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!

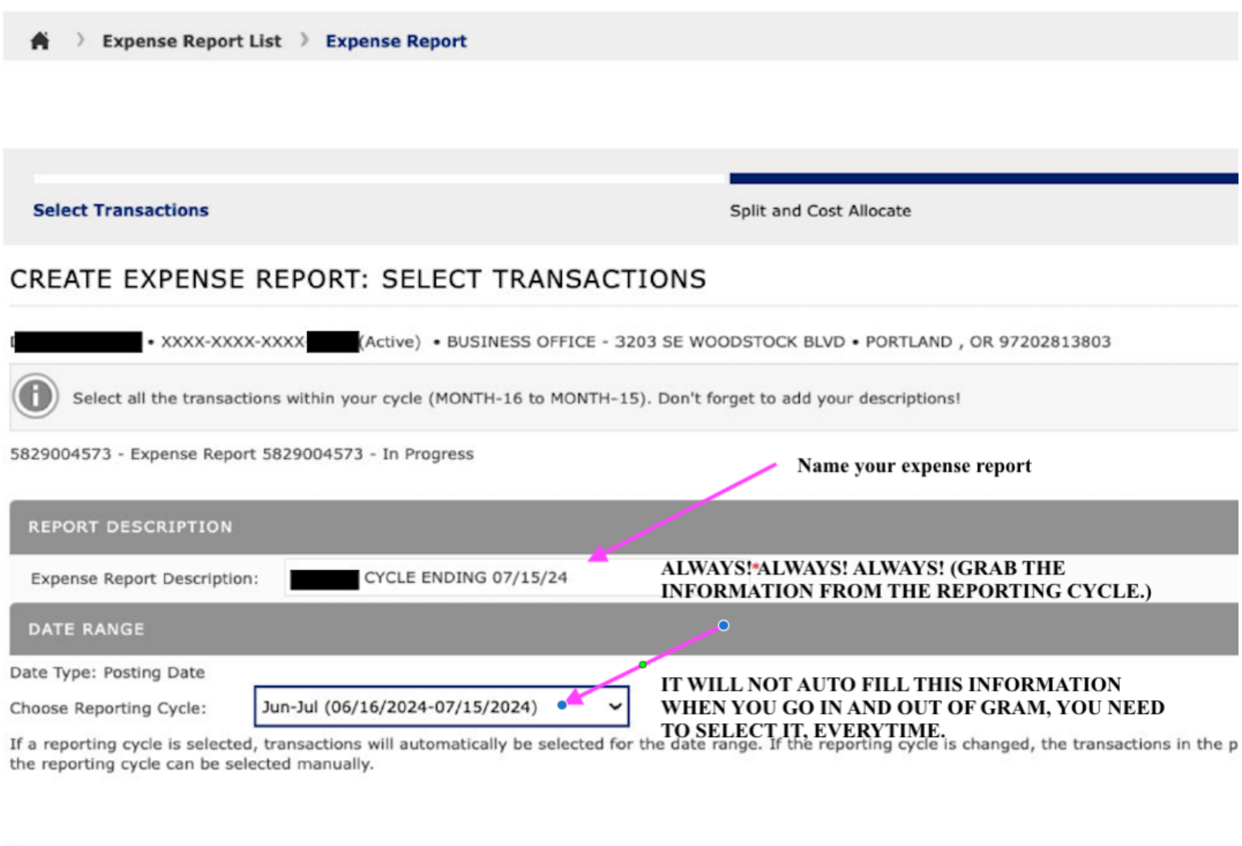
Instructions for reconciling your expense reports:

