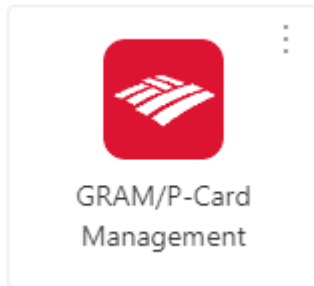


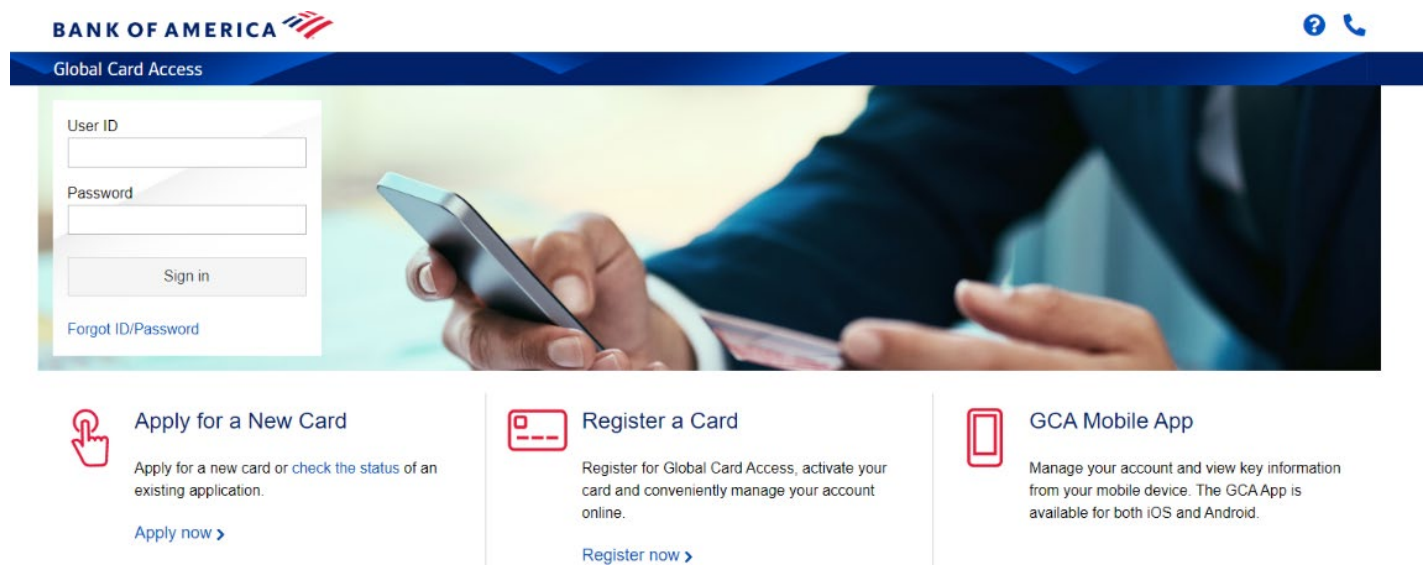
How to Review Monthly P-Card Expense Reports Level Manager

Level Managers should perform due diligence when reviewing expense reports to ensure all transactions are in compliance with UIW policies, have an appropriate account number, have adequate documentation and include a detailed description.

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 link for "Forgot ID/Password". The background of the login form is a blurred image of a person's hands holding a smartphone. Below the login form, there are three columns of links and descriptions:

- 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'

The screenshot shows the 'Global Card Access' page for a 'PROCUREMENT OFFICE' account. The account summary shows a current balance of 0.00. The 'Related links' section on the right contains a red circle around the link 'Global Reporting and Account Management'. Other links include 'Works' and 'Card Assistant'.

Program Administration My Accounts

BANK OF AMERICA

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. Select 'Level Manager' role

The screenshot shows the 'Global Reporting and Account Management' dashboard for Karissa Smith. A dropdown menu is open, showing the user's profile and a list of roles. The 'Level Manager - Program Admin - Program Admin' role is highlighted with a red arrow.

BANK OF AMERICA
Global Reporting and Account Management

Account Manager Account Activity Reports Expense Reporting

Welcome back, Karissa Smith

Your dashboard

- Expense reporting
You have 2 total items to review
- News
You have 0 messages in your inbox
- Resource Center
Review recommended resources relevant to your work

Help Contact Us Cardholder - XXXX - PROCUR

Cardholder - XXXX- PROCUREMENT OFFICE

My Profile

Log Out

ADDITIONAL ROLES

- Company Program Administrator - UNIV OF INCARNATE WORD
- Level Manager - Program Admin - Program Admin**
- Account Group Manager - Program Admin AG

