

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

## Cardholder and Level Manager

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. There are 2 ways to create Monthly P-Card Expense Reports

- Option 1: On the home tab click 'Create Expense Report' in the Review Required Box

The screenshot shows the Bank of America Merrill Lynch SD Portal Home page. The navigation bar at the top includes 'Home', 'My Profile', 'Account Manager', 'Account Activity', 'Reports', and 'Expense Reporting'. The 'Home' tab is circled in red. Below the navigation bar, the 'REVIEW REQUIRED' section is highlighted with a red box. It displays 'TOTAL NON-EXPENSED TRANSACTION' with 'TOTAL ITEMS: 1' and a 'Create Expense Report' button, which is also circled in red.

- Option 2: Click on the 'Expense Reporting' Tab and select 'Create Expense Report'

The screenshot shows the Bank of America Merrill Lynch SD Portal Home page. The navigation bar at the top includes 'Home', 'My Profile', 'Account Manager', 'Account Activity', 'Reports', and 'Expense Reporting'. The 'Expense Reporting' tab is circled in red. A red arrow points from the 'Expense Reporting' tab to the 'Create Expense Report' option in the dropdown menu.

4. Change the 'Expense Report Description' to match the reporting cycle (e.g. June 2019)
5. Select the 'Reporting Cycle'
  - o Transactions are automatically selected based on the reporting cycle selected and should **NOT** be selected manually
6. Click 'Next'

Select Transactions
Split and Cost Allocate
Submit for Approval

CREATE EXPENSE REPORT: SELECT TRANSACTIONS ?

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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		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

Page 1 of 1 Page Go

Next
Save
Cancel

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

**Icon Legend**

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

Select Transactions
Split and Cost Allocate
Submit for Approval

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE ?

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0888000042 - Expense Report 0888000042 - In Progress

SEARCH RESULTS

Expand All | Collapse All

		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		

Page 1 of 1 Page Go

Next
Save
Cancel

10. Once all monthly activity has been allocated to the proper account, has appropriate documentation and an adequate expense description, the Monthly P-Card Expense Report can be submitted by clicking 'Submit'.

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
<b>Subtotal</b>				10.16

**10**