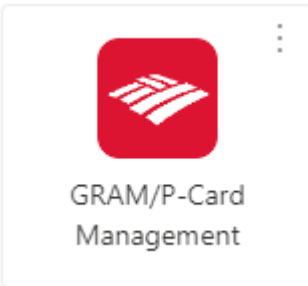


# How to Create a Monthly P-Card Expense Report Guide

## 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 Cardinal Apps <https://myapps.microsoft.com/>
2. Log In
3. Click on the 'GRAM/P-Card Management' app under UIW Apps



4. Log in to Bank of America Global Card Access

**BANK OF AMERICA** 



Global Card Access

User ID

Password

Sign in

[Forgot ID/Password](#)



### Apply for a New Card

Apply for a new card or [check the status](#) of an existing application.

[Apply now >](#)



### Register a Card

Register for Global Card Access, activate your card and conveniently manage your account online.

[Register now >](#)



### GCA Mobile App

Manage your account and view key information from your mobile device. The GCAApp is available for both iOS and Android.

5. Under 'Related Links,' click on the link for 'Global Reporting and Account Management'

Program Administration My Accounts

**BANK OF AMERICA**

Karissa Smith

### Global Card Access

Home Card Management

#### Account Summary

Balances as of Aug 21, 2024, 04:46 PM CDT

PROCUREMENT OFFICE -

Current balance	Available credit	Credit limit
0.00		

Activity Statements

Description	Amount
There is no activity to display for this statement period.	

#### My tasks

No tasks at this time.

#### Quick actions

- View your PIN
- Change your PIN
- Manage alerts
- Lock card
- View statements

#### Related links

- [Global Reporting and Account Management](#)
- [Works](#)
- [Card Assistant](#)

6. On the task bar, click 'Financial'

7. Then click 'Manage Expense Reports'

**BANK OF AMERICA**

Global Reporting and Account Management

Search Help Co

Financial Reports Accounts User

- Merchant Summary
- Account Summary
- Transaction Management >
- Manage Expense Reports**
- Retrieve Receipt Images
- Account Statements

RECENTLY ADDED ACCOUNTS > 0

CARD ASSISTANT >


8. In the 'Search Criteria' section, select 'All (Account)' and click 'Search'

Home > Expense Report List > Search Reporting Structure


## SEARCH REPORTING STRUCTURE

\* Indicates required field

SEARCH CRITERIA

Search By:   \*

- Account**
- All (Account)
- Account (Advanced)
- Account City
- Account Country/Territory
- Account Name (contains)
- Account Number (ends with)
- Account Number (exact)
- Account Reports To Name
- Account State/Province
- Account Status




ently logged in as: Karis  
Visit: 09/12/2024

9. Select the cardholder you are supporting

### SEARCH RESULTS

Page 1 of 1 Page Go

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

Page 1 of 1 Page Go

10. Click the plus icon

Home > Expense Report List

### 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 RESULTS

Page 1 of 1 Page

**History** Report ID Expense Report Description Created Date Status Submitter Submitted Date Pending Approver Amount

No expense reports found

Page 1 of 1 Page

11. Change the 'Expense Report Description' to match the reporting cycle (e.g. June 2019)

12. Select the 'Reporting Cycle'

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

13. 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

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	
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

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10

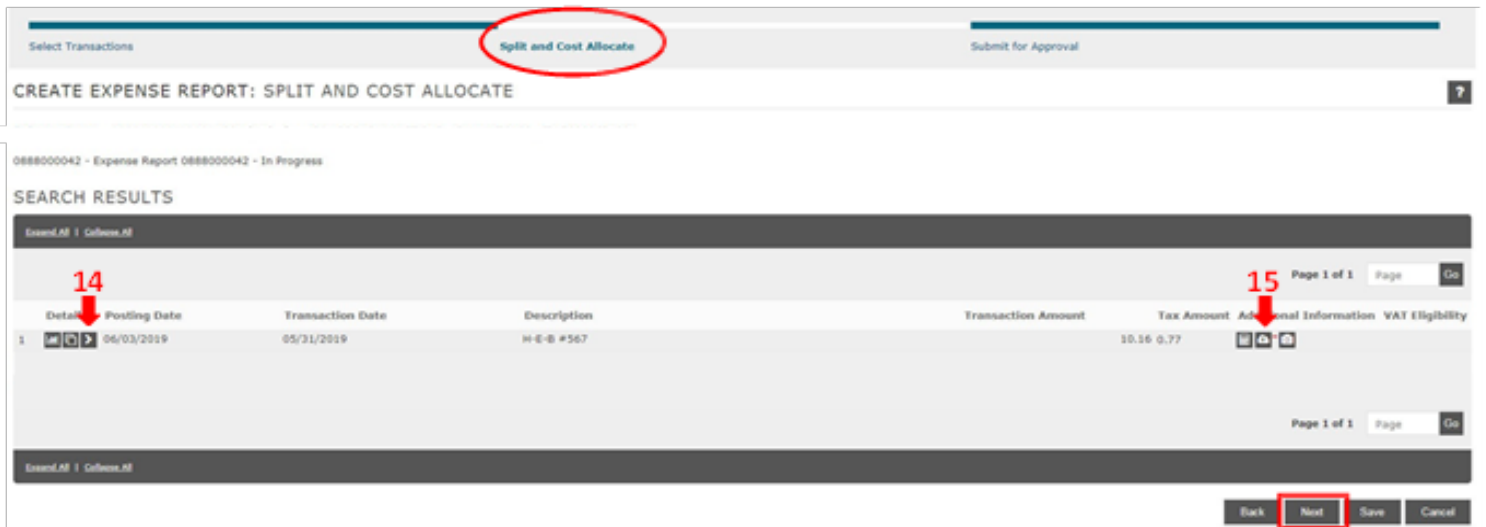
14. Click on the detail icon to assign an appropriate account number and enter an appropriate expense description

