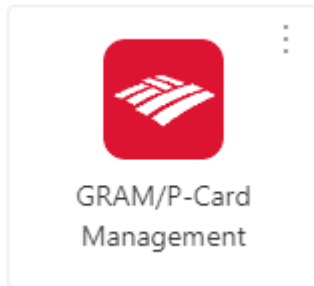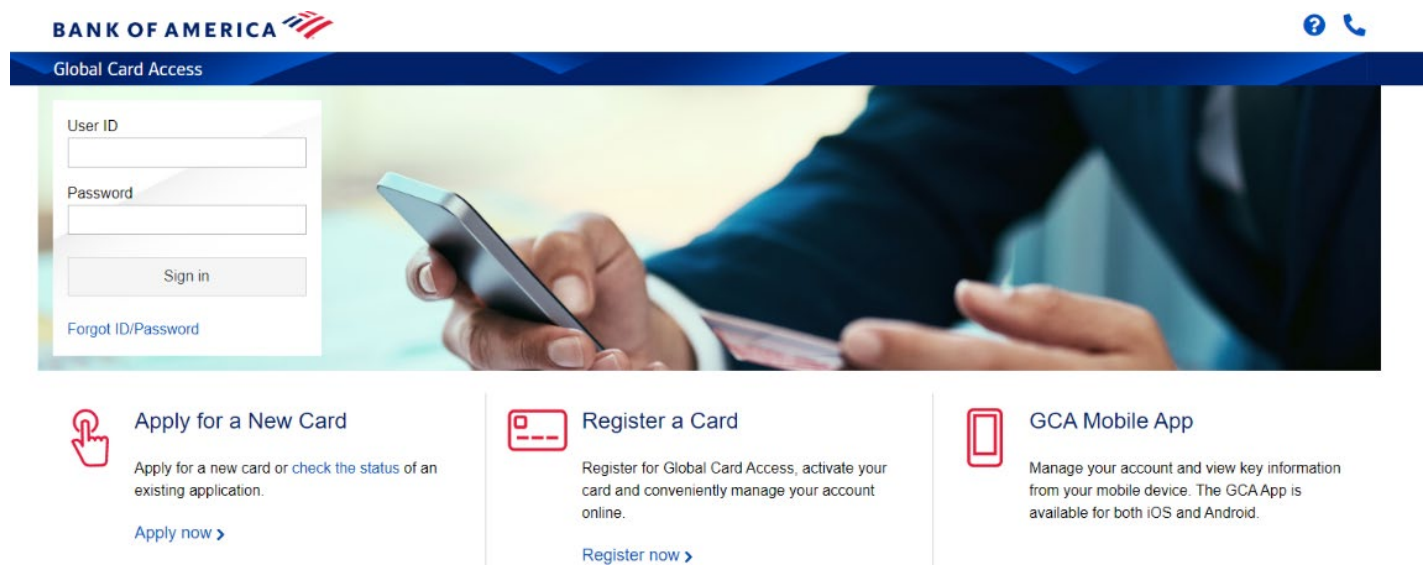# How to Review Monthly P-Card Expense Reports
Level Manager

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

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

6. Select 'Level Manager' role

7. Click 'More' in the Review Required section

BANK OF AMERICA 🇺🇸🔺
Global Reporting and Account Management

Financial	Account Manager	Reports	Accounts	User

HOME

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

REPORTS & DATA FILES
⏱ **SCHEDULED REPORTS** ›
📄 **COMPLETED REPORTS** ›
📄 **DATA FILES** ›
More

REVIEW REQUIRED	TOTAL ITEMS: 1322
ℹ **TRANSACTIONS REVIEWED/NOT REVIEWED** Previous 30 days	296/1231
ℹ **TRANSACTIONS APPROVED/NOT APPROVED** Previous 30 days	205/1322
	More

8. Select the expense report to review

🏠 › **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 |

	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
☐	▶	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

