

Card Setup:

- Search your email inbox for a welcome email from Bank of America and follow the instructions to activate your card, choose your PIN, and set up alerts.
- When activating your card through Global Card Access (bankofamerica.com/globalcardaccess):
- Choose Register now
- Enter your 16-digit Pcard number and click Continue
- Enter your account information (e.g. expiration date, security code)
- Select the verification option indicated below and click Continue:
- Employee ID (also known as your verification number if you call BofA):
- Enter Employee ID. If you are unsure of your employee ID, please contact your Program Administrator.
- Please note, registering for GCA access DOES NOT activate your card. Once you are registered for GCA please logout and log back in to activate your card.
- *NOTE:* To activate your card, you will need your employee ID and the user name from the email we sent.

PINs:

- More vendors are requiring a PIN to prevent fraud.
- We encourage you to memorize your PIN to avoid your PCard from being declined.
- It is important to choose a PIN carefully.
- Your PIN will be required for most transactions.
- Login to: <https://spacardportal.works.com/gar/login>
 - Look on the home screen of your Bank of America dashboard.
 - On the right-hand side is the Quick Actions section.
 - You may select view your PIN, and if desired, you may change your PIN.

Travel/Card Issues/Fraud:

- View and/or change your pin (instructions above) before you leave
- Update your account to include your mobile number (Login, click on view current profile, edit as needed).
- If you have any questions related to specific declined transactions, please call the Fraud Dept at **1-866-500-8262 (24/7 coverage)**.
- If you need card assistance, please call the number on the back of the card: **1-888-449-2273**.
- If desired, you may download the mobile app for ease of viewing your pin while traveling or accessing your card purchases while away.
- In addition to tools available online, the Global Card Access app allows you to view account information (recent transactions, credit limit and available balance), view your PIN, lock and unlock your card.
- pcard@reed.edu is the email to contact your program administrator, or call 503-777-7505 for assistance.

Reconciliation:

- As a cardholder you are required to keep and provide receipts for all of your transactions.
- Guidance for reconciling your expense reports can be found in the following pages.
- **Your first expense report can be done with a program administrator as part of your cardholder training, please reach out to pcard@reed.edu to schedule a training time.**

IMPORTANT INFORMATION / FAQ

If calling # on back of your card to activate your card, or to ask questions regarding your card, Bank of America may ask for your verification ID (this is your Reed ID #), as one of the options to verify your identification. You should also know the address on file as it appears in the system.

The address for your online purchases or verifying your card is this address (exactly as it appears):

BUSINESS OFFICE
3203 SE WOODSTOCK BLVD
PORTLAND, OR 97202
UNITED STATES OF AMERICA

For after hours service who should I contact?

For immediate assistance, weekdays after 5 pm PST and/or weekends, please contact customer service at 1-888-449-2273. You may be prompted for your verification number, which is your Reed ID number.

I lost my card or it was stolen, what do I do?

Please contact customer service at **1-888-449-2273**. You may be prompted for your verification number, which is your Reed ID number.

I need to order a new card for a new person or update a current person's (credit limit, approver, reconciler, etc), what should I do?

Fill out the [PCard maintenance form](#) with all of the relevant information and have the cardholder and approver sign the form, then submit to pcard@reed.edu or bring it by the business office.

I cannot locate a receipt, what should I do?

First, contact the vendor and see if they can re-create the receipt. If not fill out the [missing receipt form](#) in totality and have your approver sign it.

Can I read about the PCard policies somewhere?

Yes, the [policy](#) can be found on our website.

What is the deadline for reconciling my monthly PCard expense report?

[Subscribe to our reconciler calendar!](#)

I am an approver (level manager) what is the deadline for approving my department's monthly PCard expense report/s?

[Subscribe to our approver/level manager calendar!](#)

Instructions for reconciling your expense reports:

1. LOG IN: <https://spacardportal.works.com/gar/login>

Be sure you are in your cardholder role (or for reconcilers, that you are in your Account Group Manager role).

2. Click on expense reporting and then create expense report.

BANK OF AMERICA
Global Reporting and Account Management

Account Manager Account Activity Reports Expense Reporting **CLICK HERE**

Create Expense Report **THEN, CLICK HERE**

View Expense Reports

3. Next, you will name the expense report:
 - Follow this naming convention: **LAST NAME-CYCLE ENDING: MO/15/YR**
4. Then select the correct cycle from the drop down, *IE: MO/16/YR - MO/15/YR*
5. **Always:** select the reporting cycle, this is how the system filters the correct charges to reconcile for your expense report. You must select the cycle each time you log into to your expense report.

