



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 7/15 expense report (**no later than 7/17/24**).
- 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**

Home > Expense Report List > Expense Report

Select Transactions Split and Cost Allocate

CREATE EXPENSE REPORT: SELECT TRANSACTIONS

██████████ • XXXX-XXXX-XXXX ██████████ (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: ██████████ 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.

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

██████████-XXXX-XXXX-XXXX-██████████ (Active) • BUSINESS OFFICE - 3203 SE WOODSTOCK BLVD • PORTLAND, OR 972028158.03

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.

	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	06/24/2024	2,528.00

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Reset Save Cancel

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

- 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:

- Log back into GRAM, go to your dashboard. You will see your “in progress” report. Follow the instructions on the following screenshots.

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

Total Non-expense Transactions Previous 30 days USD 0.00

██████████ 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 2,885.95 07/01/2024

Reports
Showing 0 of 0 reports Go to reports

- 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


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Go

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>		5829004573	<div></div> 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 this expense report.

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