

# GRAM Credit Card System

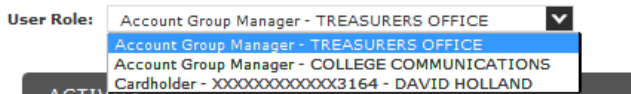
## Search for Expense Reports

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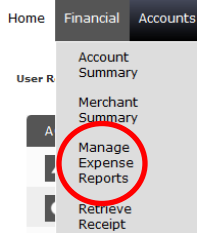
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### Search for Reports

1. Login to GRAM.
2. *User Role:*
  - To search for reports an allocator must be on one of their *Account Group Manager* roles. 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. 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 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

5. To search Expense Reports for all cards you allocate, under *QUICK LINK*, click on name in blue.



# GRAM Credit Card System

## Search for Expense Reports

6. Un-check box next to *Assigned*.

### EXPENSE REPORT LIST

**SEARCH CRITERIA**

Report Id(s):

Report Description(contains):

Approver Name(contains):

**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*.

### EXPENSE REPORT LIST

**SEARCH CRITERIA**

Report Id(s):  Submitted Date Range:  To

Report Description(contains):  **Report Status:** All

Approver Name(contains):  Report Total Amount:  To

Assigned:

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

### SEARCH RESULTS

		Page 1 of 1	Page	Go					
<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	<input type="button" value="▶"/>	0252000012	Fazio Kari Nov 14	01/13/2015	In Progress	JANE ALLOCATOR			813.50
<input type="checkbox"/>	<input type="button" value="▶"/>	0252000011	Fazio,Kari Oct 14	01/12/2015	Submitted	JANE ALLOCATOR	01/21/2015	ANNEMARIE THOMPSON	556.72

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

		Page 1 of 1	Page	Go					
<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	<input type="button" value="▶"/>	0252004784	Kari Fazio Credit Card Report for February 2016	03/08/2016	Completed	DAVID HOLLAND	03/14/2016		295.00
<input type="checkbox"/>	<input type="button" value="▶"/>	0252004457	Jerry Berenson Expense Report for February 2016	02/04/2016	In Progress	DAVID HOLLAND			149.35

## Review Report Status

- 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 approver or Controller’s Office and not yet re-submitted by allocator.
  - Completed* – Approved and locked by Controller’s Office.