Home > Expense Report List > Expense Report

Select Transactions Split and Cost Allocate

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

[REDACTED] • XXXX-XXXX-XXXX [REDACTED] (Active) • BUSINESS OFFICE - 3203 SE WOODSTOCK BLVD • PORTLAND , OR 97202813803

Select all the transactions within your cycle (MONTH-16 to MONTH-15). Don't forget to add your descriptions!

5829004573 - Expense Report 5829004573 - In Progress

Name your expense report

REPORT DESCRIPTION

Expense Report Description: [REDACTED] CYCLE ENDING 07/15/24 **ALWAYS! ALWAYS! ALWAYS! (GRAB THE INFORMATION FROM THE REPORTING CYCLE.)**

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: Jun-Jul (06/16/2024-07/15/2024) **IT WILL NOT AUTO FILL THIS INFORMATION WHEN YOU GO IN AND OUT OF GRAM, YOU NEED TO SELECT IT, EVERYTIME.**

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 p the reporting cycle can be selected manually.

6. You will see the blue check boxes next to your expenses, these indicate which transactions will be in this reporting cycle. Click next to begin the expense reporting.

██████████ 1000X-3000X-3000X ██████████ (Active) • BUSINESS OFFICE - 3203 SE WOODSTOCK BLVD • PORTLAND, OR 9720815803

1 Select all the transactions within your cycle (MONTH-16 to MONTH-15). Don't forget to add your descriptions!

5829004573 • ██████████ CYCLE ENDING 07/15/24 - In Progress

REPORT DESCRIPTION

Expense Report Description: ██████████ CYCLE ENDING 07/15/24

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: Jun-Jul (06/16/2024-07/15/2024)

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.

	<input type="checkbox"/>	Posting Date	Transaction Date	Description	Transaction Amount
1	<input checked="" type="checkbox"/>	05/16/2024	06/17/2024	██████████	19.95
2	<input checked="" type="checkbox"/>	05/16/2024	06/18/2024	██████████	0.40
3	<input checked="" type="checkbox"/>	05/24/2024	06/21/2024	██████████	117.60
4	<input checked="" type="checkbox"/>	05/27/2024	06/26/2024	██████████	2,528.00

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Page 1 of 1 Page Go

Next Save Cancel

7. Hit **save** after you have done the accounting, description entry and receipt attachments.

You can log back in at a later time to reconcile more charges. When you are ready to reconcile more charges, follow these steps:

1. Log back into GRAM, go to your dashboard. You will see your “in progress” report.

Follow these instructions:

- In GRAM, on your main dashboard click on the "go to expense reports in the right side.
- This will take you to your current expenses report, be sure to grab the correct reporting cycle! This will auto fill any new charges since the last time you logged in.

Your dashboard

Expense reporting
You have 1 total items to review >

News
You have 0 messages in your inbox >

Resource Center
Review recommended resources relevant to your work >

Expense reporting
Showing 1 of 1 expense reports

1 total items

0 total non-expensed transactions

No expenses most recent posting date

[Go to expense reports](#)

Total Non-expense Transactions
Previous 30 days

██████████ CYCLE ENDING 07/15/24
In Progress

When you log back into GRAM, on your main dashboard you will see your expense report that you created, to access it look over to the right and click on "Go to expense reports" this will take you to your expense reports, be sure to click on the current reporting cycle (06/16/2024-07/15/2024) to grab any new transactions since last time.

USD 0.00

USD 2,695.95
07/01/2024

Reports
Showing 0 of 0 reports

[Go to reports](#)

2. Then select the “In Progress” expense report from your list. (See next page.)

SEARCH RESULTS

Find your in progress expense report and click on its report ID

History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	5829004573	██████████ CYCLE ENDING 07/15/24	07/01/2024	In Progress			2,665.95

You may receive a message that looks like the below message. This message is just telling you that since the last time you were in the expense report, no new charges have been added.

No transactions available in the selected reporting cycle. No additional transactions have been selected.

Be sure you are following these dates and guidelines for your expense report.

Each role (cardholders/account group managers and level managers) has to complete their responsibilities as defined by the Cardholder Agreement.

Cardholders/account group managers:

- Reconcile and submit your expense reports by selecting the appropriate cycle:
- Month/16/YR - Month/15/YR enter your descriptions ALL IN CAPS, enter the appropriate accounting, and upload the receipt for each transaction.
- **Your expense report is due to your approver no later than the 20th of the month.**
- If your approver reaches out about a rejected report, go back to that expense report, select the relevant cycle, and fix whatever issues your approver asked you to change, SAVE and then RESUBMIT to your approver.


