

The screenshot shows the Bank of America Global Card Access dashboard. At the top, there is a navigation bar with the Bank of America logo and a user profile icon. Below this, the page is titled "Global Card Access" and includes a breadcrumb trail: "Home > Card Management".

The main content area is divided into several sections:

- Account Summary:** Displays account balances as of Feb 20, 2023, 03:03 PM CST. A redacted account number is shown. The summary includes:

Current balance	Available credit	Credit limit
1,734.24	75,638.65	80,000.00
- Activity:** A table listing recent transactions with columns for Description and Amount.

Description	Amount
Feb 20, 2023 US-TClchemicals	301.20 Pending
Feb 20, 2023 VWR INTERNATIONAL INC	267.76 Pending
Feb 20, 2023 VWR INTERNATIONAL INC	320.93 Pending
Feb 20, 2023 VWR INTERNATIONAL INC	978.23 Pending
Feb 18, 2023 VWR INTERNATIONAL INC	66.95 Pending
Feb 18, 2023 VWR INTERNATIONAL INC	123.89 Pending
Feb 17, 2023 AMBEEED.COM	126.00 Pending
Feb 20, 2023 GIH*GLOBALINDUSTRIALEQ	221.11
Feb 20, 2023 VWR INTERNATIONAL INC	221.04
Feb 17, 2023	7.45
- My tasks:** A section indicating "No tasks at this time."
- Quick actions:** A list of actions including "View your PIN", "Change your PIN", "Manage alerts", "Lock card", and "View statements".
- Related links:** A list of links including "Global Reporting and Account Management" and "Works". A red arrow points to the "Works" link.

At the bottom of the dashboard, there is a text overlay: "Reconciling is done here" in blue font.

Logging into GCA

sdg2.mastercard.com/sdportal/dashboard.view

**BANK OF AMERICA**  
Global Reporting and Account Management

Account Manager Account Activity Reports Expense Reporting

### HOME

#### ACTIVITY

**ALERTS & NOTIFICATIONS** > Previous 30 days 0

**MOST RECENT POSTING DATE**  
02/17/2023

- HESTRELAB RESEARCH SL - UNKNOWN - USD 372.38 - 02/17/2023
- VWR INTERNATIONAL INC - UNKNOWN - USD 47.16 - 02/17/2023
- VWR INTERNATIONAL INC - UNKNOWN - USD 15.45 - 02/17/2023

#### REPORTS & DATA FILES

**SCHEDULED REPORTS** >

**COMPLETED REPORTS** >

**DATA FILES** >

More

#### NEWS

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#### LINKS

- GLOBAL CARD ACCESS(PIN CHECK AND MOBILE ALERTS) >
- CARD ASSISTANT >

#### RESOURCE CENTER

- GRAM STANDARD REPORT GUIDE >
- REPORTING TRAINING PARTICIPANT GUIDE >
- CARDHOLDER AND MANAGER TRAIN THE TRAINER TRAINING PARTICIPANT GUIDE >
- MOBILE GUIDE > Complete Manual (pdf)
- ACCOUNT USER'S GUIDE > Complete Manual (pdf)

#### REVIEW REQUIRED

TOTAL ITEMS: 17

**TOTAL NON-EXPENSED TRANSACTION** 17  
Previous 30 days USD 3,416.90

More Create Expense Report

#### SNAPSHOTS

##### Spend By Category

Month: Current  
By: Transaction Amount

RETAIL SERVICES  
OTHER

##### Total Spend

Transaction Amount

FEB-2023

##### Approved Expense Reports

Last 4 Reports

No data for selected period

Create an "expense report"

1:04 PM 2/20/2023

Click on Create Expense Report

Home Expense Reporting

sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c

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Expense Report List Expense Report

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

**CREATE EXPENSE REPORT: SELECT TRANSACTIONS**

Active) • BUSINESS OFFICE - 3203 SE WOODSTOCK BLVD • PORTLAND , OR 97202813803

5829000034 - Expense Report 5829000034 - In Progress

REPORT DESCRIPTION

Expense Report Description: Expense Report 5829000034

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: Select

If a reporting cycle is selected, transactions will automatically be selected for the new cycle. Transactions for 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.

Change the report name to the cycle dates -  
i.e. - LAST NAME-CYCLE ENDING- MO/15/YR

Select the appropriate cycle

Page 1 of 1 Page Go

	Posting Date	Transaction Date	Description	Transaction Amount
<input type="checkbox"/>	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59
<input type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77
<input type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34
<input type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59
<input type="checkbox"/>	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37
<input type="checkbox"/>	02/15/2023	02/14/2023	SIGMA ALDRICH US	
<input type="checkbox"/>	02/16/2023	02/15/2023	VWR INTERNATIONAL INC	

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Note the last two or three digits of the expense report number

Home Expense Reporting

sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c

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Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SELECT TRANSACTIONS

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5829000034 - Expense Report 5829000034 - In Progress

REPORT DESCRIPTION

Expense Report Description: Expense Report 5829000034

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: **Select**

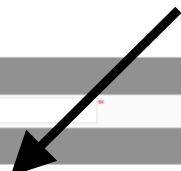
If a reporting cycle is selected, the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected.

