

GRAM Credit Card System

Correct Rejected Expense Report

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

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Email Notification

1. If an expense report is rejected, the cardholder and allocator will receive an email from *Online Reporting* with the subject of *Expense Report Rejected*.

Expense Report Rejected



The expense report has been rejected by the assigned approving manager. Please [login](#) to the system to review the expense report.

Search/Open Report

1. Login to GRAM.
2. *User Role*:
 - To correct rejected 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 chosen.



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



4. Under *QUICK LINK*, click on department name.



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- Un-check box next to *Assigned*.

EXPENSE REPORT LIST

SEARCH CRITERIA

Report Id(s):

Report Description(contains):

Approver Name(contains):

Assigned:

- Click on drop down next to *Report Status* and choose *Rejected*.

- 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:

- All reports with a *Rejected* status will be listed in create date order newest to oldest.

Report Description(contains): Report Status: Rejected

Approver Name(contains): Report Total Amount: To

Assigned:

SEARCH RESULTS

+ <input type="checkbox"/>	- <input type="checkbox"/>	Page 1 of 1	Page	<input type="button" value="Go"/>					
<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	<input type="checkbox"/>	0252000025	Gardner, Mary Ellen Nov 14	01/20/2015	Rejected	JANE ALLOCATOR	01/21/2015		992.44
									Page Total: 992.44
									Search Total: 992.44

- Click under *History* and read why the report was rejected.

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input checked="" type="checkbox"/>		0252000025	Gardner, Mary Ellen Nov 14	01/20/2015	Rejected	JANE ALLOCATOR	01/21/2015		992.44
History									
	Date	Status	Modified By	Comments					
	01/22/2015	Rejected	athompso01adm	50For transaction 2 the dept on the 2nd split should be Treasurers office.					
	01/21/2015	Submitted	bmcjallocator						
	01/20/2015	In Progress	bmcjallocator						
									Page Total: 992.44
									Search Total: 992.44

- To open report, click on *Expense Report Description*.

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	<input type="checkbox"/>	0252000025	Gardner, Mary Ellen Nov 14	01/20/2015	Rejected	JANE ALLOCATOR	01/21/2015		992.44

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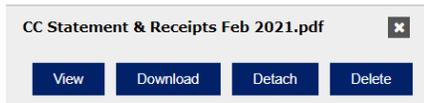
Correct Rejected Expense Report

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

Correct/Submit Report

1. If you need to correct personal expense, foreign country, descriptions or account numbers click *Next* button once then *Expand All*.
 - Correct fields that need to be corrected, click *Save* then click *Next* button.
2. If you need to remove/replace the attached file navigate to the last step by clicking on the *Next* buttons.

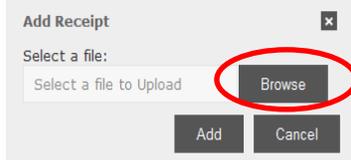
- To remove attached file, click *View Receipt* button, then *Detach*.



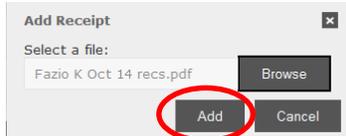
- To attach your new file, click *Add Receipt*.

CARD TRANSACTIONS				
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

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



- Click *Add*.



3. 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



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



5. 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.