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

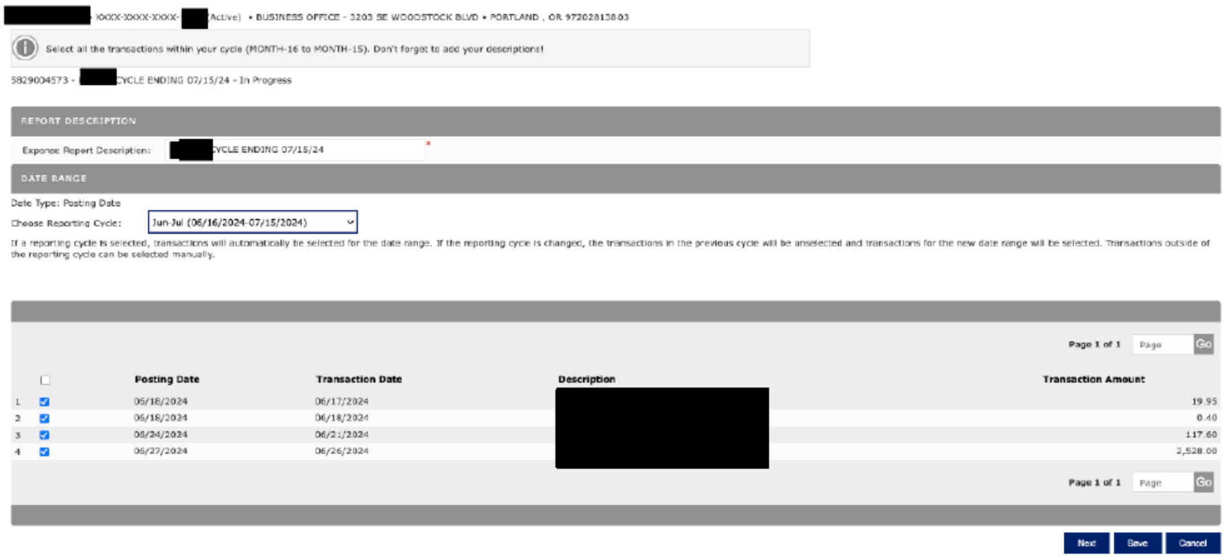
Be sure you are in your cardholder role (or for reconcilers, that you are in your Account Group Manager role).

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

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.



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.



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

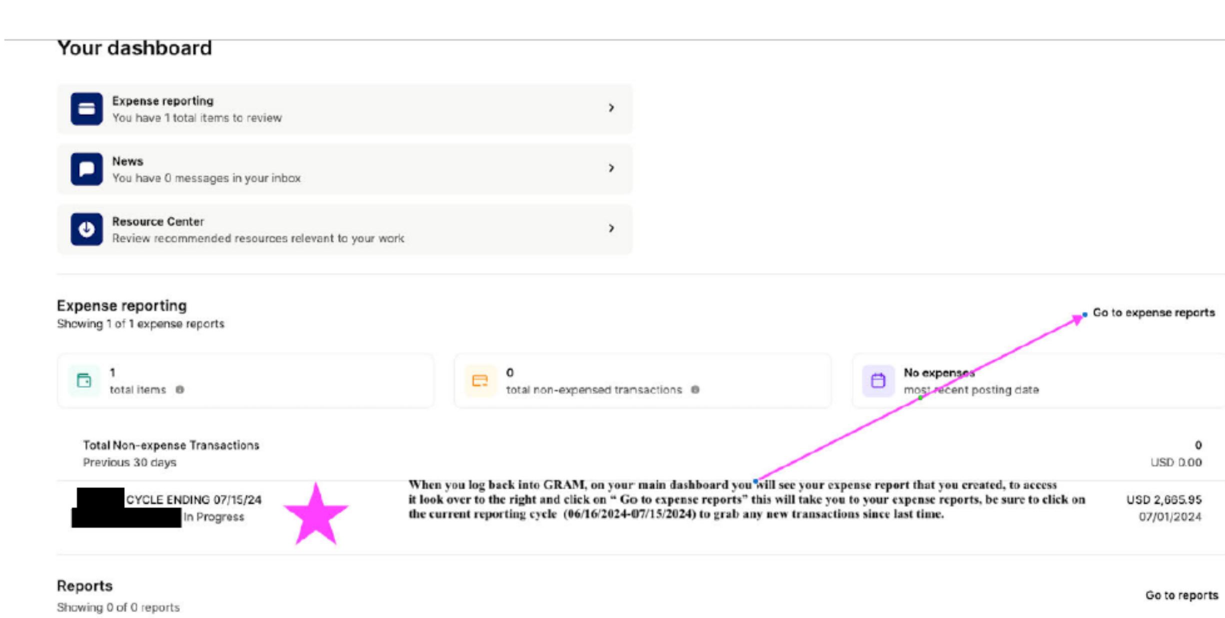
You can log back in at a later time to reconcile more charges. When you are ready to

reconcile more charges, follow these steps:

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

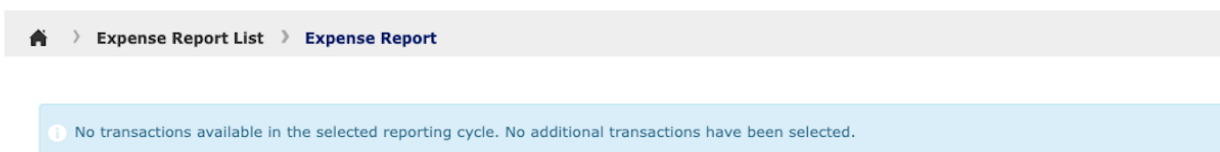
Follow these instructions:

- 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.