7. Click 'More' in the Review Required section

HOME

ACTIVITY

- ALERTS & NOTIFICATIONS** > 0
Previous 30 days
- MOST RECENT POSTING DATE**
09/12/2024
- TOTAL USERS** 536
Previous 30 days
- TOTAL LOCKED USERS** > 0
Previous 30 days
- RECENTLY ADDED ACCOUNTS** > 0
Previous 30 days
- RECENTLY ADDED CARDHOLDER USERS** > 8
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS** >
- COMPLETED REPORTS** >
- DATA FILES** >

[More](#)

REVIEW REQUIRED TOTAL ITEMS: 1322

- TRANSACTIONS REVIEWED/NOT REVIEWED** 296/1231
Previous 30 days
- TRANSACTIONS APPROVED/NOT APPROVED** 205/1322
Previous 30 days

[More](#)

8. Select the expense report to review

[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](#)

SEARCH RESULTS

Page 1 of 1 Page [Go](#)

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount	
<input type="checkbox"/>	>	0888001017	June 2019	09/24/2019	Submitted	UIW	09/24/2019	You	22.00	
									Page Total:	22.00
									Search Total:	22.00


Page 1 of 1 Page [Go](#)

9. Click 'Split and Cost Allocate' to review expense descriptions, account numbers and images

Select Transactions **Split and Cost Allocate** Review

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL ?

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

 *ONLY cardholders should submit P-Card Expense Reports*

0888001017 - June 2019 - Submitted


Report Summary	Amount
Card Transaction Expenses:	22.00
Expense Total:	22.00
Amount Due to Employee:	0.00
Amount Due on Card:	22.00

CARD TRANSACTIONS

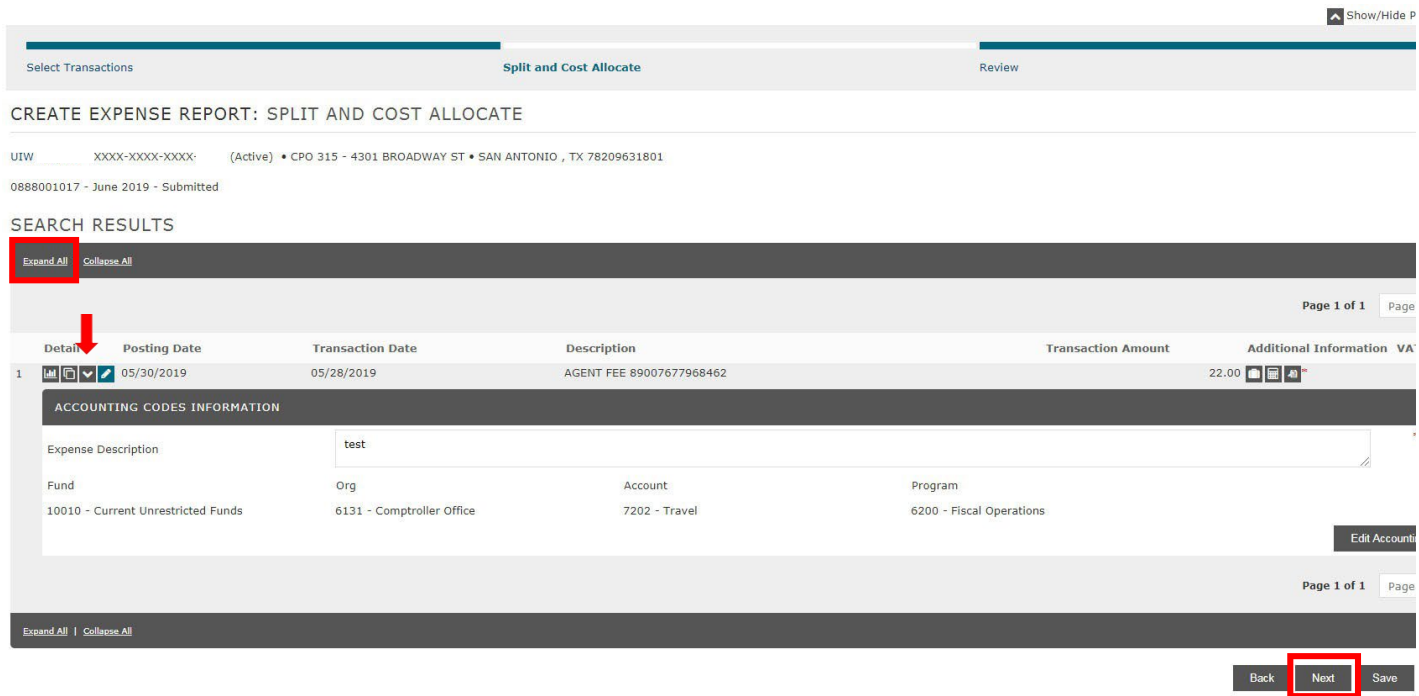
Posting Date	Transaction Date	Description	Transaction Amount
05/30/2019	05/28/2019	AGENT FEE 89007677968462	22.00
		Subtotal	22.00

