

GRAM Credit Card System

Approve/Reject Expenses

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

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Email Notification

1. Once a week, an email is sent to approvers notifying them expenses have been submitted for approval.



Open Report

1. Login to GRAM.
2. *User Role*:
 - To approve/reject expenses an approver must be on one of their Level Manager roles. Approvers can have more than one Level Manager role depending on how many groups they approve.
 - To change *User Role*, click on drop down and choose a role. Your Home page will reload based on the role chosen.

HOME



3. Reports waiting for your approval will be listed under *REVIEW REQUIRED* (mid page). To open report click on the report name. If there is an expense marked as personal there will be a yellow dot to left of the name.



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Review Receipts

1. Click *View Receipt* in bottom right corner of the page.

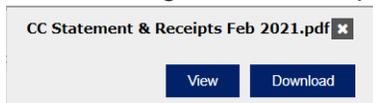
CARD TRANSACTIONS					
Posting Date	Transaction Date	Description	Tax Amount	Transaction Amount	
02/26/2021	02/25/2021	NATLASSOCEEDPROC			
			Subtotal	22.64	400.00
					400.00

View Receipt **Schedule** **Reject** **Approve**

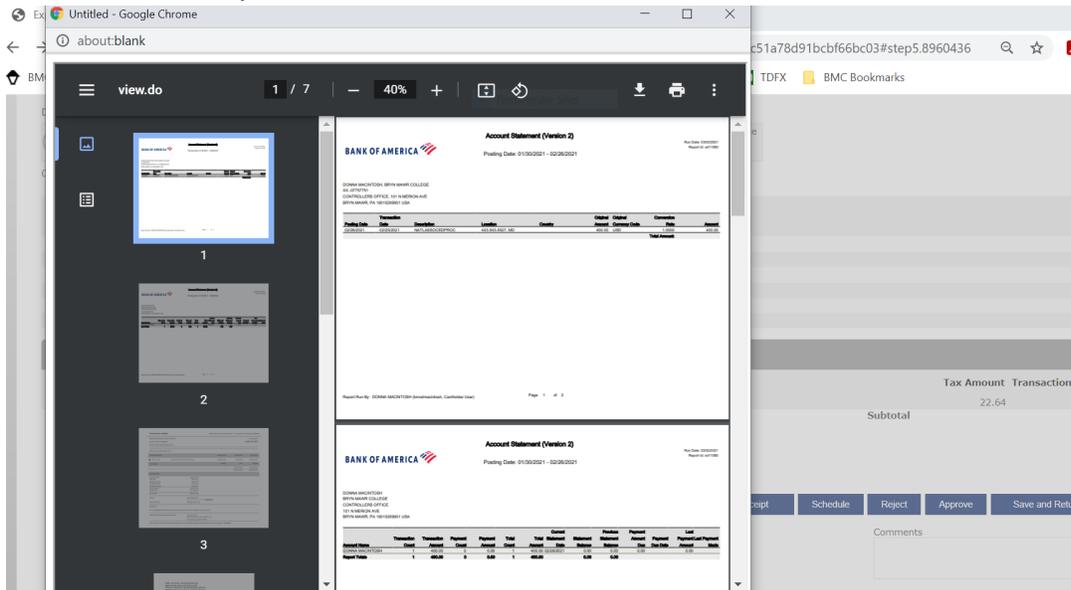
Comments

Back

2. The following window will appear, click *View* to open in browser or *Download* to open as PDF file.



3. Attached file will open in another window.



4. Review receipts file for completeness and appropriateness.

- Expenses must be ordinary, necessary, and directly related to the cardholder's job duties.
- There should be a detailed receipt for each expense or a reason provided why there is no receipt.
- If a purchase was personal, a check payable to Bryn Mawr College and a Cash/Check Deposit form should be included. If it is not included the report should be rejected.

5. Minimize (If you want to look at receipts when reviewing descriptions/account numbers) or close receipts file then click **X** to close view receipt window.

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Review Descriptions/Account Numbers

1. Click *Split and Cost Allocate*.



2. Click *Expand All*.

SEARCH RESULTS



3. Under *ACCOUNTING CODES INFORMATION* review the description which should contain the following information:

- **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:** The city/state/country when the transaction involves travel.
- **Person(s):** When the expense is for someone other than the cardholder, 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, the date of the upcoming event should be included.