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

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.



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

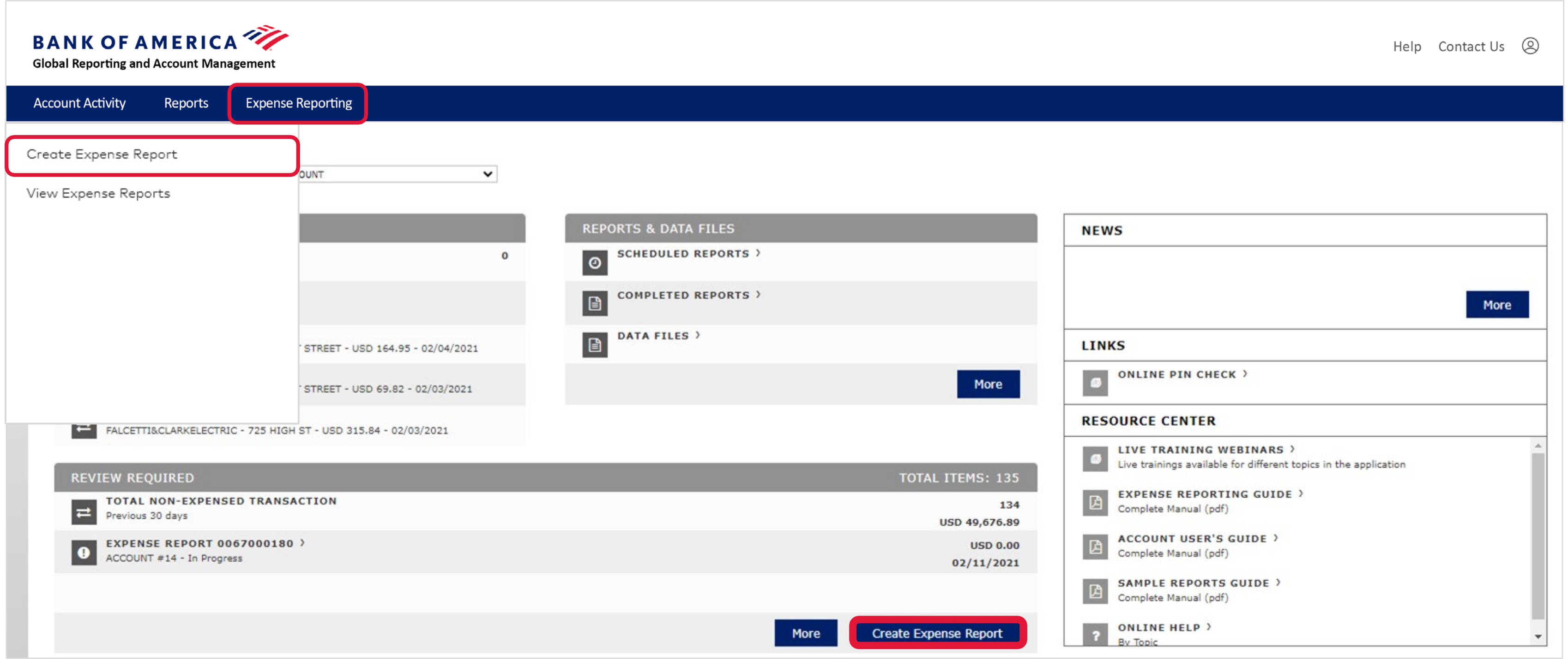
1. In the Transaction Summary screen, click the **Split Transaction icon** ( ). The Split Transaction screen opens.

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.

