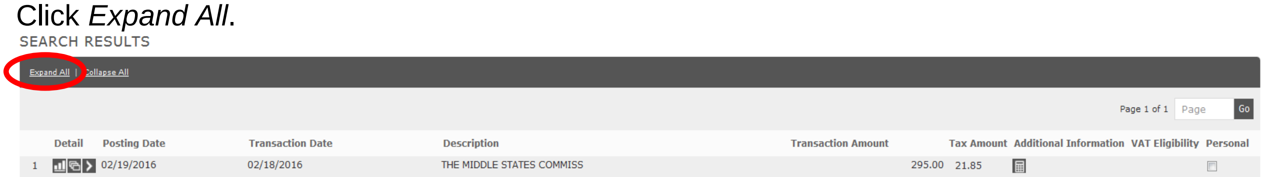


2. *Choose Reporting Cycle* - Choose statement date range from drop down.



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

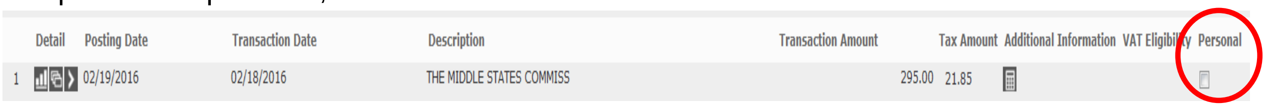
4. Click *Expand All*.



GRAM Credit Card System
Allocate and Submit Expenses

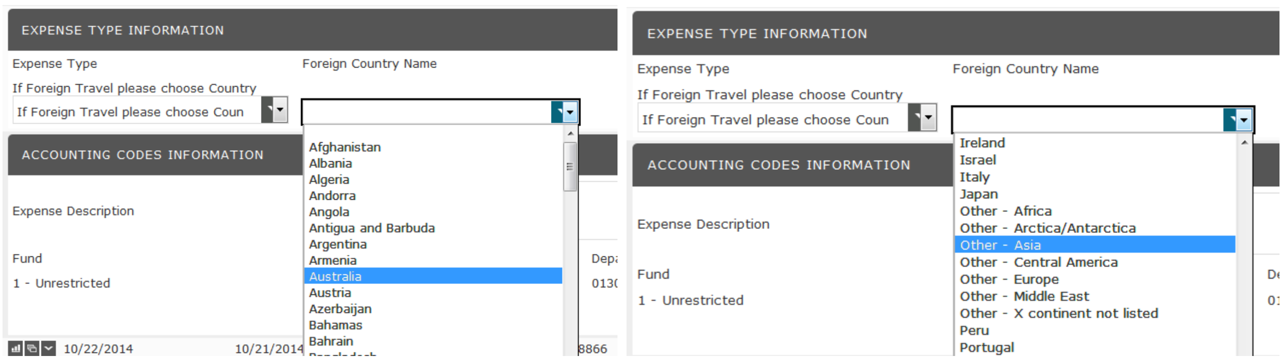
Populate Personal Expense/Foreign Country

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



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.



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.

    - <u>Purpose:</u> The reason for the expenditure is especially important. Examples include, "Faculty search", "Field Trip", "Conference XYZ", "Research", "Recruiting", "Membership".
    - <u>Service or item purchased:</u> For example: "gas for van#15", "registration", "lunches for field trip".
    - <u>Location or destination:</u> Indicate the city/state/country when the transaction involves travel or the statement description is not self-explanatory.
    - <u>Person(s):</u> When the expense is for someone other than the cardholder, provide the names or number of the person(s) covered by the expense.
    - <u>Date:</u> If the transaction is for a future event, such as conference registration or travel, provide the date of the upcoming event.

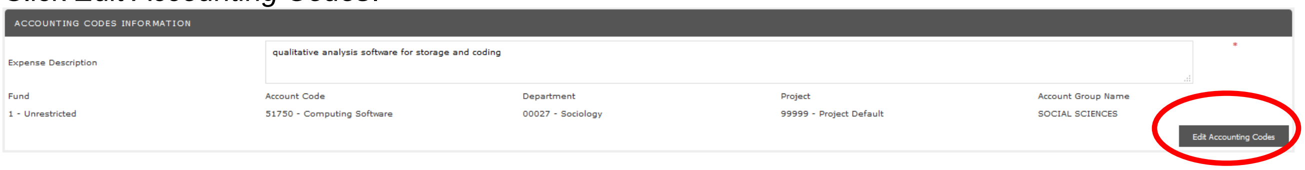
2. Examples of complete descriptions:

    - "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".