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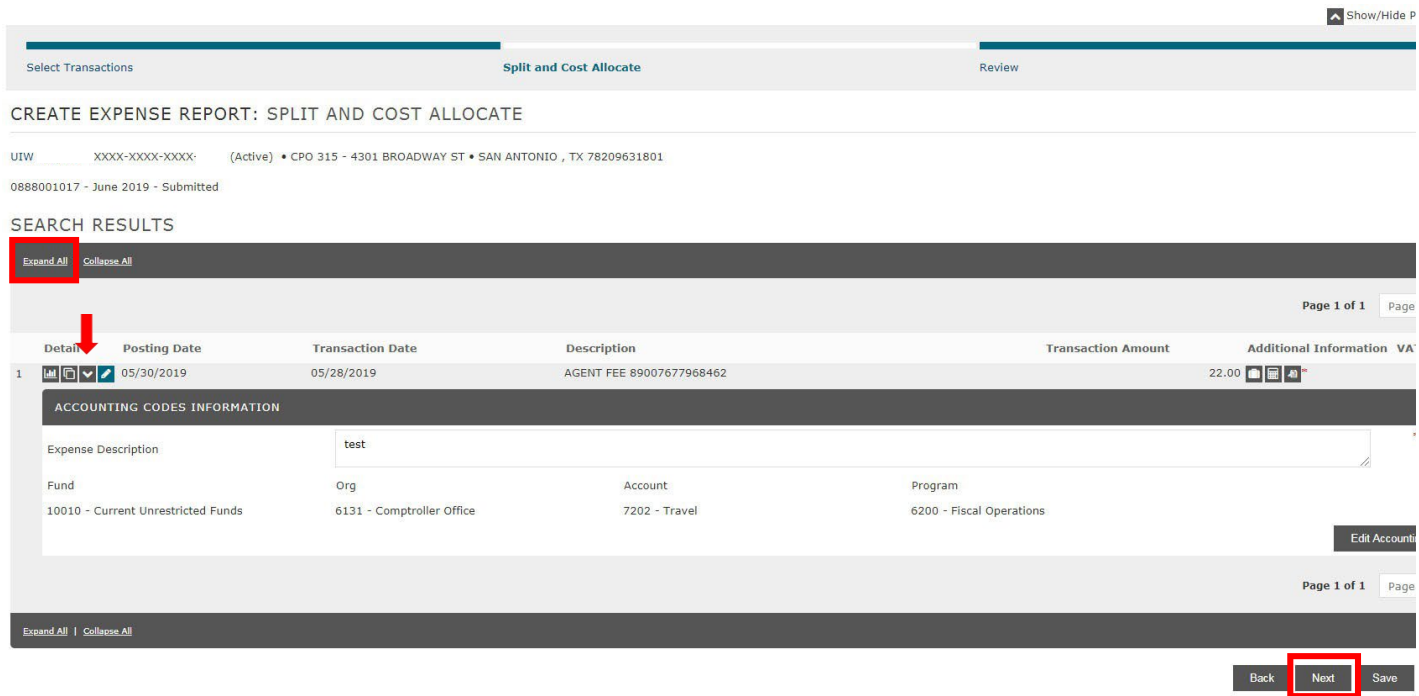
Posting Date	Transaction Date	Description	Transaction Amount
05/30/2019	05/28/2019	AGENT FEE 89007677968462	22.00
		Subtotal	22.00

Schedule | Reject | Approve | Save and Return to List | Delete

10. Review activity by clicking on the accounting detail icon on each transaction or select 'Expand All'
    o ▶ Accounting Detail Icon
11. Once all activity has been reviewed, click on next
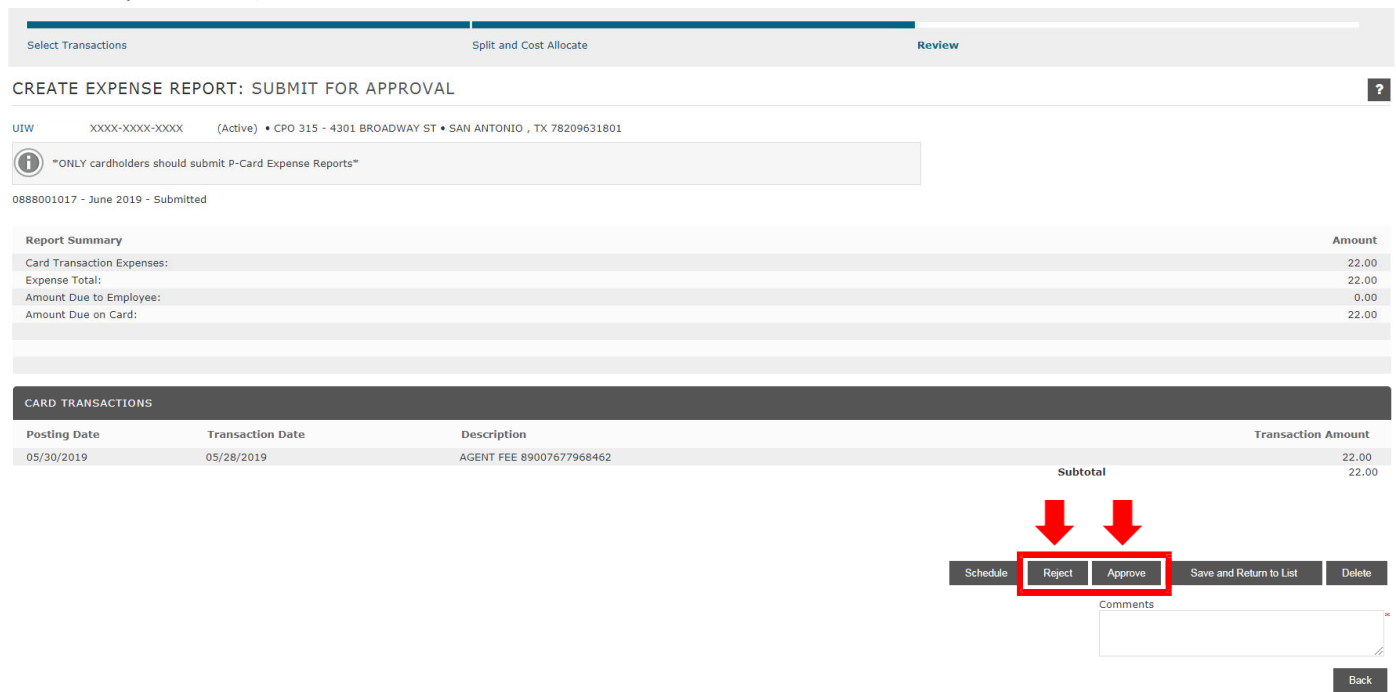
12. Click on 'Approve' or 'Reject'
    o A comment must be included when rejecting an expense report (e.g. receipt not legible, unallowable expense, etc.)