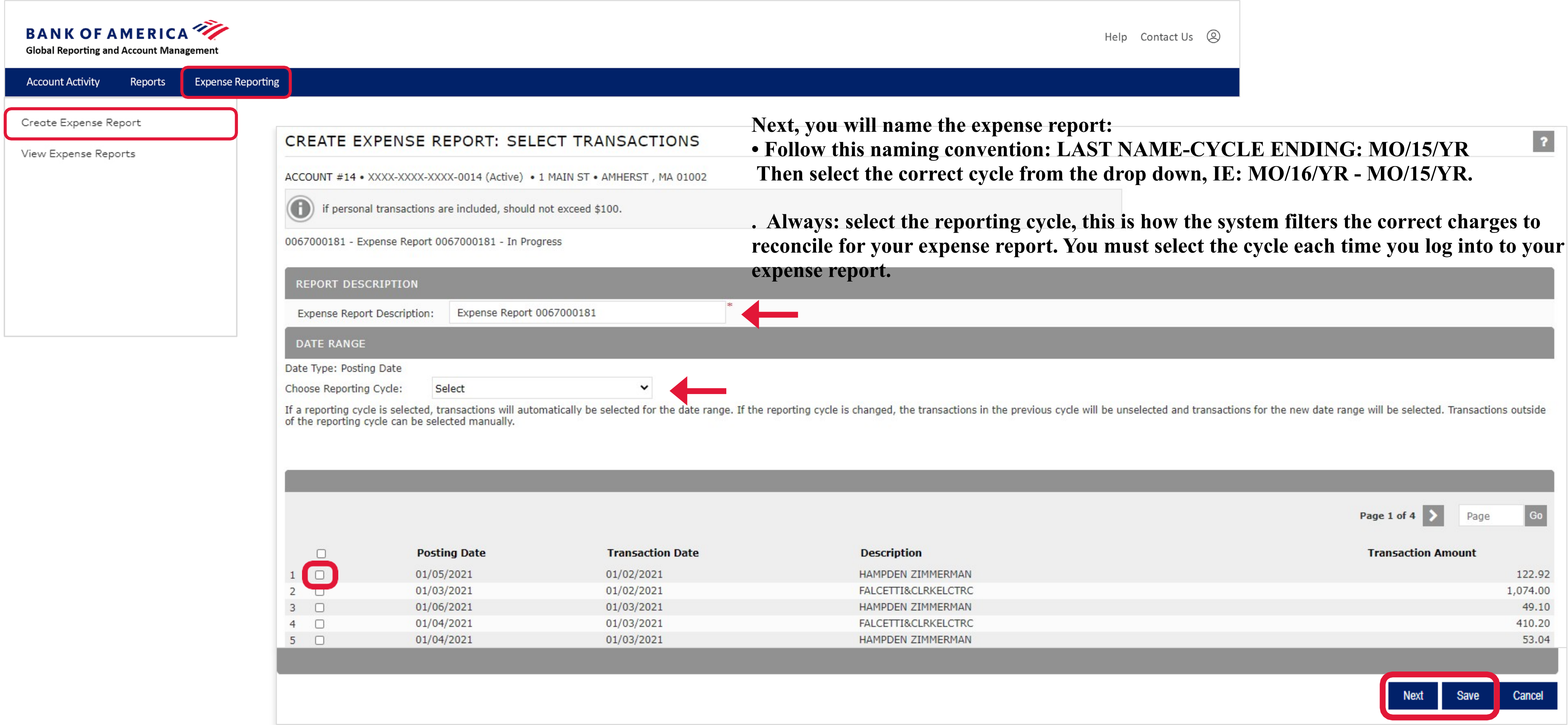
Home Page

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.



Creating Expense Report

Selecting Transactions



	Posting Date	Transaction Date	Description	Transaction Amount
1	01/05/2021	01/02/2021	HAMPDEN ZIMMERMAN	122.92
2	01/03/2021	01/02/2021	FALCETTI&CLRKELCTRC	1,074.00
3	01/06/2021	01/03/2021	HAMPDEN ZIMMERMAN	49.10
4	01/04/2021	01/03/2021	FALCETTI&CLRKELCTRC	410.20
5	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.**