15. Click on the cloud or camera to upload supporting documentation

16. Click 'Next'

Icon Legend

-  Merchant information
-  Split Transaction
-  Accounting Detail (click to enter expense description and account number)
-  Tax Information
-  Upload images



Select Transactions **Split and Cost Allocate** Submit for Approval

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

0888000042 - Expense Report 0888000042 - In Progress

SEARCH RESULTS

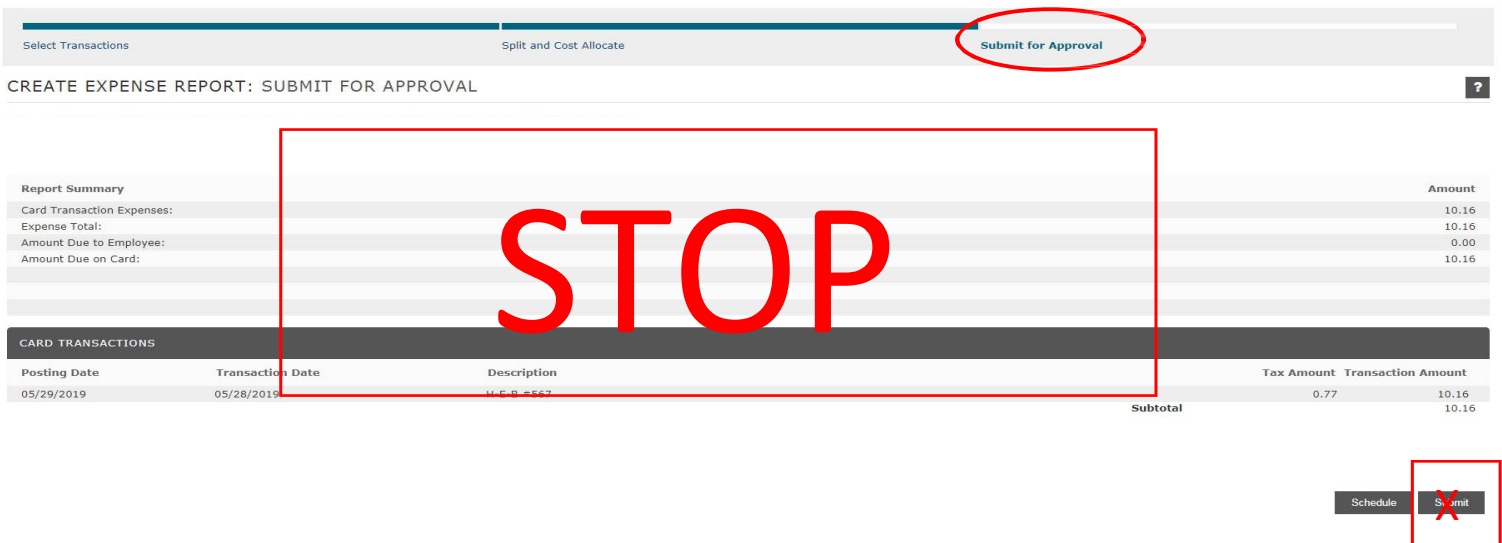
Details	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility
1	06/03/2019	05/31/2019	H-E-B #567	10.16	0.77		

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Back **Next** Save Cancel

17. 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.



Select Transactions Split and Cost Allocate **Submit for Approval**

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

CARD TRANSACTIONS

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~~