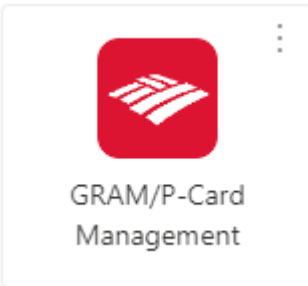# How to Create a Monthly P-Card Expense Report Guide
Account Group Manager (admin access only)

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

GRAM/P-Card
Management

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 GCA App is available for both iOS and Android.

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

6. On the task bar, click 'Financial'
7. Then click 'Manage Expense Reports'

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

9. Select the cardholder you are supporting

10. Click 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

➕							Page 1 of 1	Page	Go
☐	**History**	**Report ID**	**Expense Report Description**	**Created Date** **Status**	**Submitter**	**Submitted Date** **Pending Approver**		**Amount**	

No expense reports found

➕	Page 1 of 1	Page	Go

11. Change the 'Expense Report Description' to match the reporting cycle (e.g. June 2019)
12. Select the 'Reporting Cycle'
    o 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   Page 1 of 1   Page   Go

		Posting Date	Transaction Date	Description	Transaction Amount
1	☐	03/05/2019	03/04/2019		5.28
2	☑	06/03/2019	05/31/2019		10.16
3	☑	06/06/2019	06/05/2019		5.28
4	☑	06/07/2019	06/06/2019		8.71

Page 1 of 1   Page   Go
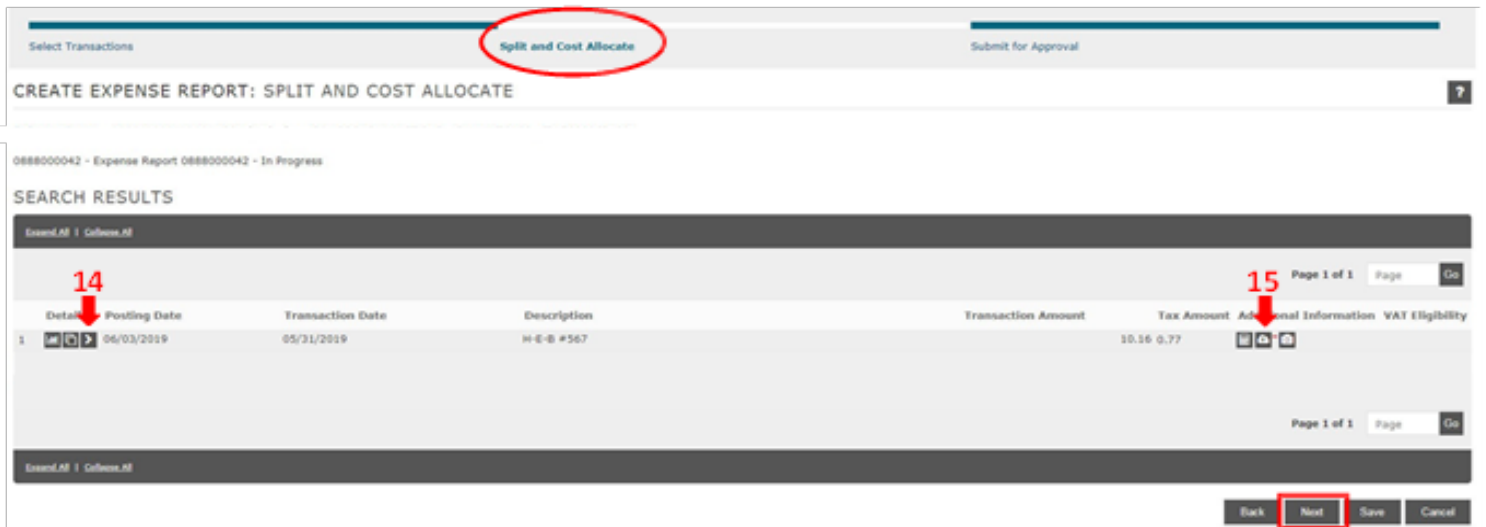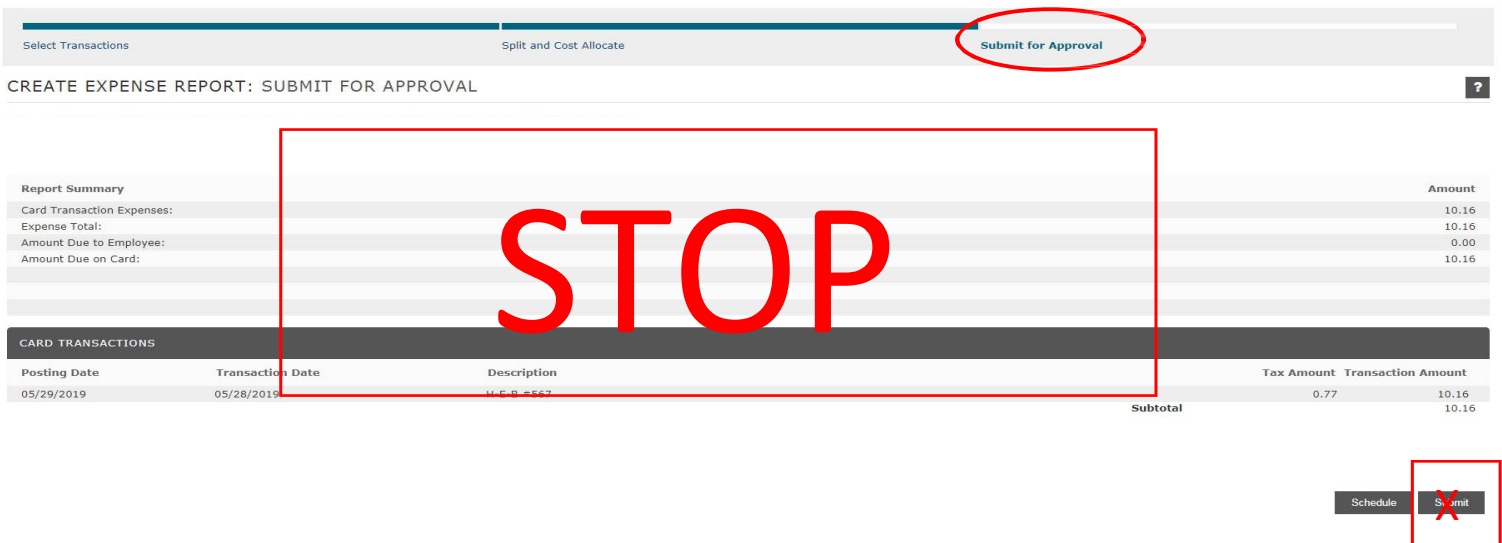
10 [Next] [Save] [Cancel]

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

o Merchant information

o Split Transaction

o Accounting Detail (click to enter expense description and account number

o Tax Information

o Upload images

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.