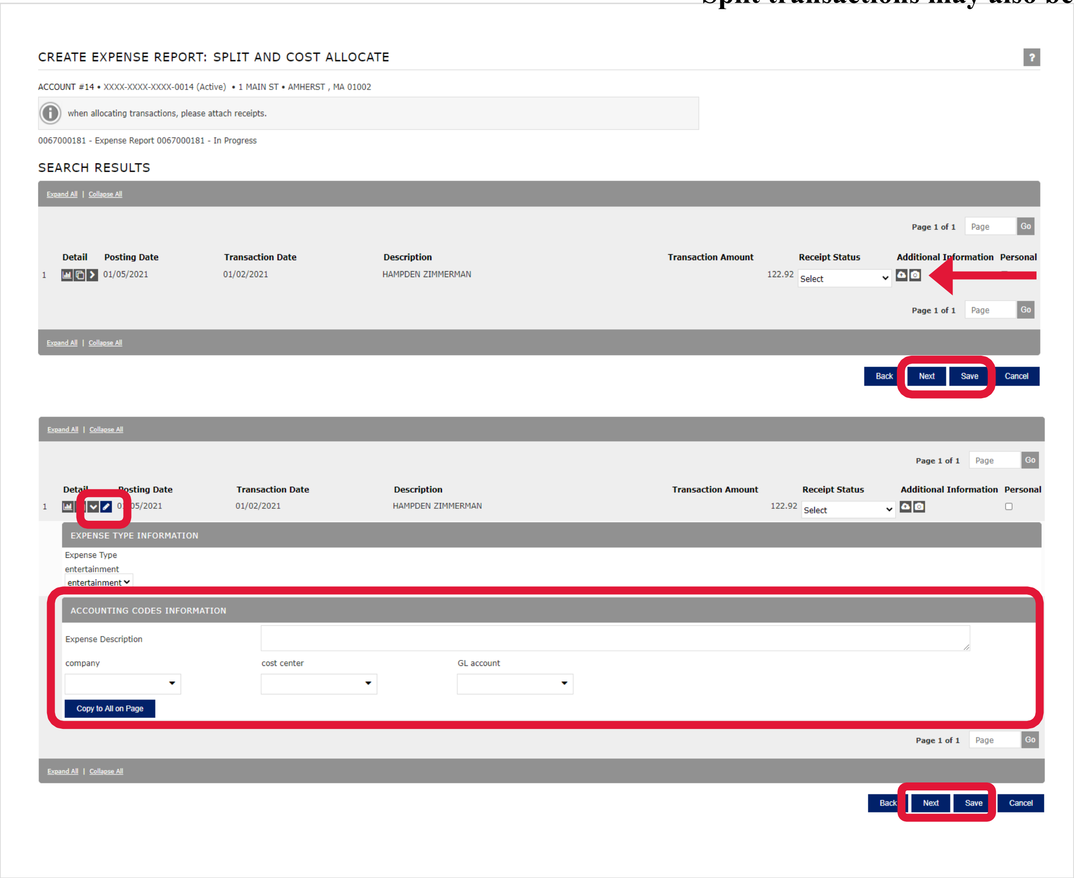
. Always: select the reporting cycle, this is how the system filters the correct charges to reconcile for your expense report. You must select the cycle each time you log into to your expense report.