Level Managers:

- Approve your department's Month/15 expense reports (**no later than the 26th of the month**).
- All descriptions, accounting, and receipts should be present. **If not, prior to rejecting the report**, please reach out to your cardholder alerting them to the item/s they are needing to repair. They will need to repair the report, save and resubmit and then you will need to approve to move the expense report forward.


Quick Start: Split Transactions (Cardholder)

PURPOSE: This quick reference guide outlines how to split and unsplit a transaction in the application.

To split a transaction

1. Display the transaction in the Transaction Summary screen.
2. Click the **Split Transaction icon** () for the transaction. The icon appears only be transactions that can be edited or that have already been split. The Split Transaction screen opens.
3. In the **Split By** field, indicate whether you will be specifying split amounts in currency units (Amount) or percentages (Percent). You can change this selection at any time by modifying the field and clicking Save.
4. In the **Split and Balance To** field, indicate whether you need splits to add up to the **Total Transaction Amount** or to the **Net Transaction Amount**.
5. Create splits either by specifying the required number of splits and clicking Add Split or, if line item detail is present in the transaction addenda, by clicking Split by Line Item. If you click Split by Line Item, balancing entries will be created automatically if the line item amounts do not add up to the transaction totals. Wait for the screen to refresh.
6. Edit each split as needed.
7. After entering or changing an amount, percent, or tax, click outside of the field to update the **Totals** and **Balance** rows.
8. Review the **Totals** and **Balance** rows and balance the splits.
 - **Totals** row shows the totals for all splits in this transaction.
 - The **Balance** row shows the difference between the total and the required value. The total for the Amounts column must equal the Amount for the parent transaction. The Percent total must be 100.00. Adjust the splits until they balance. When the balance, the Balance row disappears.
9. Click **Save**.

To unsplit a transaction

1. In the Transaction Summary screen, click the **Split Transaction icon** (). The Split Transaction screen opens.
2. Select all the rows of the split and select the **remove** button to unsplit. The split details are deleted, and the Split Transaction screen opens.

NOTE: Your transaction may already be split based on corporate card line item and global invoice after addenda. A transaction can be split into a maximum of 250 parts.

Home Page

Cardholder users will have the Expense Reporting menu available in the navigation tool bar. To create an expense report, go to Expense Reporting menu, click Create Expense Report. You may also choose the Create Expense Report button in Review Required section of the Home page.

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Global Reporting and Account Management

Help Contact Us

Account Activity Reports **Expense Reporting**

Create Expense Report

View Expense Reports

REPORTS & DATA FILES

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

NEWS

LINKS

- ONLINE PIN CHECK >

RESOURCE CENTER

- LIVE TRAINING WEBINARS > Live trainings available for different topics in the application
- EXPENSE REPORTING GUIDE > Complete Manual (pdf)
- ACCOUNT USER'S GUIDE > Complete Manual (pdf)
- SAMPLE REPORTS GUIDE > Complete Manual (pdf)
- ONLINE HELP > By Topic

REVIEW REQUIRED TOTAL ITEMS: 135

TOTAL NON-EXPENSED TRANSACTION Previous 30 days	134 USD 49,676.89
EXPENSE REPORT 0067000180 > ACCOUNT #14 - In Progress	USD 0.00 02/11/2021

More Create Expense Report



Creating Expense Report

Selecting Transactions

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Global Reporting and Account Management

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Account Activity Reports **Expense Reporting**

Create Expense Report
View Expense Reports

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

ACCOUNT #14 • XXXX-XXXX-XXXX-0014 (Active) • 1 MAIN ST • AMHERST, MA 01002

If personal transactions are included, should not exceed \$100.

0067000181 - Expense Report 0067000181 - In Progress

REPORT DESCRIPTION

Expense Report Description: Expense Report 0067000181

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: Select

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.

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	Posting Date	Transaction Date	Description	Transaction Amount
1 <input type="checkbox"/>	01/05/2021	01/02/2021	HAMPDEN ZIMMERMAN	122.92
2 <input type="checkbox"/>	01/03/2021	01/02/2021	FALCETTI&CLRKELCTRC	1,074.00
3 <input type="checkbox"/>	01/06/2021	01/03/2021	HAMPDEN ZIMMERMAN	49.10
4 <input type="checkbox"/>	01/04/2021	01/03/2021	FALCETTI&CLRKELCTRC	410.20
5 <input type="checkbox"/>	01/04/2021	01/03/2021	HAMPDEN ZIMMERMAN	53.04

Next, you will name the expense report:
• Follow this naming convention: LAST NAME-CYCLE ENDING: MO/15/YR
Then select the correct cycle from the drop down, IE: MO/16/YR - MO/15/YR.