Schedule Reject Approve Save and Return to List Delete

10. Review activity by clicking on the accounting detail icon on each transaction or select 'Expand All'

-  Accounting Detail Icon

11. Once all activity has been reviewed, click on next



Select Transactions Split and Cost Allocate Review

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

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

0888001017 - June 2019 - Submitted

SEARCH RESULTS

Expand All Collapse All

Page 1 of 1

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	05/30/2019	05/28/2019	AGENT FEE 89007677968462	22.00	

ACCOUNTING CODES INFORMATION

Expense Description: test

Fund	Org	Account	Program
10010 - Current Unrestricted Funds	6131 - Comptroller Office	7202 - Travel	6200 - Fiscal Operations

Edit Accounting

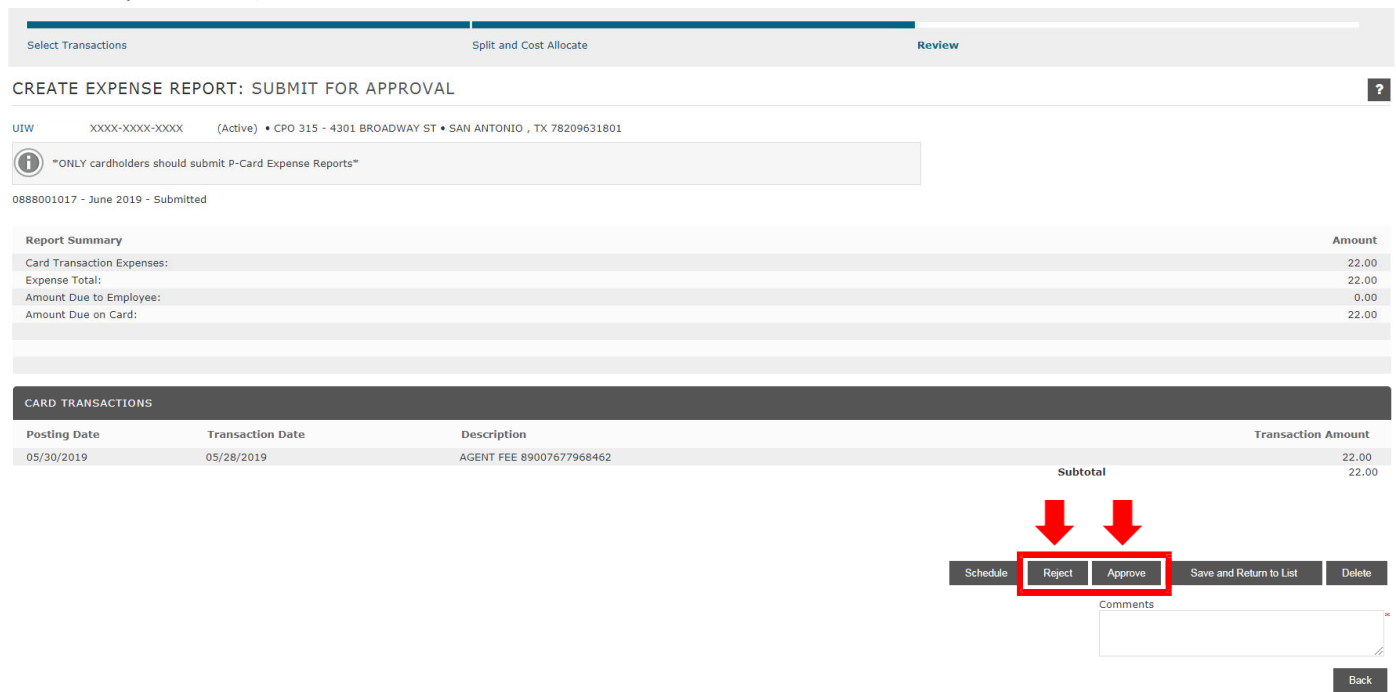
Page 1 of 1

Expand All Collapse All

Back Next Save

12. Click on 'Approve' or 'Reject'

- A comment must be included when rejecting an expense report (e.g. receipt not legible, unallowable expense, etc.)



Select Transactions Split and Cost Allocate Review

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

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

i *ONLY cardholders should submit P-Card Expense Reports*

0888001017 - June 2019 - Submitted

Report Summary

	Amount
Card Transaction Expenses:	22.00
Expense Total:	22.00
Amount Due to Employee:	0.00
Amount Due on Card:	22.00

CARD TRANSACTIONS

Posting Date	Transaction Date	Description	Transaction Amount
05/30/2019	05/28/2019	AGENT FEE 89007677968462	22.00
Subtotal			22.00

Schedule Reject Approve Save and Return to List Delete

Comments

Back