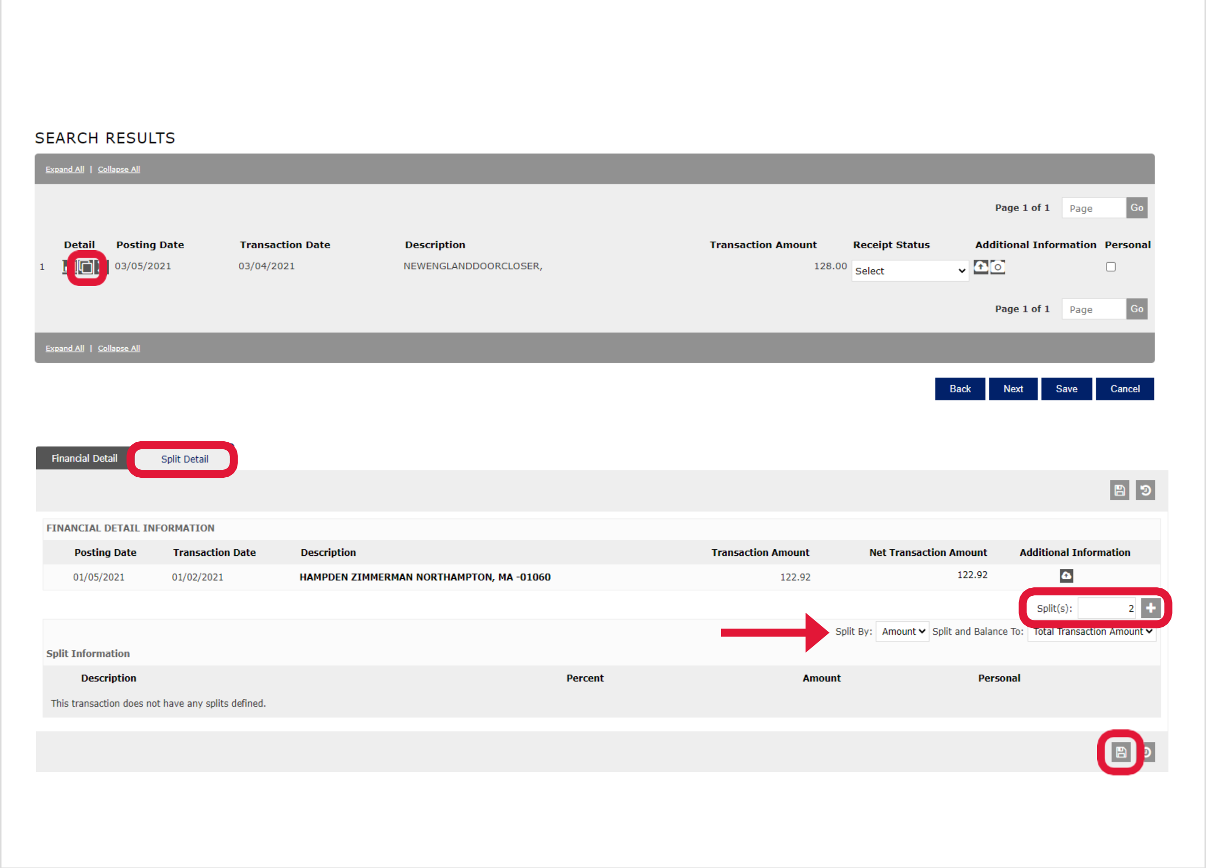
Creating Expense Report

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

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.