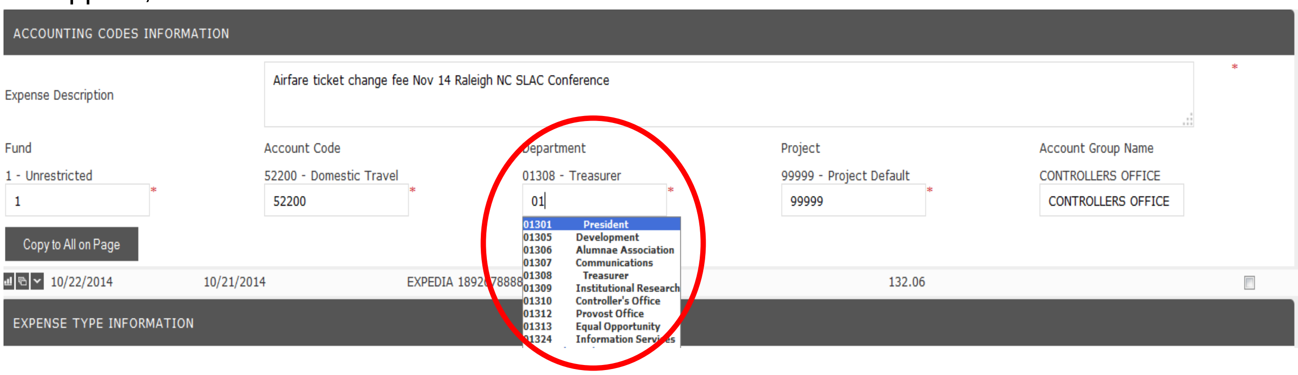
Enter Account Number

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.

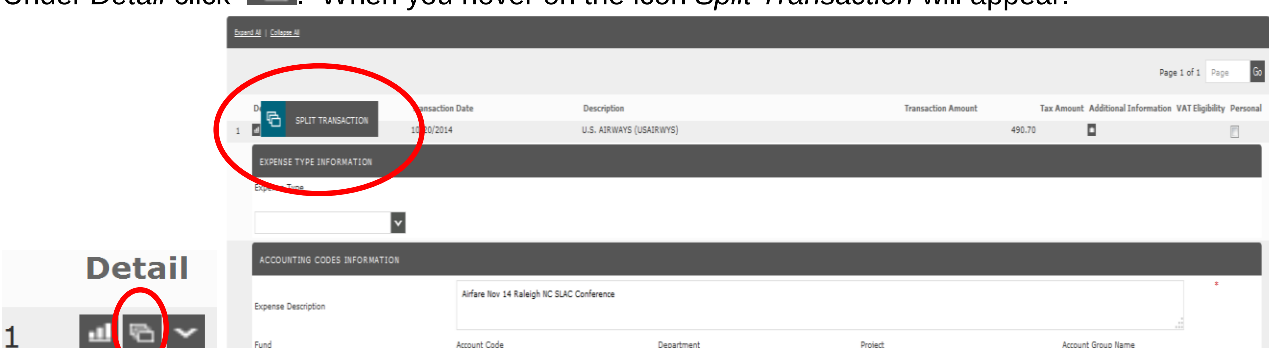


4. Repeat process for each expense on report.

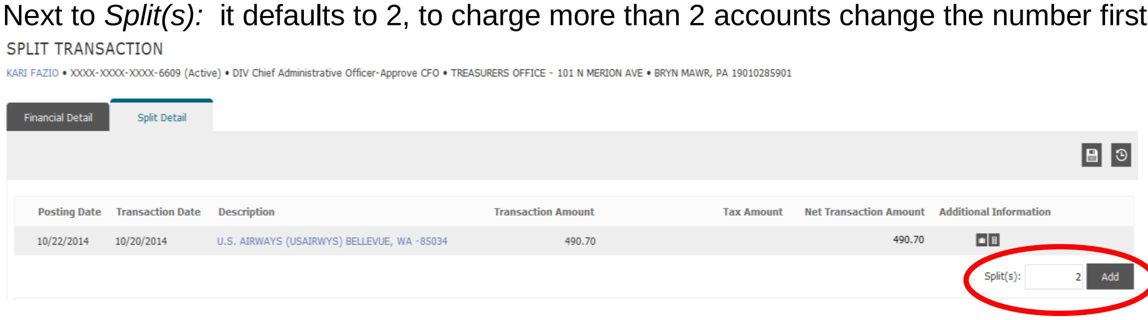
5. When finished, click Save then *Next* to attach file and submit.

