

# 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. Log in to GRAM
  - o Click on the 'P-Card Management' button in Cardinal Apps
2. Select 'Level Manager' role

The screenshot shows the Bank of America Merrill Lynch user interface. The navigation bar includes Home, Financial, Account Manager, Reports, Company, and User. The 'HOME' section features a 'User Role' dropdown menu with 'Level Manager' selected. Below this, there are two main sections: 'ACTIVITY' and 'REPORTS & DATA FILES'. The 'ACTIVITY' section lists various metrics such as Alerts & Notifications, Most Recent Posting Date, Total Users, Total Locked Users, Recently Added Accounts, and Recently Added Cardholder Users. The 'REPORTS & DATA FILES' section lists Scheduled Reports, Completed Reports, Data Files, Expense Report (ERM), and JE Export Report. A 'More' button is visible at the bottom right of the 'REPORTS & DATA FILES' section.

3. Click 'More' in the Review Required section

The screenshot shows the Bank of America Merrill Lynch user interface. The navigation bar includes Home, Financial, Reports, Accounts, and User. The 'HOME' section features a 'User Role' dropdown menu with 'Level Manager - Comptroller - Comptroller' selected. Below this, there are two main sections: 'ACTIVITY' and 'REPORTS & DATA FILES'. The 'ACTIVITY' section lists various metrics such as Alerts & Notifications, Most Recent Posting Date, Total Users, Total Locked Users, Recently Added Accounts, and Recently Added Cardholder Users. The 'REPORTS & DATA FILES' section lists Scheduled Reports, Completed Reports, and Data Files. A 'More' button is visible at the bottom right of the 'REPORTS & DATA FILES' section. Below these sections, there is a 'REVIEW REQUIRED' section with a 'TOTAL ITEMS: 1' indicator. The 'REVIEW REQUIRED' section lists a 'JUNE 2019' report with a 'USD 22.00' amount. A 'More' button is highlighted in red at the bottom right of the 'REVIEW REQUIRED' section.

4. 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"/>	<a href="#">▶</a>	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

5. 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-8444 (Active) • CPO 315 - 4301 BROADWAY ST • SAN ANTONIO , TX 78209631801

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

0888001017 - June 2019 - Submitted

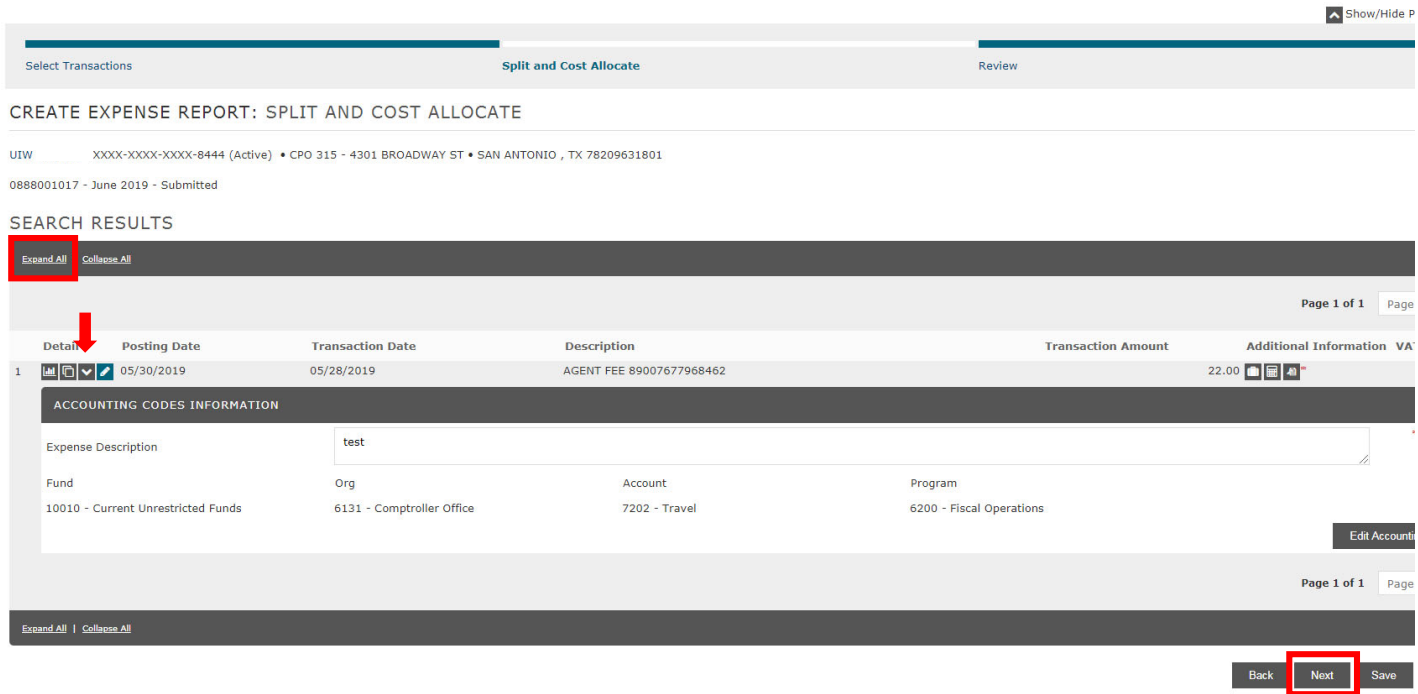
Report Summary	Amount
Card Transaction Expenses:	22.00
Expense Total:	22.00
Amount Due to Employee:	0.00
Amount Due on Card:	22.00

