

GRAM Credit Card System Allocate and Submit Expenses

Screen Shots are *EXAMPLES ONLY* so your screen may not look the same as the screen shot.

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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. 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 chosen.



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 and card *Account Number* to create expense report for click on cardholder name.

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
DONNA MACINTOSH	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-7751	BRYN MAWR	PA	UNITED STATES	Controllers Office	Active
KARI FAZIO	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-6609	BRYN MAWR	PA	UNITED STATES	Presidents Office	Account Closed
KARI FAZIO	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-2414	BRYN MAWR	PA	UNITED STATES	Presidents Office	Issuer Initiated
MARY ELLEN GARDNER	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-7973	BRYN MAWR	PA	UNITED STATES	Controllers Office	Account Closed
MARY ELLEN GARDNER	BRYN MAWR COLLEGE	XXXX-XXXX-XXXX-4350	BRYN MAWR	PA	UNITED STATES	Controllers Office	Issuer Initiated

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

Name Report/Choose Dates

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

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

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

- Click *Expand All*.

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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.

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.

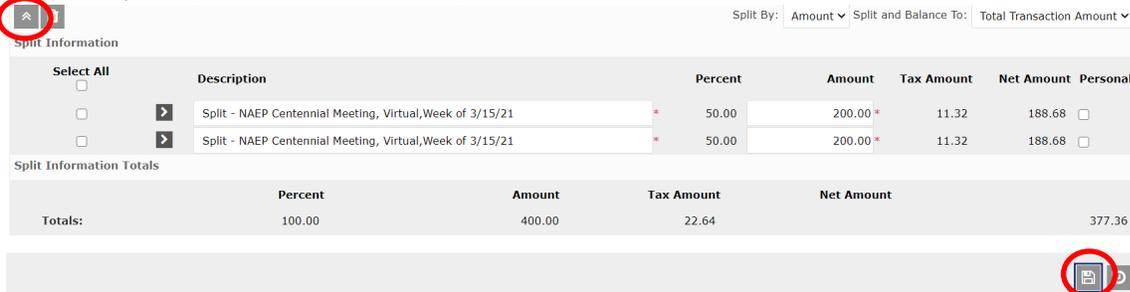
2. Next to *Split(s)*: it defaults to 2, to charge more than 2 accounts change the number first then click .

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- 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.

- Click  (Save) then click  to expand.



Split Information

Split By: Amount | Split and Balance To: Total Transaction Amount

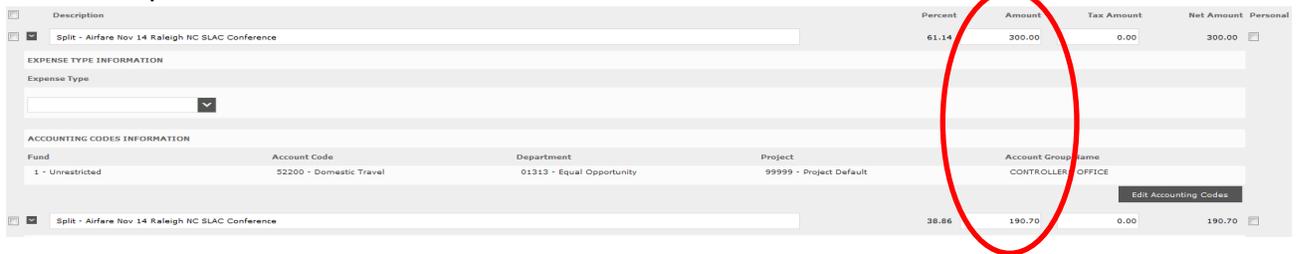
Select All	Description	Percent	Amount	Tax Amount	Net Amount	Personal
<input type="checkbox"/>	Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21	50.00	200.00	11.32	188.68	<input type="checkbox"/>
<input type="checkbox"/>	Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21	50.00	200.00	11.32	188.68	<input type="checkbox"/>

Split Information Totals

	Percent	Amount	Tax Amount	Net Amount
Totals:	100.00	400.00	22.64	377.36



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



Expense Type Information

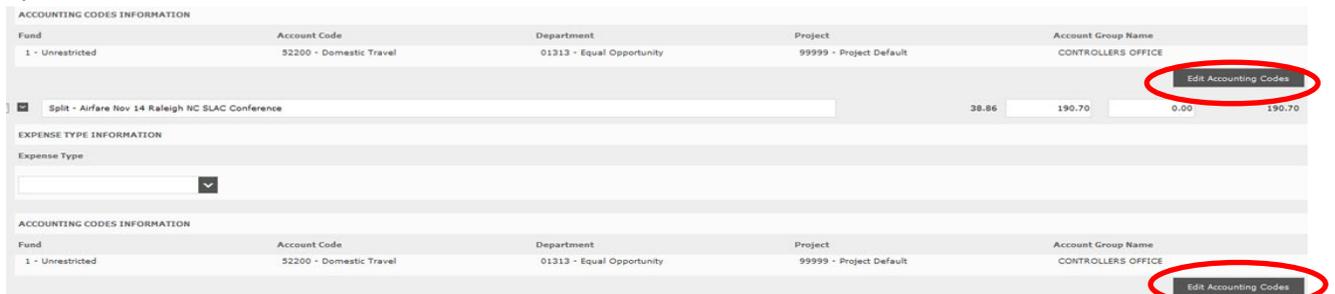
Description	Percent	Amount	Tax Amount	Net Amount	Personal
Split - Airfare Nov 14 Raleigh NC SLAC Conference	61.14	300.00	0.00	300.00	<input type="checkbox"/>

ACCOUNTING CODES INFORMATION

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



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



ACCOUNTING CODES INFORMATION

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



Split - Airfare Nov 14 Raleigh NC SLAC Conference

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



- 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.

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



Expense Report List >  > Split Transaction

Financial Transaction successfully modified.

- Click *Expand All*.

- Repeat process for each expense on report.

- 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 1901025901

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	10/25/2014	EXPEDIA 189267888866	0.00	(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.