Charge Multiple Account Numbers

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

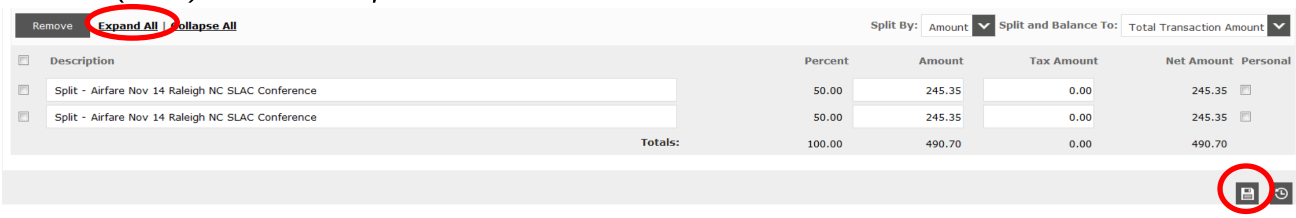


2. Next to *Split(s):* it defaults to 2, to charge more than 2 accounts change the number first then click *Add*.

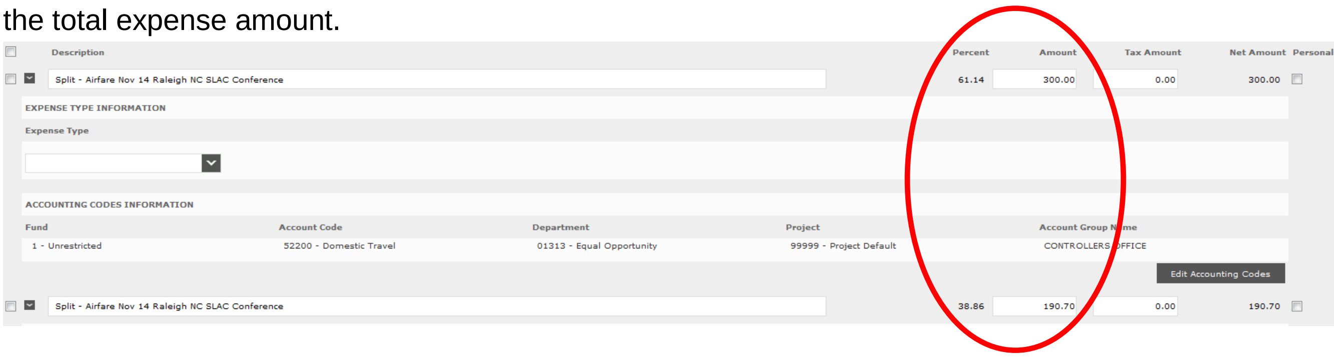


3. The number of splits entered will appear. *Split by* will default to *Amount* however you can click on drop down and change to *Percent* if you wish to split by percent instead.

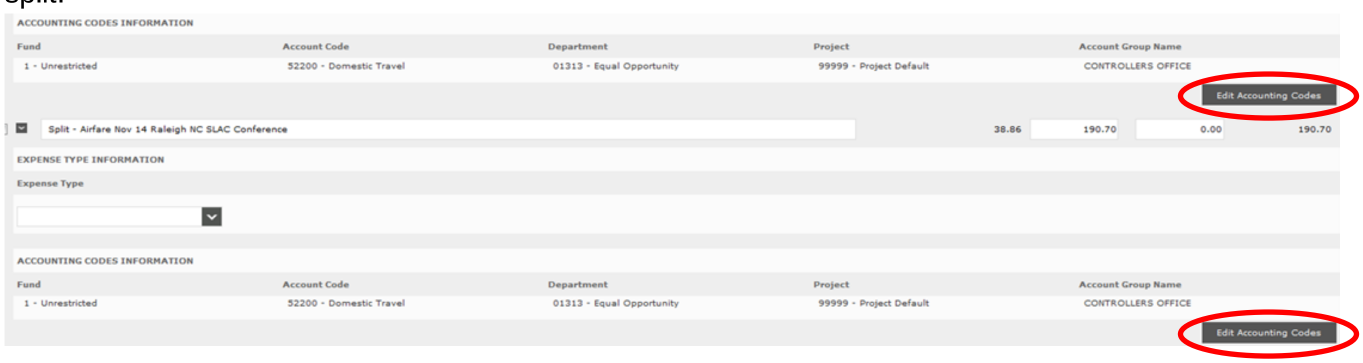
4. Click  (*Save)* then click *Expand All*.



