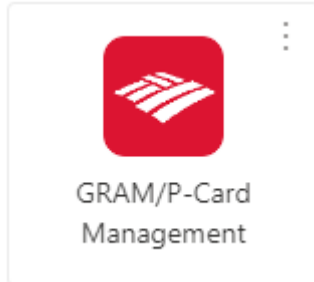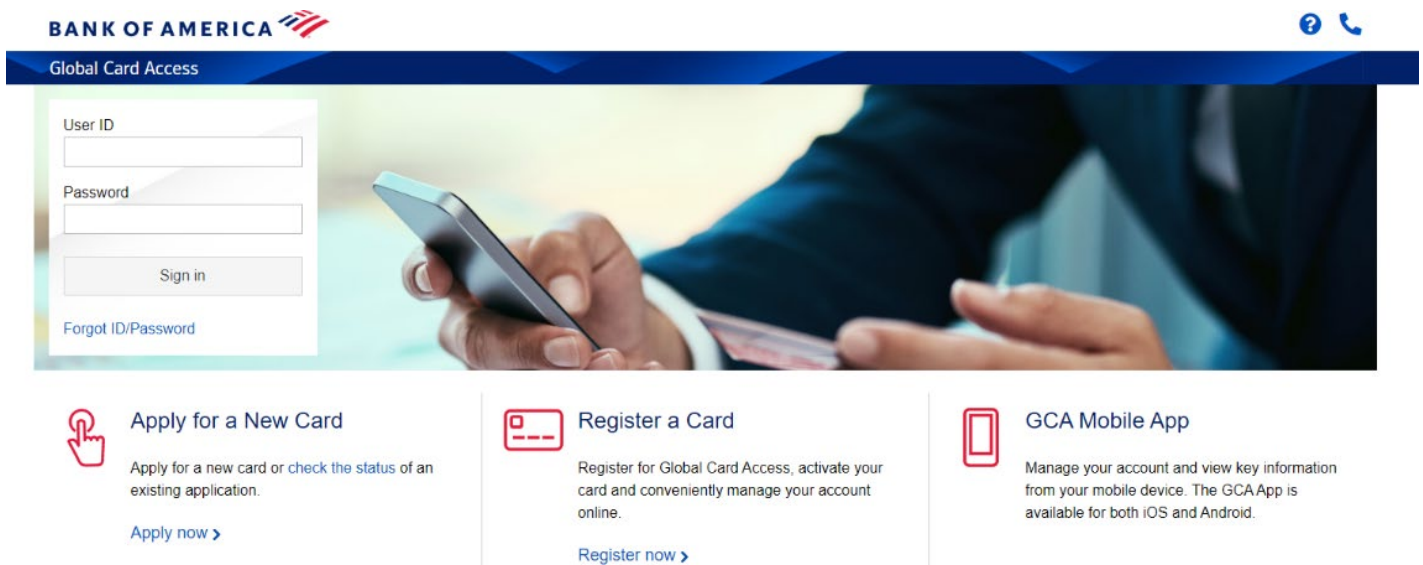# How to Create a Monthly P-Card Expense Report Guide
Cardholder and Level Manager

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 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

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

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

   ○ Option 1: On the task bar, click on the 'Expense Reporting' tab and select 'Create Expense Report'

   ○ Option 2: Click on the 'Expense Reporting' Tab and select 'View Expense Reports'

o Then click the '+' symbol to create a new expense report

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'

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

• XXXX-XXXX-XXXX (Active) • 4301 BROADWAY ST 315 • SAN ANTONIO , TX 78209631801

0888000042 - Expense Report 0888000042 - In Progress

SEARCH RESULTS

Expand All | Collapse All

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	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	▦☁·📷	
2	📊📑▶	06/06/2019	06/05/2019	WM SUPERCENTER #2404		5.28 0.40	▦☁·📷	
3	📊📑▶	06/07/2019	06/06/2019	H-E-B #567		8.71 0.66	▦☁·📷	

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Expand All | Collapse All

Back   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

• XXXX-XXXX-XXXX-   (Active) • 4301 BROADWAY ST 315 • SAN ANTONIO , TX 78209631801

0888000034 - June 2019 - In Progress

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

10

Schedule   Submit