### CARD TRANSACTIONS

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

Schedule Reject Approve Save and Return to List Delete

6. Review activity by clicking on the accounting detail icon on each transaction or select 'Expand All'
  -  Accounting Detail Icon
7. 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-8444 (Active) • CPO 315 - 4301 BROADWAY ST • SAN ANTONIO , TX 78209631801

0888001017 - June 2019 - Submitted

SEARCH RESULTS

Expand All | Collapse All

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

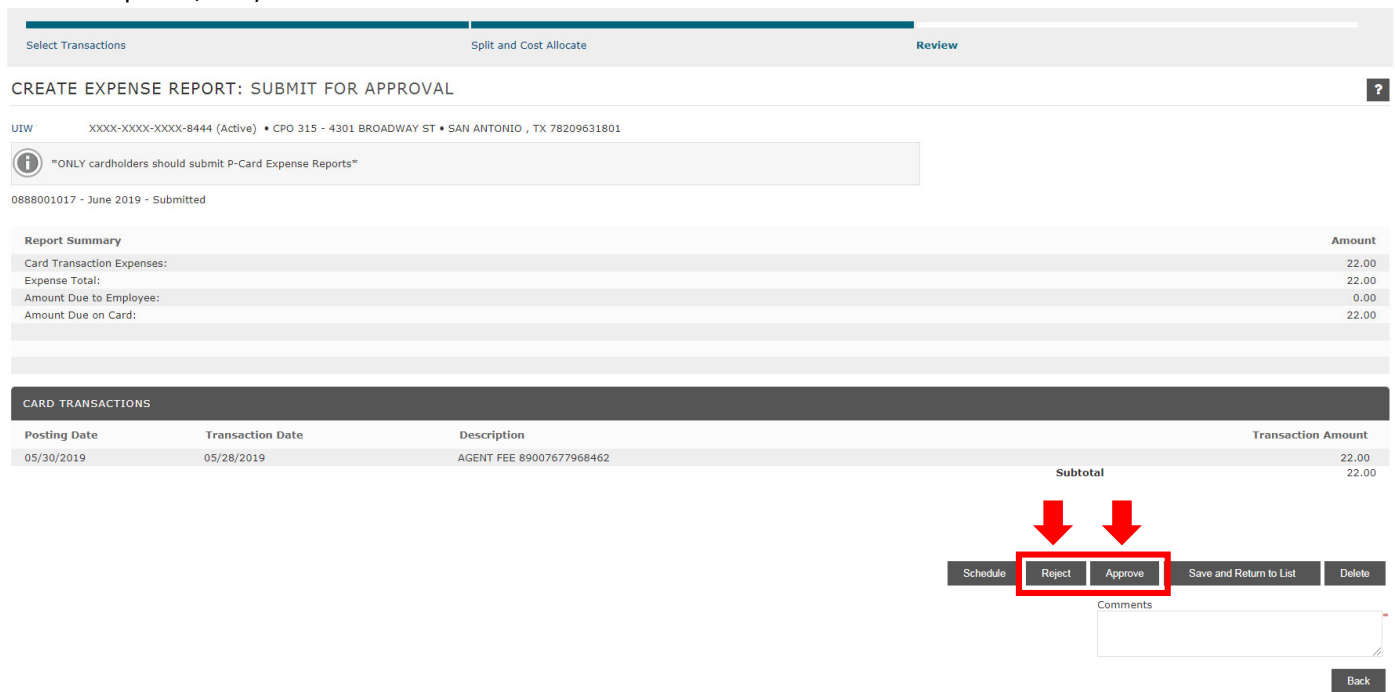
ACCOUNTING CODES INFORMATION

Expense Description: test

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

Back | Next | Save

8. 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-8444 (Active) • CPO 315 - 4301 BROADWAY ST • SAN ANTONIO , TX 78209631801

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