Search for Reports

1. Login to GRAM.

2. **User Role:**
   - To search for reports an allocator must be on one of their *Account Group Manager* roles. Allocators can have more than one *Account Group Manager* role depending on how many groups they allocate.
   - To change **User Role**, click on drop down and choose a role. Your **Home** page will reload based on the role choosen.

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

4. To search for reports for one card, click on drop down and choose **All (Account)** then click **Search**.
   - All card accounts you allocate will be listed. Click on cardholder name.

5. To search Expense Reports for all cards you allocate, under **QUICK LINK**, click on the department name.
6. Un-check box next to Assigned.

7. To reduce number of results, add one or more filters in the search criteria area. For example, click on drop down next to Report Status and choose In Progress to only see reports that are in progress or in Submitted Date Range enter beginning and ending dates to only see reports for a certain time period.

8. Click Search.

9. All reports for the one card you chose or your reporting level will be listed.

10. List is sorted in create date order newest to oldest. Change sort by clicking on one of the headers.

Review Report Status

1. The current status of the expense report will be listed, this tells you where the report is in the process.

- In Progress – Created but not submitted yet by allocator.
- Submitted – Submitted but not approved yet by department approver.
- Approved – Approved by department approver but not approved yet by Controller’s Office.
- Rejected – Returned by department or Controller’s Office approver and not re-submitted by allocator.
- Completed – Approved and locked by Controller’s Office.
Open Report to Finish the Allocate and Submit Expenses Process

1. To open an *In Progress* report, click on *Expense Report Description*.

2. You will be on the Name Report/Choose Dates step of the allocate and submit expenses process.

3. Click on *Next* and *Back* buttons to navigate through the report.

4. You can edit/update any parts of the report you would like following the steps in the allocate and submit expenses guide located on the Finance-Purchases and Payments-College Credit Card webpage.

Open any Report to View

1. Click on *Expense Report Description*.

2. Click on *Next* and *Back* buttons to navigate through the report.

3. To open attached file, navigate to the last step, click *View Receipt* button, then *View* or *Download*. 