. Always: select the reporting cycle, this is how the system filters the correct charges to reconcile for your expense report. You must select the cycle each time you log into to your expense report.

Next Save Cancel





If you need assistance with splitting an expense between two or more ORGNs, here is a helpful video link: https://sdg2.mastercard.com/static/PortalHelp/E/QuickStartSplitTransactionsforCardholders/story_html5.html

Creating Expense Report

Accounting Detail and Split

The Split Detail icon will allow Cardholders to split the transaction to break down the items included in the total cost of the transaction. When the Split Detail icon is selected, the Split Details screen displays. You can split the transaction by amount or percentage and you can include up to 100 splits in a single transaction. Split transactions may also be allocated to different ORGN and ACCT codes.

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

ACCOUNT #14 • XXXX-XXXX-XXXX-0014 (Active) • 1 MAIN ST • AMHERST, MA 01002

when allocating transactions, please attach receipts.

0067000181 - Expense Report 0067000181 - In Progress

SEARCH RESULTS

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Receipt Status	Additional Information	Personal
1	01/05/2021	01/02/2021	HAMPDEN ZIMMERMAN	122.92	Select		

Back Next Save Cancel

EXPENSE TYPE INFORMATION

Expense Type: entertainment

ACCOUNTING CODES INFORMATION

Expense Description:

Company: Cost Center: GL Account:

Copy to All on Page

Back Next Save Cancel

SEARCH RESULTS

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Receipt Status	Additional Information	Personal
1	03/05/2021	03/04/2021	NEWENGLANDDOORCLOSER,	128.00	Select		

Back Next Save Cancel

Financial Detail Split Detail

FINANCIAL DETAIL INFORMATION

Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
01/05/2021	01/02/2021	HAMPDEN ZIMMERMAN NORTHAMPTON, MA -01060	122.92	122.92	

Split Information

Split By: Amount Split and Balance To: Total Transaction Amount

Split(s): 2

This transaction does not have any splits defined.



Create Expense Report

Submit For Approval

The **Submit For Approval** screen will allow Cardholders to view the full summary of the expense report before submitting the expense report for approval.

Users also have the ability to add additional receipt images at the expense report level.

Receipts attached at the expense report level can be up to 4 megabytes.

Before submitting the expense report for approval, users can select any of the links in the progress bar to go back to a particular section within the expense report to update. If no changes are needed and they are ready to submit the expense report for approval, click **Submit**.

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Help Contact Us

Account Activity Reports **Expense Reporting**

Create Expense Report
View Expense Reports

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Add Mileage Transactions Add Cash Transactions **Review**

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

ACCOUNT #14 • XXXX-XXXX-XXXX-0014 (Active) • 1 MAIN ST • AMHERST, MA 01002

Review and correct before submitting.

0067000181 - Expense Report 0067000181 - In Progress

Report Summary		Amount
Card Transaction Expenses:		122.92
Personal Transaction Expenses:		0.00
Mileage Transaction Expenses:		0.00
Cash Transaction Expenses:		0.00
Expense Total:		122.92
Amount Due to Employee:		0.00
Amount Due on Card:		122.92

CARD TRANSACTIONS			
Posting Date	Transaction Date	Description	Transaction Amount
01/05/2021	01/02/2021	HAMPDEN ZIMMERMAN	
		Subtotal	122.92

Add Receipt Add Mobile Receipt **Submit**

Back



Create Expense Report

Submit For Approval - Confirm

A message will appear asking the Cardholder to confirm the submission of the expense report and what actions will take place after the expense report is submitted for Approval. The cardholder will click on OK to confirm the Expense Report submission. Now let's review how the cardholder can view their submitted Expense Reports.

The screenshot displays the Bank of America Expense Reporting interface. A confirmation dialog box is overlaid on the main content, asking for confirmation to submit the expense report. The dialog box text reads: "globalcarddemo.bankofamerica.com says You are about to submit this Expense Report. Do you wish to continue?". The dialog box has "OK" and "Cancel" buttons. The background interface shows the "Expense Reporting" section with a progress bar and a table of transactions.

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Account Activity Reports **Expense Reporting**

Create Expense Report
View Expense Reports

globalcarddemo.bankofamerica.com says
You are about to submit this Expense Report. Do you wish to continue?

OK Cancel

Expense Report List > Expense Report

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Add Cash Transactions **Submit for Approval**

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

ACCOUNT #100 • XXXX-XXXX-XXXX-0100 (Active) • 1 MAIN ST • WASHINGTON, DC 20003109401

Please review all of your transactions and ensure the information is correct. Go back and add any transactions if necessary.