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

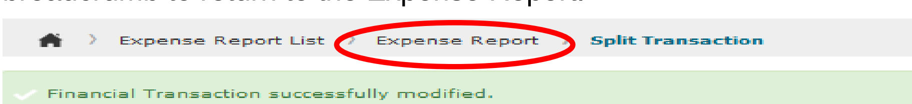


6. Account Number (*Fund*, *Account Code*, *Department*, *Project)* - Click *Edit Accounting Codes* for each split.



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.



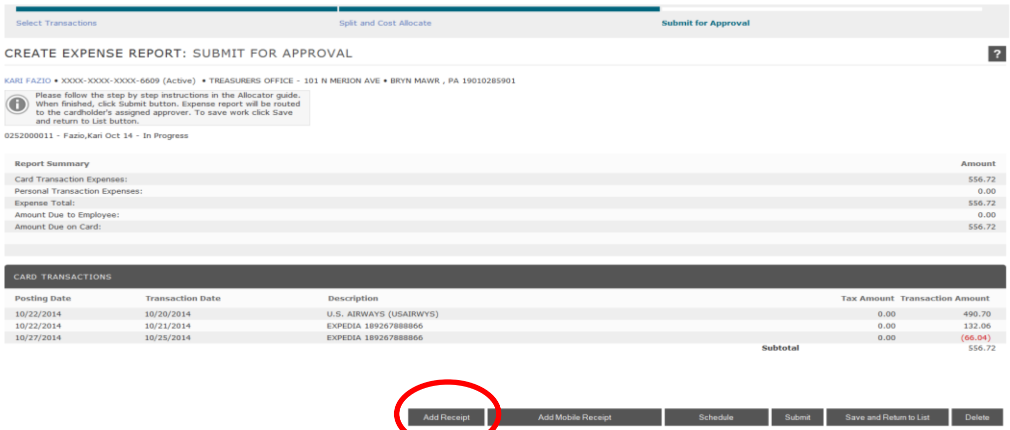
9. Click *Expand All*.

10. Repeat process for each expense on report.

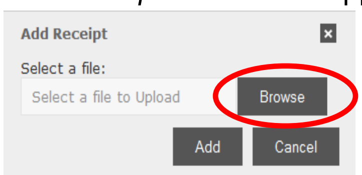
11. When finished, click Save then *Next* to [attach file and submit](#).

Attach File/Submit

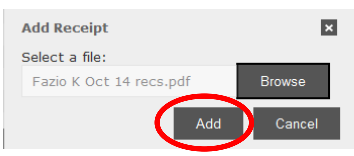
1. To attach your scanned file, click *Add Receipt*.



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

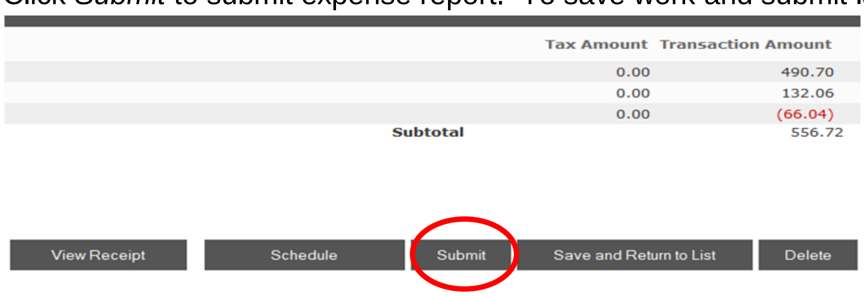


3. Click *Add*.

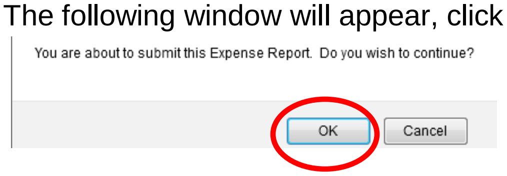


4. *Comments* (OPTIONAL) - Enter any comments for approver in bottom right corner of the page.

5. Click *Submit* to submit expense report. To save work and submit later click *Save and Return to List* .



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



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.