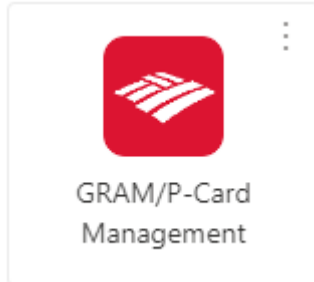


How to Create a Monthly P-Card Expense Report Guide

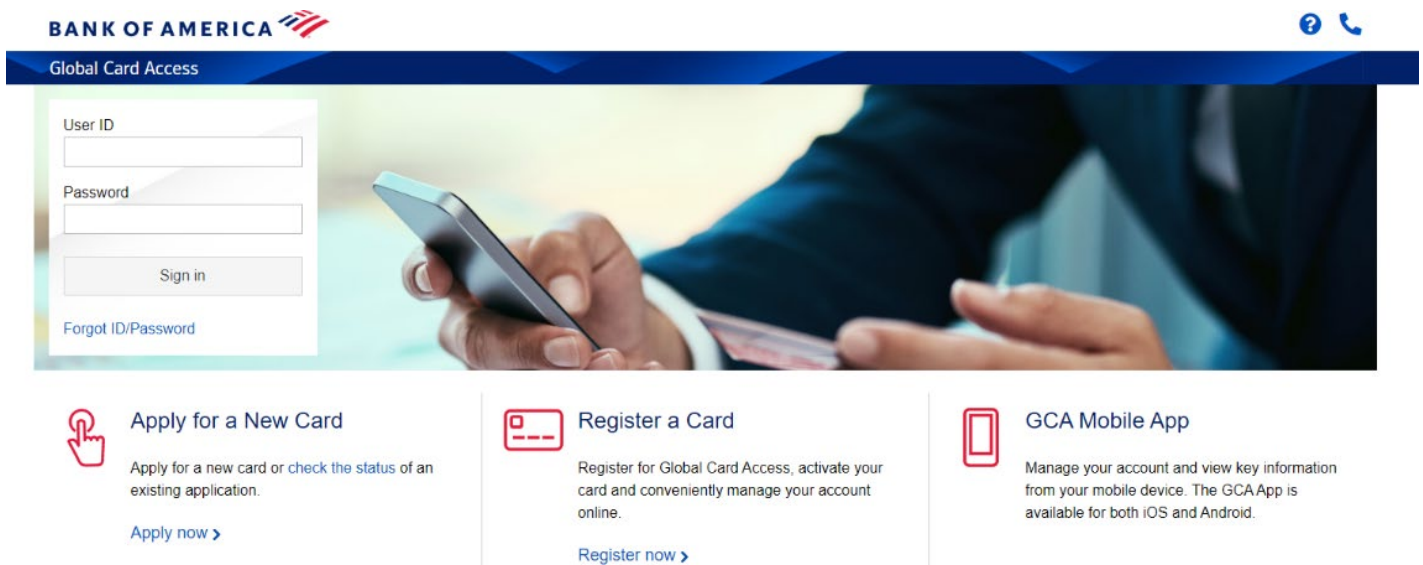
Cardholder and Level Manager

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

A screenshot of the Bank of America Global Card Access website. The top navigation bar is blue with the 'BANK OF AMERICA' logo on the left and a help icon on the right. Below the navigation bar, the text 'Global Card Access' is displayed. The main content area features a login form with fields for 'User ID' and 'Password', a 'Sign in' button, and a 'Forgot ID/Password' link. To the right of the login form is a background image of a person in a suit holding a smartphone. Below the login form, there are three columns of links and descriptions: 'Apply for a New Card' with a hand cursor icon, 'Register a Card' with a card icon, and 'GCA Mobile App' with a smartphone icon. Each column includes a brief description and a 'Register now >' link.

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

The screenshot shows the Bank of America 'My Accounts' page for a 'PROCUREMENT OFFICE' account. The account summary shows a current balance of 0.00. On the right-hand side, under the 'Related links' section, the link 'Global Reporting and Account Management' is circled in red. Other links include 'Works' and 'Card Assistant'. The 'My tasks' section indicates 'No tasks at this time'.

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'

This screenshot shows the 'Expense Reporting' tab selected in the top navigation bar. In the left-hand menu, the 'Create Expense Report' option is highlighted with a red arrow. Below the menu, there are three main sections: 'Expense reporting' (0 items to review), 'News' (0 messages), and 'Resource Center' (recommended resources).

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

This screenshot shows the 'Expense Reporting' tab selected in the top navigation bar. In the left-hand menu, the 'View Expense Reports' option is highlighted with a red arrow. The rest of the page content is identical to the previous screenshot, showing 'Expense reporting', 'News', and 'Resource Center' sections.

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

BANK OF AMERICA
Global Reporting and Account Management

Account Manager Account Activity Reports Expense Reporting

Home > Expense Report List

SEARCH RESULTS

Page 1 of 1 Page Go

+ **🗑️**

Create New History

Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
0888018074	April 2024	05/02/2024	Completed	05/14/2024		40.00

Page Total: 40.00
Search Total: 40.00

+ **🗑️**

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4. Change the 'Expense Report Description' to match the reporting cycle (e.g. June 2019)
5. Select the 'Reporting Cycle'
 - 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 ?

0888000042 - Expense Report 0888000042 - In Progress

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

5 → 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
<input type="checkbox"/>	03/05/2019	03/04/2019	H-E-B #567	5.28
<input checked="" type="checkbox"/>	06/03/2019	05/31/2019	H-E-B #567	10.16
<input checked="" type="checkbox"/>	06/06/2019	06/05/2019	WM SUPERCENTER #3404	5.28
<input checked="" type="checkbox"/>	06/07/2019	06/06/2019	H-E-B #567	8.71

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6 **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

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

	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	  	
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

9

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**