Detail	Posting Date	Transaction Date	Description	Transaction Amount	T
1	11/03/2014	10/31/2014	SCIQUEST, INC.	750.00	
EXPENSE TYPE INFORMATION					
Expense Type		Foreign Country Name			
If Foreign Travel please choose Country		Ireland			
ACCOUNTING CODES INFORMATION					
Expense Description		A Thompson, Sciqwest Users conference, 5/12-14/15, Dublin			

4. Under same section, review the account number (*Fund-Account Code-Department-Project*) for each expense that is charged to one account number. If an expense is charged to more than one account number, go to [Review Multiple Account Numbers](#).

ACCOUNTING CODES INFORMATION				
Expense Description		A Thompson, Sciqwest Users conference, 5/12-14/15, Dublin		
Fund	Account Code	Department	Project	
1 - Unrestricted	52212 - Conference Registration Fees	01310 - Controller's Office	99999 - Project Default	

5. Repeat for each expense.

6. When finished, click *Review*. To approve go to [Approve Report](#), to reject go to [Reject Report](#).



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Review Multiple Account Numbers

- To review the account numbers (*Fund-Account Code-Department-Project*) for an expense charged to more than one account number, click .

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
1	 02/26/2021	02/25/2021	NATLASSOCEDPROC	400.00	22.64	
			Split(s) 1 : Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21 (50%)	200.00		
			Split(s) 2 : Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21 (50%)	200.00		

- On the *Split Detail* tab, click .

Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
02/26/2021	02/25/2021	NATLASSOCEDPROC 443-543-5527, MD -21045	400.00	377.36	

- Under each *ACCOUNTING CODES INFORMATION* review the account numbers (*Fund-Account Code-Department-Project*).

Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
02/26/2021	02/25/2021	NATLASSOCEDPROC 443-543-5527, MD -21045	400.00	377.36	

Description	Percent	Amount	Personal
Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21	50.00	200.00	No

Fund	Account Code	Department	Project	Account Group Name
1 - Unrestricted	52212 - Conference Registration Fees	01310 - Controller's Office	99999 - Project Default	CONTROLLERS OFFICE

Description	Percent	Amount	Personal
Split - NAEP Centennial Meeting, Virtual,Week of 3/15/21	50.00	200.00	No

Fund	Account Code	Department	Project	Account Group Name
1 - Unrestricted	52200 - Domestic Travel	01310 - Controller's Office	99999 - Project Default	CONTROLLERS OFFICE

Totals:	Percent	Amount
Totals:	100.00	400.00

- When finished, click *Expense Report* breadcrumb to return to the report.

Financial
Home > Expense Report List > Expense Report > Split Transaction

- Click *Expand All* if there are more expenses charged to more than 1 account number and repeat steps. Otherwise, click *Review*. To approve go to [Approve Report](#), to reject go to [Reject Report](#).

Select Transactions	Split and Cost Allocate	Review
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Approve Report

1. On *Review* screen, click *Approve* in bottom right corner of the page.

0252019858 - MacIntosh Donna Feb 2021 - Submitted

Report Summary			Amount
Card Transaction Expenses:			400.00
Personal Transaction Expenses:			0.00
Expense Total:			400.00
Amount Due to Employee:			0.00
Amount Due on Card:			400.00

CARD TRANSACTIONS				
Posting Date	Transaction Date	Description	Tax Amount	Transaction Amount
02/26/2021	02/25/2021	NATLASSOCEDPROC		
Subtotal			22.64	400.00



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

globalcard.bankofamerica.com says

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

3. Click  in top left of screen (brings you to home page) and repeat steps for each report listed under *REVIEW REQUIRED*.

Reject Report

1. On *Review* screen, enter the reason for rejection under *Comments* in bottom right corner of the page.

Comments

For transaction 2 the dept should be Treasurers Office, please correct and resubmit

2. Click *Reject*.
3. The following window will appear, click *OK*. The allocator will be notified via email of the rejection. They should correct the report and re-submit for your approval.

globalcard.bankofamerica.com says

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

4. Click  in top left of screen (brings you to home page) and repeat steps for each report listed under *REVIEW REQUIRED*.