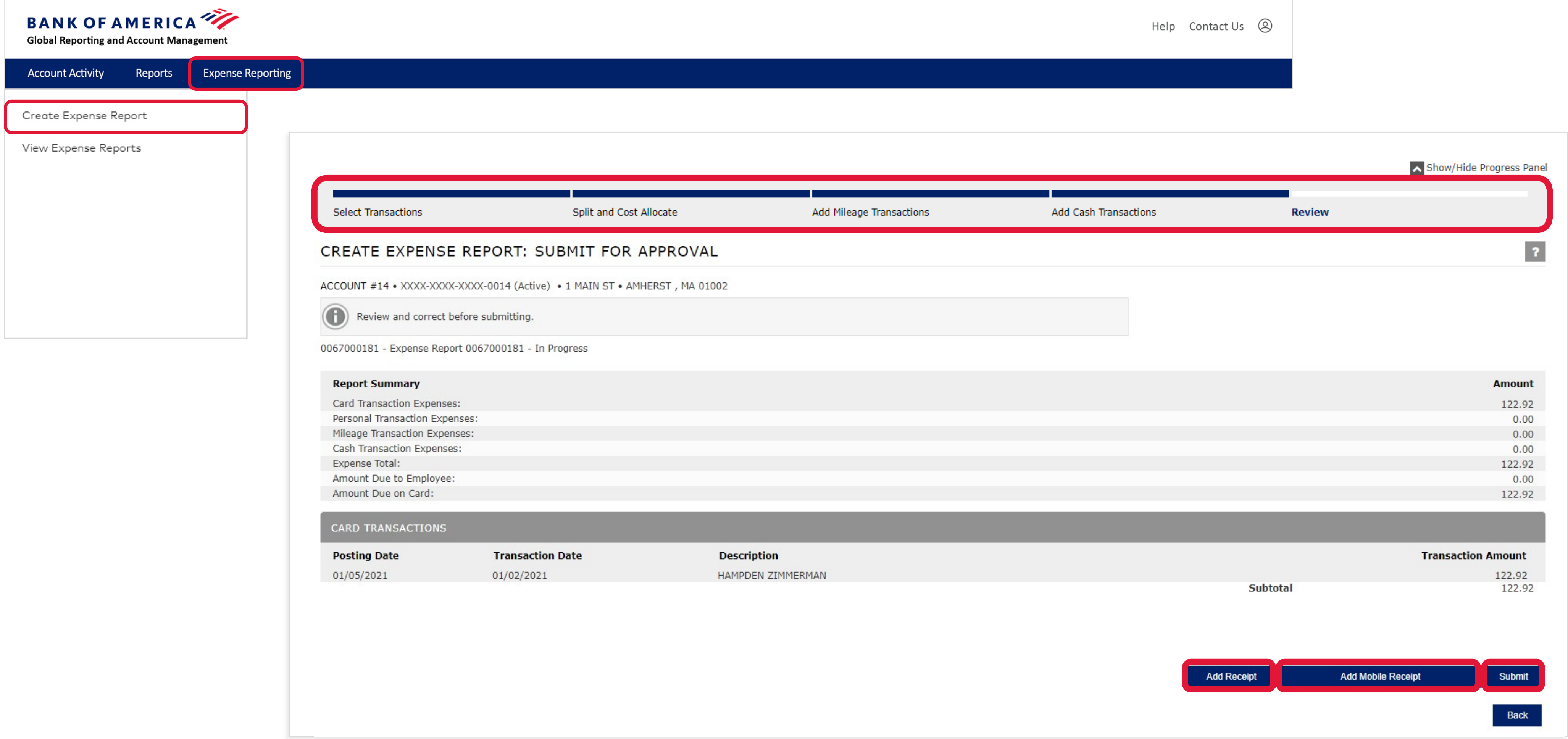




Create Expense Report

Submit For Approval

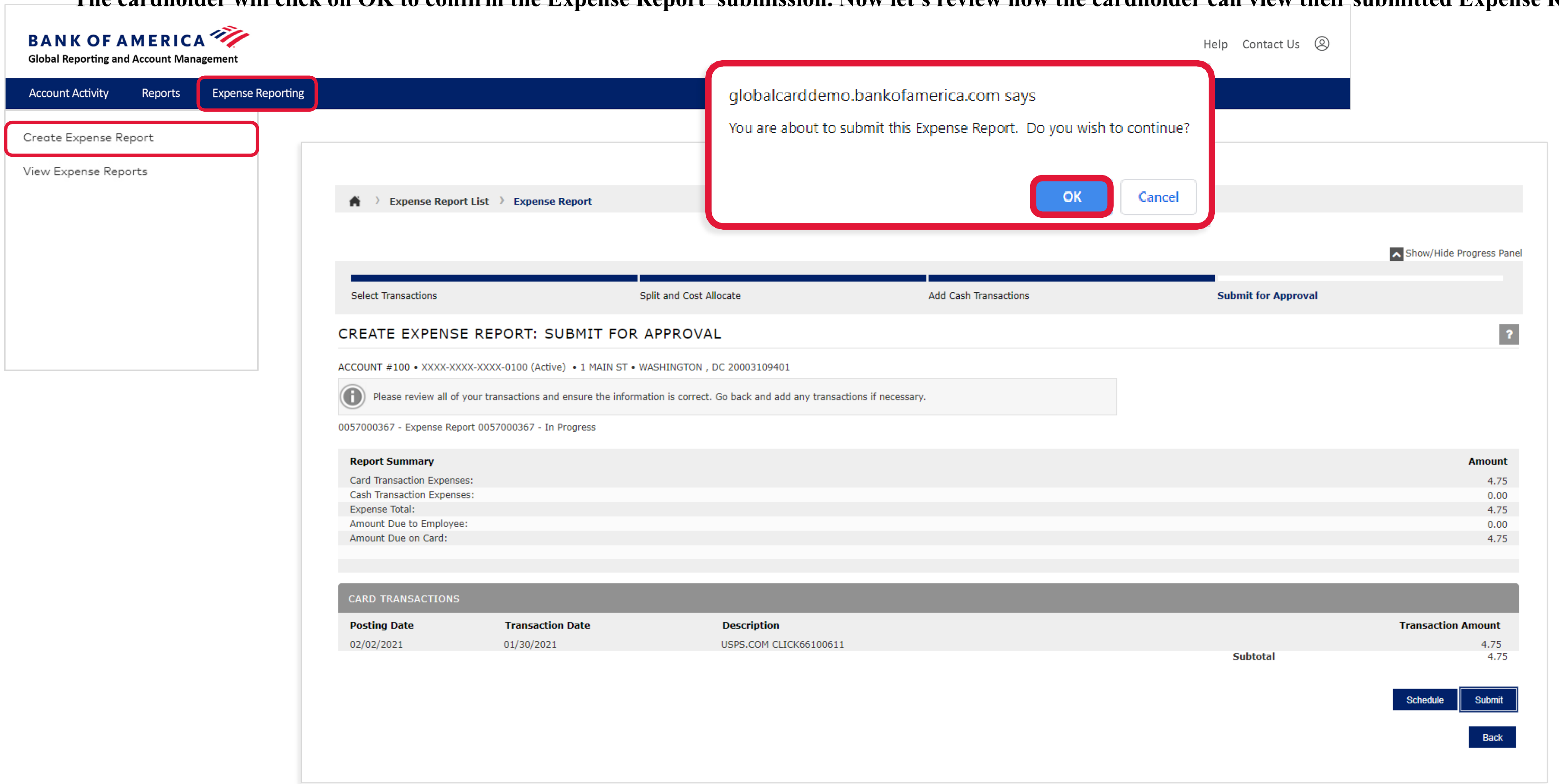
The Submit For Approval screen will allow Cardholders to view the full summary of the expense report before submitting the expense report for approval.
Users also have the ability to add additional receipt images at the expense report level.
Receipts attached at the expense report level can be up to 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.



