

GRAM Credit Card System

Search for Expense Reports

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

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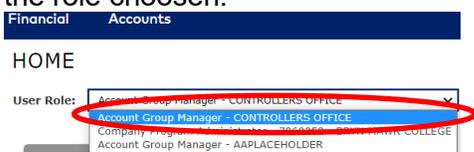
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Search for Reports

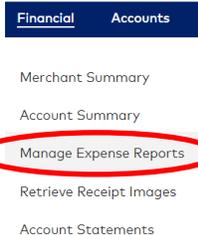
1. Login to GRAM.

2. *User Role:*

- To search for reports an allocator must be on one of their *Account Group Manager* roles. 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. 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.

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

5. To search Expense Reports for all cards you allocate, under *QUICK LINK*, click on the 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:

- 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.

- 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 for the one card you chose or your reporting level will be listed.

SEARCH RESULTS

Page 1 of 1									
Page									
<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>		0252019723	Gardner, Mary Ellen January 2021	02/04/2021	Completed	MARY ELLEN GARDNER	02/04/2021		639.12
<input type="checkbox"/>		0252019488	MacIntosh, Donna Nov 2020	12/15/2020	Completed	MARY ELLEN GARDNER	12/15/2020		200.00

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

SEARCH RESULTS

Page 1 of 1									
Page									
<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>		0252019723	Gardner, Mary Ellen January 2021	02/04/2021	Completed	MARY ELLEN GARDNER	02/04/2021		639.12

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

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Open Report to Finish the Allocate and Submit Expenses Process

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

SEARCH RESULTS

History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	0252004784	Kari Fazio Credit Card Report for February 2016	03/08/2016	Completed	DAVID HOLLAND	03/14/2016		295.00
<input type="checkbox"/>	02520044	Jerry Berenson Expense Report for February 2016	02/04/2016	In Progress	DAVID HOLLAND			149.35
<input type="checkbox"/>	0252004439	Jerry Berenson Expense Report for December 2015	02/02/2016	Completed	DAVID HOLLAND	02/09/2016		1,170.01
<input type="checkbox"/>	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			
2	02/04/2016	02/03/2016	FEDEX 775541857540	37.43	3.09			
3	02/08/2016	02/06/2016	FEDEX 77564402094	28.18	2.09			
4	02/12/2016	02/11/2016	FEDEX 775609895070	23.01	1.35			
5	02/25/2016	02/24/2016	FEDEX 775704371518	37.43	3.25			

Back Next Save Cancel

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*.

SEARCH RESULTS

History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver
<input type="checkbox"/>	0252019858	MacIntosh Donna Feb 2021	03/03/2021	Submitted	DONNA MACINTOSH	03/03/2021	ANNEMARIE THOMPSON
<input type="checkbox"/>	0252019723	Gardner, Mary Ellen January 2021	02/04/2021	Completed	MARY ELLEN GARDNER	02/04/2021	
<input type="checkbox"/>	0252019488	MacIntosh, Donna Nov 2020	12/15/2020	Completed	MARY ELLEN GARDNER	12/15/2020	
<input type="checkbox"/>	0252019374	Fazio, Karl Nov 20'	11/25/2020	Completed	BRIAN MCCLOSKEY	11/25/2020	

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*.

CC Statement & Receipts Feb 2021.pdf

View Download Detach Delete