

#### Reed pcard <pcard@reed.edu>

# **ACTION: July PCard Reconciling Time**

1 message

Reed pcard <pcard@reed.edu>

Fri, Jul 12, 2024 at 5:00 PM

To: Cardholders < cardholders@groups.reed.edu>

Dear All,

The current cycle which includes both fiscal year (FY) 2024 and 2025 expenses, ends on July 15th. It is time to reconcile and submit your PCard expense report for July.

Please note, in order to close FY24, there is a quick turnaround for both submitting and approving the expense reports.

Each role (cardholders/account group managers and level managers) has 2 days to complete their responsibilities.

- Cardholders/account group managers:
  - Reconcile and submit your <u>7/15 expense report</u> (no later than <u>7/17/24</u>).
  - Be sure to choose the correct cycle (Jun Jul 6/16 7/15/24) to ensure all the transactions are captured in your expense report.
  - **IMPORTANT:** Please add the applicable fiscal year before each description, e.g. FY24 MEALS, or FY25 LODGING

## • Level Managers:

- Approve your department's 7/15 expense reports (no later than 7/19/24).
- All descriptions, accounting, and charges will be posted, *as submitted, on 7/19/24*; no corrections or changes will be made.
- Subscribe to our reconciler calendar!
- Subscribe to our approver/level manager calendar!

Thank you, all, for your diligence in ensuring the College funds are stewarded appropriately and that we maintain compliance with our receipts and accounting.

Please reach out with questions, we are here to help.

## **Instructions for reconciling the July expense report:**

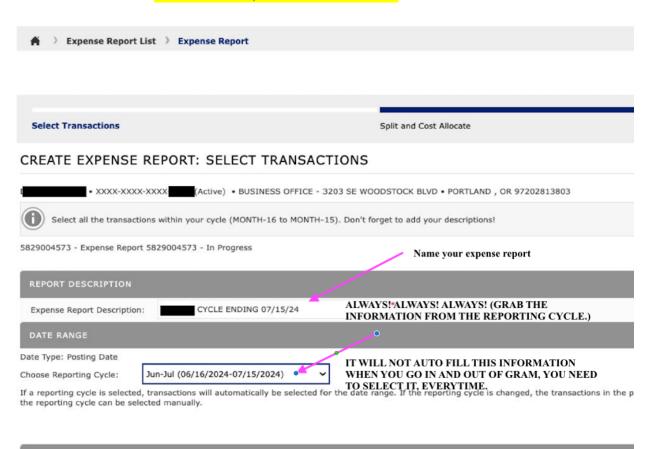
1. LOG IN: https://spacardportal.works.com/gar/login

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

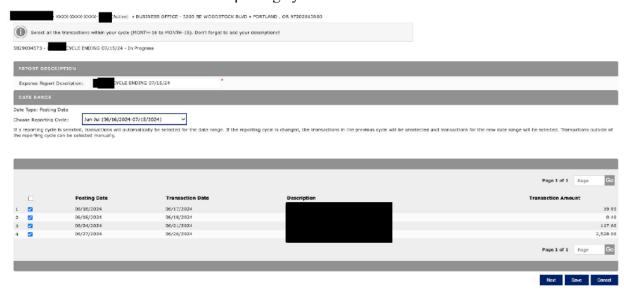
2. Click on expense reporting and then create expense report.



- 3. Next, you will name the expense report:
  - LAST NAME-CYCLE ENDING- XX/XX/XXXX
- 4. Then select the correct cycle (JUN-JULY 06/16/2024-07/15/2024)
- 5. The current cycle includes both fiscal year (FY) 2024 and 2025 expenses, and ends on July 15th. (Important dates are on page 3.)
  - Descriptions are how the business office will process your expenses into the appropriate fiscal year:
    - In order to have your expenses processed in the correct fiscal year ,you MUST: ADD the applicable fiscal year before each description, e.g. FY24 MEALS, or FY25 LODGING



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

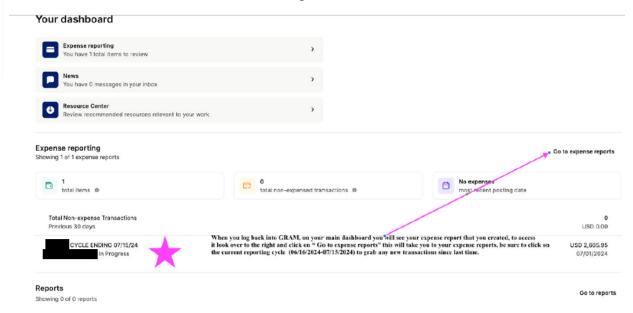


Remember to use the FY indicator (FY24-YOUR DESC or FY25-YOUR DESC) as part of your description process.

7. Hit **save** after you have done the accounting, description entry and receipt attachments that you entered. 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 the instructions on the following screenshots.



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 this expense report.

Each role (cardholders/account group managers and level managers) has 2 days to complete their responsibilities.

#### **Cardholders/account group managers:**

- o Reconcile and submit your 7/15 expense report (no later than 7/17/24).
- Be sure to choose the correct cycle (<u>Jun Jul 6/16 7/15/24</u>) to ensure all the transactions are captured in your expense report.

#### **Level Managers:**

- o Approve your department's 7/15 expense reports (no later than 7/19/24).
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