

How to Create a Monthly P-Card Expense Report Guide

Account Group Manager (admin access only)

P-Card activity should be reconciled on a monthly basis. Only **one** monthly P-Card Expense Report (formerly referred to as a monthly credit card settlement) should be submitted per month.

1. Visit <https://globalcard.bankofamerica.com/sdportal/home.view>
2. Log In
3. Click 'Financial'
4. Click 'Manage Expense Report'

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Global Search | Help | My Profile | Logout

Global Reporting and Account Management

Home **3** Financial Accounts User Reports

Account Summary

Merchant Summary

Transaction Management

4 Manage Expense Reports

Retrieve Receipt Images

Account Statements

RECENTLY ADDED ACCOUNTS

RECENTLY ADDED CARDHOLDER USERS

REVIEW REQUIRED TOTAL ITEMS: 0

No data available

NEWS

LINKS

GLOBAL CARD ACCESS (PIN CHECK AND MOBILE ALERTS)

CARD ASSISTANT

RESOURCE CENTER

GRAM STANDARD REPORT GUIDE

LIVE TRAINING WEBINARS

ACCOUNT MANAGER TRAINING PARTICIPANT GUIDE

5. In the 'Search Criteria' section, select 'All(Account)'

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Global Reporting and Account Management

Home Financial Accounts User Reports

Expense Report List > Search Reporting Structure

SEARCH REPORTING STRUCTURE

* Indicates required field

SEARCH CRITERIA

Search By: **5** Account

Account (Advanced)

Account City

Account Country

Account Name (contains)

Account Number (ends with)

Account Number (exact)

Account Reports To Name

Account State/Province

Account Status

QUICK LINK

Select Veronica Castillo AG (Your assigned reporting level)

Recently Viewed: None

Select a Quick Link

currently logged in as: Veronica Castillo AG
last visit: 05/31/2019

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6. Select the cardholder you are supporting

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
6 Cardholder	UNIV OF INCARNATE WRD	XXXX-XXXX-XXXX-0078	SAN ANTONIO	TX	UNITED STATES	Department	Active

7. Click on the plus icon

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: Search

SEARCH RESULTS

7 **+**

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History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
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8. Change the 'Expense Report Description' to match the reporting cycle (e.g. June 2019)

9. Select the 'Reporting Cycle'

- Transactions are automatically selected based on the reporting cycle selected and should **NOT** be selected manually

10. Click 'Next'

Select Transactions Split and Cost Allocate Submit for Approval

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

0888000042 - Expense Report 0888000042 - In Progress

REPORT DESCRIPTION Expense Report Description: Expense Report 0888000042 **Expense Report Description should be the month and year**

DATE RANGE Date Type: Posting Date

9 Choose Reporting Cycle: June 2019 (05/28/2019-06/27/2019)

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.






STOP DO NOT SELECT TRANSACTIONS BY CHECKING THE BOXES MANUALLY

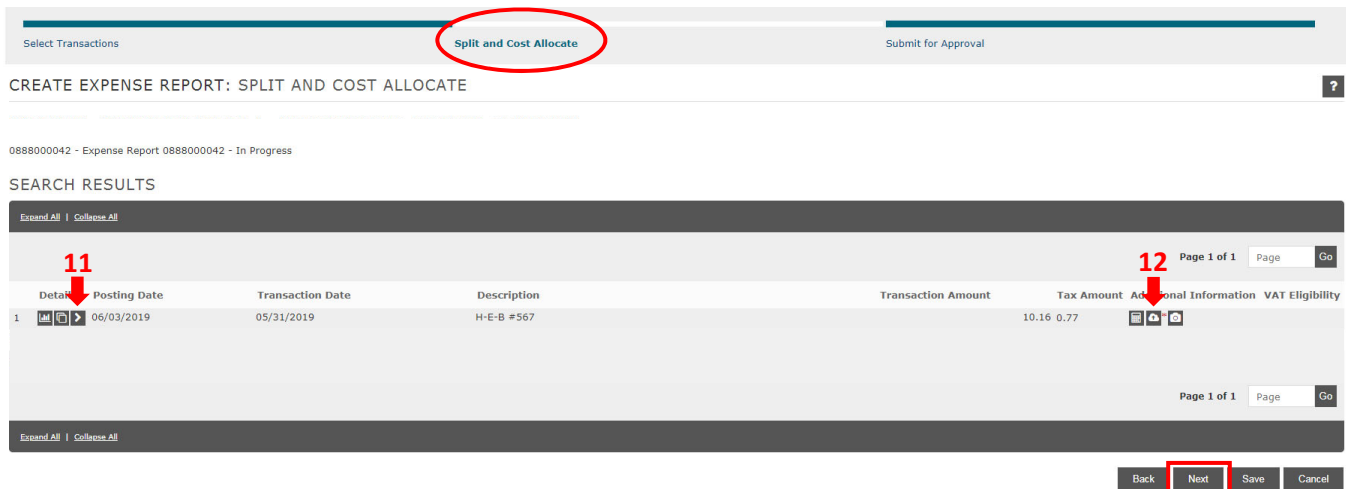
	Posting Date	Transaction Date	Description	Transaction Amount
1	<input type="checkbox"/>	03/05/2019	03/04/2019	5.28
2	<input checked="" type="checkbox"/>	06/03/2019	05/31/2019	10.16
3	<input checked="" type="checkbox"/>	06/06/2019	06/05/2019	5.28
4	<input checked="" type="checkbox"/>	06/07/2019	06/06/2019	8.71