0057000367 - Expense Report 0057000367 - In Progress

Report Summary		Amount
Card Transaction Expenses:		4.75
Cash Transaction Expenses:		0.00
Expense Total:		4.75
Amount Due to Employee:		0.00
Amount Due on Card:		4.75

CARD TRANSACTIONS			
Posting Date	Transaction Date	Description	Transaction Amount
02/02/2021	01/30/2021	USPS.COM CLICK66100611	4.75
		Subtotal	4.75

Schedule Submit Back



View Expense Reports

In this screen cardholders are able to view the Expense Reports they have In Process or have Submitted for approval to keep up with the status of the expense report until completed. To access this screen Cardholders can go to Expense Reporting > View Expense Reports. A listing of all their Expense Reports will display. Click on the arrow icon under the History column to view details of that Expense Report.

The screenshot displays the Bank of America Expense Reporting interface. The top navigation bar includes 'Account Activity', 'Reports', and 'Expense Reporting' (highlighted with a red box). Below the navigation bar, there are two options: 'Create Expense Report' and 'View Expense Reports' (highlighted with a red box). The main content area is titled 'Expense Report List' and shows 'SEARCH RESULTS'. A table lists expense reports with columns: History, Report ID, Expense Report Description, Created Date, Status, Submitted Date, Pending Approver, and Amount. The first report (ID: 0067000187) is highlighted with a red arrow pointing to its 'History' column. A red box highlights the 'History' details for this report, showing a table with columns: Date, Status, Modified By, and Comments. The history entries are: 04/05/2021 Submitted nbk7toc and 04/05/2021 In Progress nbk7toc. A red arrow points to the 'Page 1 of 1' indicator at the top right of the table. The bottom of the table shows 'Page Total: 122.54' and 'Search Total: 122.54'. The bottom navigation bar includes '+', trash, 'Page 1 of 1', 'Page', and 'Go'.

History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input checked="" type="checkbox"/>	0067000187	Expense Report 0067000187	04/05/2021	Submitted	04/05/2021	Default Closing Group	6.00
<input type="checkbox"/>	0067000182	Expense Report 0067000182	02/16/2021	Completed	02/16/2021		116.54

Date	Status	Modified By	Comments
04/05/2021	Submitted	nbk7toc	
04/05/2021	In Progress	nbk7toc	

Page 1 of 1 Page Go

Page Total: 122.54
Search Total: 122.54

Page 1 of 1 Page Go



Delete Expense Report

An Expense Report can be deleted by clicking in the box on the left next to the History column, then click the delete icon (trash can) and click OK to confirm deletion.

***Note:** This will only delete the Expense Report from the View Expense Report and will not delete it for the Approver to approve.

BANK OF AMERICA
Global Reporting and Account Management

Account Activity Reports **Expense Reporting**

Create Expense Report
View Expense Reports

SEARCH RESULTS

Page 1 of 2 Page Go

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	>	0057000368	Expense Report 0057000368	03/25/2021	In Progress			5.05
<input checked="" type="checkbox"/>	>	0057000367	Expense Report 0057000367	03/22/2021	In Progress			
<input type="checkbox"/>	>	0057000366	Expense Report 0057000366	02/10/2021	In Progress			
<input type="checkbox"/>	>	0057000365	Expense Report 0057000365	02/10/2021	In Progress			
<input type="checkbox"/>	>	0057000364	Expense Report 0057000364	02/10/2021	In Progress			
<input type="checkbox"/>	>	0057000363	Expense Report 0057000363	02/10/2021	In Progress			
<input type="checkbox"/>	>	0057000362	Expense Report 0057000362	02/10/2021	In Progress			

BANK OF AMERICA
Global Reporting and Account Management

Account Activity Reports Expense Reporting

Expense Report List

SEARCH RESULTS

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<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	>	0057000368	Expense Report 0057000368	03/25/2021	In Progress			5.05
<input checked="" type="checkbox"/>	>	0057000367	Expense Report 0057000367	03/22/2021	In Progress			4.75
<input type="checkbox"/>	>	0057000366	Expense Report 0057000366	02/10/2021	In Progress			9.65
<input type="checkbox"/>	>	0057000365	Expense Report 0057000365	02/10/2021	In Progress			0.00
<input type="checkbox"/>	>	0057000364	Expense Report 0057000364	02/10/2021	In Progress			83.95
<input type="checkbox"/>	>	0057000363	Expense Report 0057000363	02/10/2021	In Progress			4.97
<input type="checkbox"/>	>	0057000362	Expense Report 0057000362	02/10/2021	In Progress			12.29

globalcarddemo.bankofamerica.com says
Are you sure you want to delete the selected expense reports?
OK Cancel