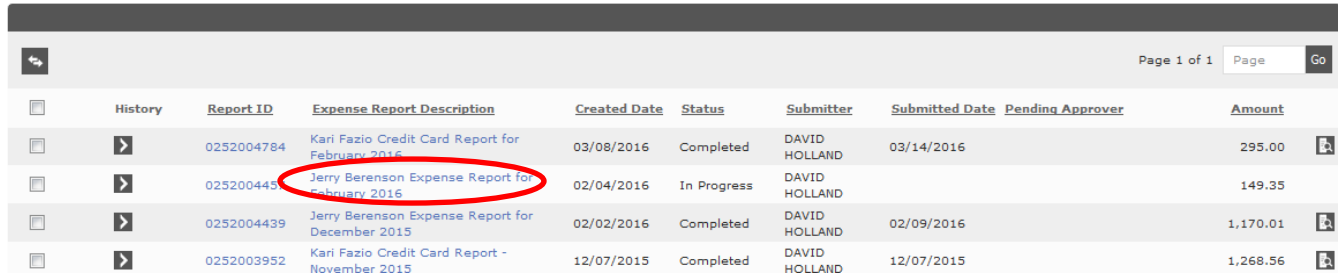
# GRAM Credit Card System

## Search for Expense Reports

### Open Report to Finish the Allocate and Submit Expenses Process

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

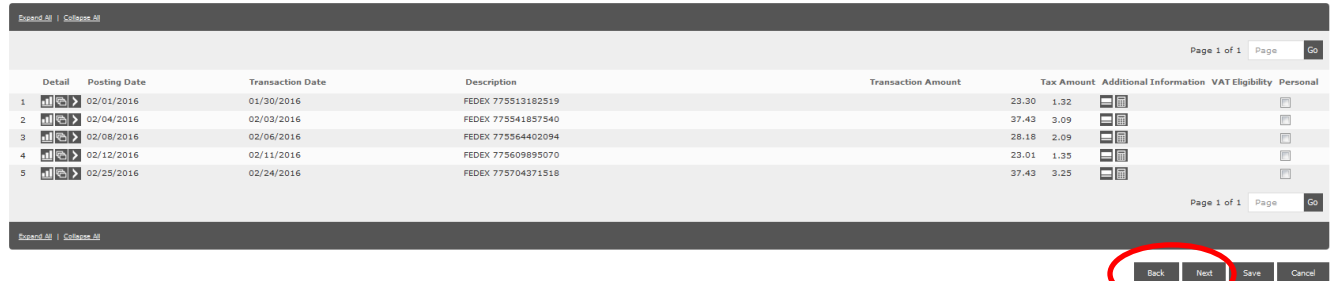
SEARCH RESULTS



History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
	0252004784	Kari Fazio Credit Card Report for February 2016	03/08/2016	Completed	DAVID HOLLAND	03/14/2016		295.00
	0252004457	Jerry Berenson Expense Report for February 2016	02/04/2016	In Progress	DAVID HOLLAND			149.35
	0252004439	Jerry Berenson Expense Report for December 2015	02/02/2016	Completed	DAVID HOLLAND	02/09/2016		1,170.01
	0252003952	Kari Fazio Credit Card Report - November 2015	12/07/2015	Completed	DAVID HOLLAND	12/07/2015		1,268.56

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.

SEARCH RESULTS



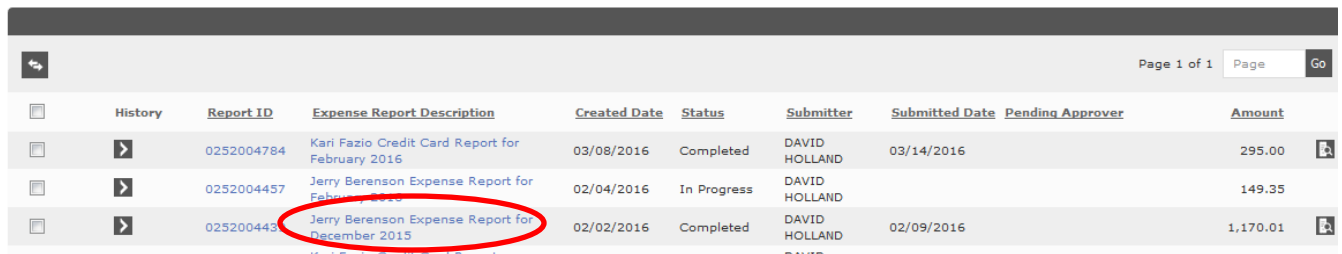
Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility	Personal
1	02/01/2016	01/30/2016	FEDEX 775513182519		23.30 1.32			<input type="checkbox"/>
2	02/04/2016	02/03/2016	FEDEX 775541857540		37.43 3.09			<input type="checkbox"/>
3	02/08/2016	02/06/2016	FEDEX 775564402094		28.18 2.09			<input type="checkbox"/>
4	02/12/2016	02/11/2016	FEDEX 775609895070		23.01 1.35			<input type="checkbox"/>
5	02/25/2016	02/24/2016	FEDEX 775704371518		37.43 3.25			<input type="checkbox"/>

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

### Open any Report to View

1. Click on *Expense Report Description* in blue.

SEARCH RESULTS



History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
	0252004784	Kari Fazio Credit Card Report for February 2016	03/08/2016	Completed	DAVID HOLLAND	03/14/2016		295.00
	0252004457	Jerry Berenson Expense Report for February 2016	02/04/2016	In Progress	DAVID HOLLAND			149.35
	0252004439	Jerry Berenson Expense Report for December 2015	02/02/2016	Completed	DAVID HOLLAND	02/09/2016		1,170.01

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*.