10 **Next** Save Cancel

11. Click on the detail icon to assign an appropriate account number and enter an appropriate expense description
12. Click on the cloud or camera to upload supporting documentation
13. Click 'Next'

Icon Legend




-  Merchant information
-  Split the transaction
-  Detail (click to enter expense description and account number)
-  Tax information
-  Upload images



CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

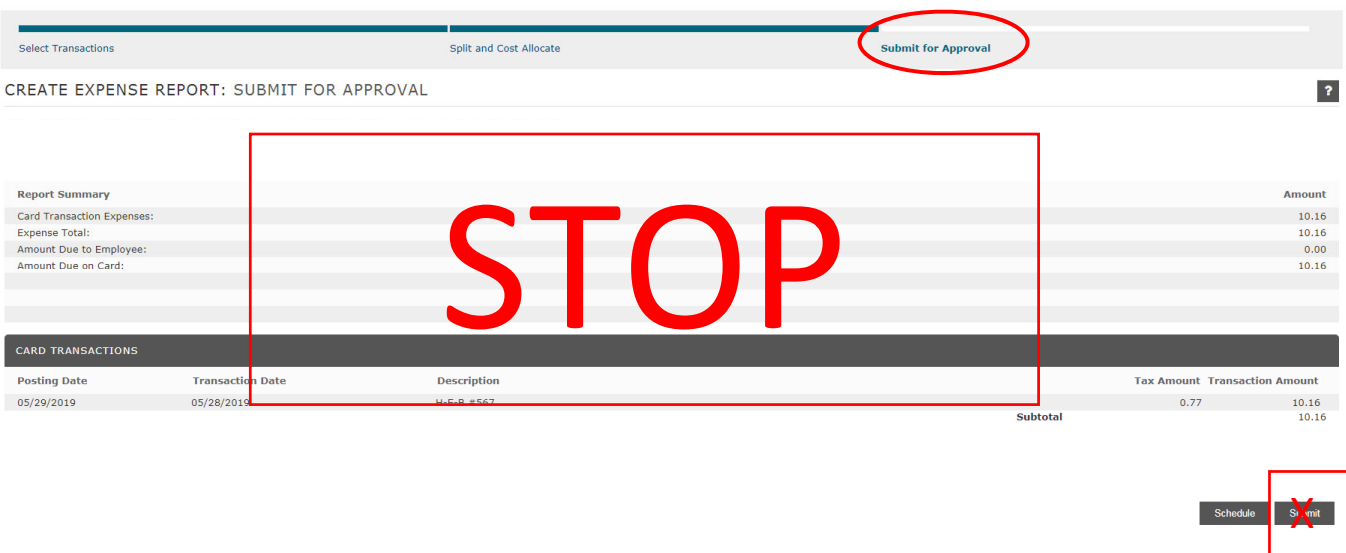
0888000042 - Expense Report 0888000042 - In Progress

SEARCH RESULTS

	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility
1		06/03/2019	05/31/2019	H-E-B #567	10.16	0.77	 	

Back Next Save Cancel

14. STOP. Once the Monthly P-card Expense Report is completed, notify the cardholder the report is ready for review. Do **NOT** submit. Only cardholders should submit p-card expense reports.



CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

Report Summary	Amount
Card Transaction Expenses:	10.16
Expense Total:	10.16
Amount Due to Employee:	0.00
Amount Due on Card:	10.16

Posting Date	Transaction Date	Description	Tax Amount	Transaction Amount
05/29/2019	05/28/2019	H-E-B #567	0.77	10.16
Subtotal				10.16

Schedule Submit