Create Expense Report

Submit For Approval - Confirm

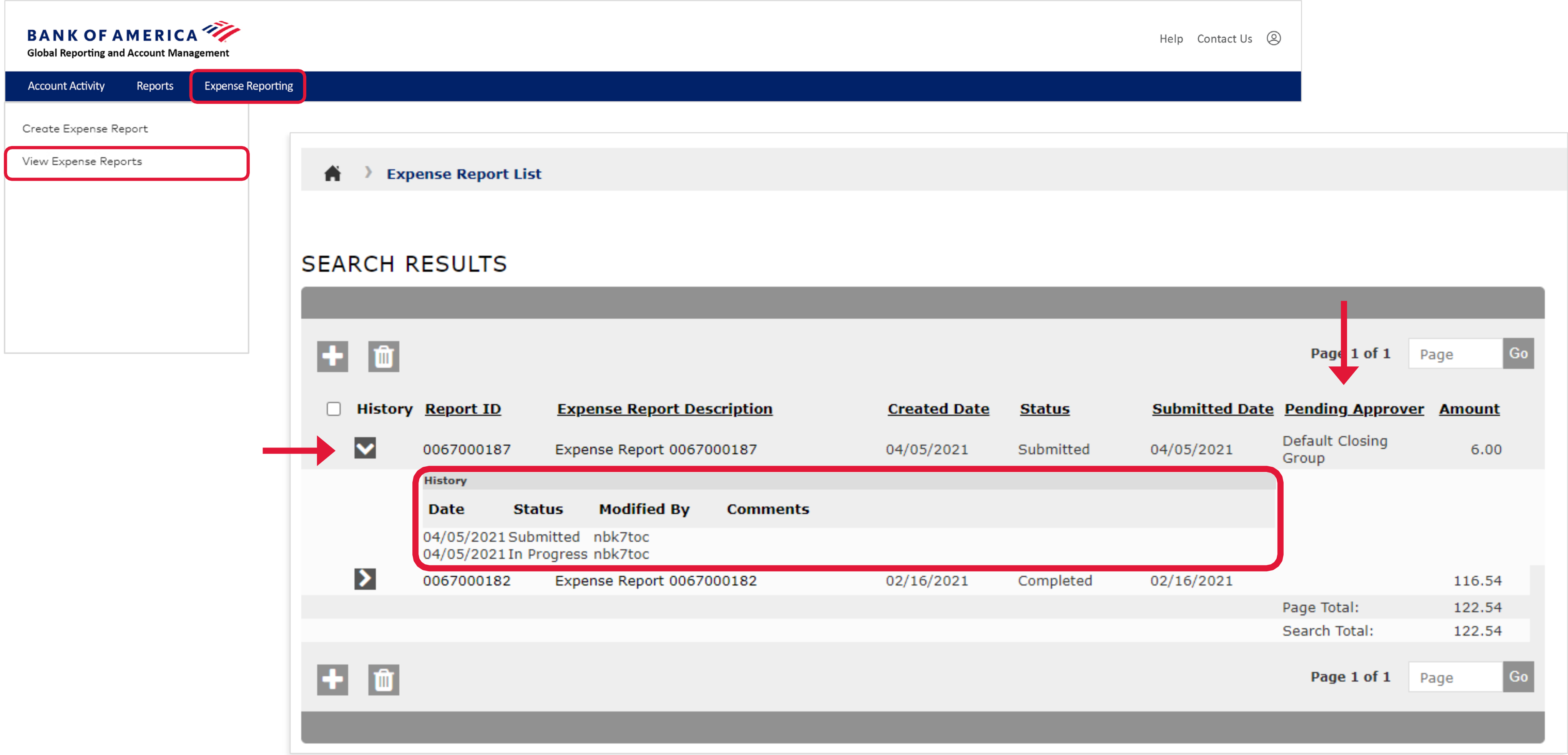
A message will appear asking the Cardholder to confirm the submission of the expense report and what actions will take place after the expense report is submitted for Approval. The cardholder will click on OK to confirm the Expense Report submission. Now let's review how the cardholder can view their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



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.



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.**