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	Posting Date	Description	Transaction Amount
<input type="checkbox"/>	02/14/2023	SIGMA ALDRICH US	232.59
<input type="checkbox"/>	02/15/2023	VWR INTERNATIONAL INC	406.77
<input type="checkbox"/>	02/15/2023	VWR INTERNATIONAL INC	643.34
<input type="checkbox"/>	02/15/2023	VWR INTERNATIONAL INC	135.59
<input type="checkbox"/>	02/15/2023	SIGMA ALDRICH US	135.37
<input type="checkbox"/>	02/15/2023	SIGMA ALDRICH US	
<input type="checkbox"/>	02/16/2023	VWR INTERNATIONAL INC	

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The cycle always run from the 16th of the month to the 15th of the following month.  
Choose the correct cycle here - don't miss this step!

Select desired time frame from the drop down menu

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5829000034 - Expense Report 5829000034 - In Progress

REPORT DESCRIPTION

Expense Report Description: Expense Report 5829000034

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: Jan-Feb (01/16/2023-02/15/2023)

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.

**Items in the chosen cycle that you need to reconcile are checked**

	Posting Date	Transaction Date	Description	Transaction Amount	
1	<input checked="" type="checkbox"/>	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59
2	<input checked="" type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77
3	<input checked="" type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34
4	<input checked="" type="checkbox"/>	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59
5	<input checked="" type="checkbox"/>	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37
6	<input checked="" type="checkbox"/>	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00
7	<input type="checkbox"/>	02/16/2023	02/15/2023	VWR INTERNATIONAL INC	677.95
8	<input type="checkbox"/>	02/17/2023	02/16/2023	VWR INTERNATIONAL INC	47.16
9	<input type="checkbox"/>	02/17/2023	02/16/2023	VWR INTERNATIONAL INC	15.45
10	<input type="checkbox"/>	02/17/2023	02/16/2023	TFS FISHERSCI ECOM FSE	124.18
11	<input type="checkbox"/>	02/17/2023	02/16/2023	SIGMA ALDRICH US	73.36
12	<input type="checkbox"/>	02/17/2023	02/16/2023	MESTRELAB RESEARCH SL	372.38
				346.50EUR	
13	<input type="checkbox"/>	02/17/2023	02/16/2023	US-TCIchemicals	30.60
14	<input type="checkbox"/>	02/17/2023	02/16/2023	US-TCIchemicals	75.60
15	<input type="checkbox"/>	02/17/2023	02/16/2023	Amazon.com HE1E61V92	57.11
16	<input type="checkbox"/>	02/17/2023	02/16/2023	SIGMA ALDRICH US	253.00

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Click "Next"

Next Save Cancel

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The transactions within that time frame were selected by default.

Click Next

Home Expense Reporting

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Expense Report List Expense Report

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE





































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5829000034 - Expense Report 5829000034 - In Progress

#### SEARCH RESULTS

Expand All Collapse All

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	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	  	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	  
2	  	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	  
3	  	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	  
4	  	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	  
5	  	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	  
6	  	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	  

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Current: Last Visited: 02/20/2023

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Now those charges are isolated. Click the right arrow for more details.

Home Expense Reporting

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Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

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5829000034 - Expense Report 5829000034 - In Progress

#### SEARCH RESULTS

Expand All | Collapse All

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	[Icons]
<b>ACCOUNTING CODES INFORMATION</b>					
Expense Description					
Organization (ORGN)					
17010 - CHEMISTRY					
Account Codes					
5210 - SUPPLIES					
Activity Codes					
[Empty]					
Copy to All on Page					
2	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	[Icons]
3	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	[Icons]
4	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	[Icons]
5	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	[Icons]
6	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	[Icons]

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Currently [Redacted] Last Visit [Redacted]

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The default accounting codes are shown.

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Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

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#### SEARCH RESULTS

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	
ACCOUNTING CODES INFORMATION					
Expense Description		TBUTYL HYDROPEROXIDE			
Organization (ORGN)	Account Codes	Activity Codes			
17010 - CHEMISTRY 17010 - CHEMISTRY	5210 - SUPPLIES 5210 - SUPPLIES				
Copy to All on Page					
2	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	
3	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	
4	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	
5	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	
6	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	

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Expand All Collapse All

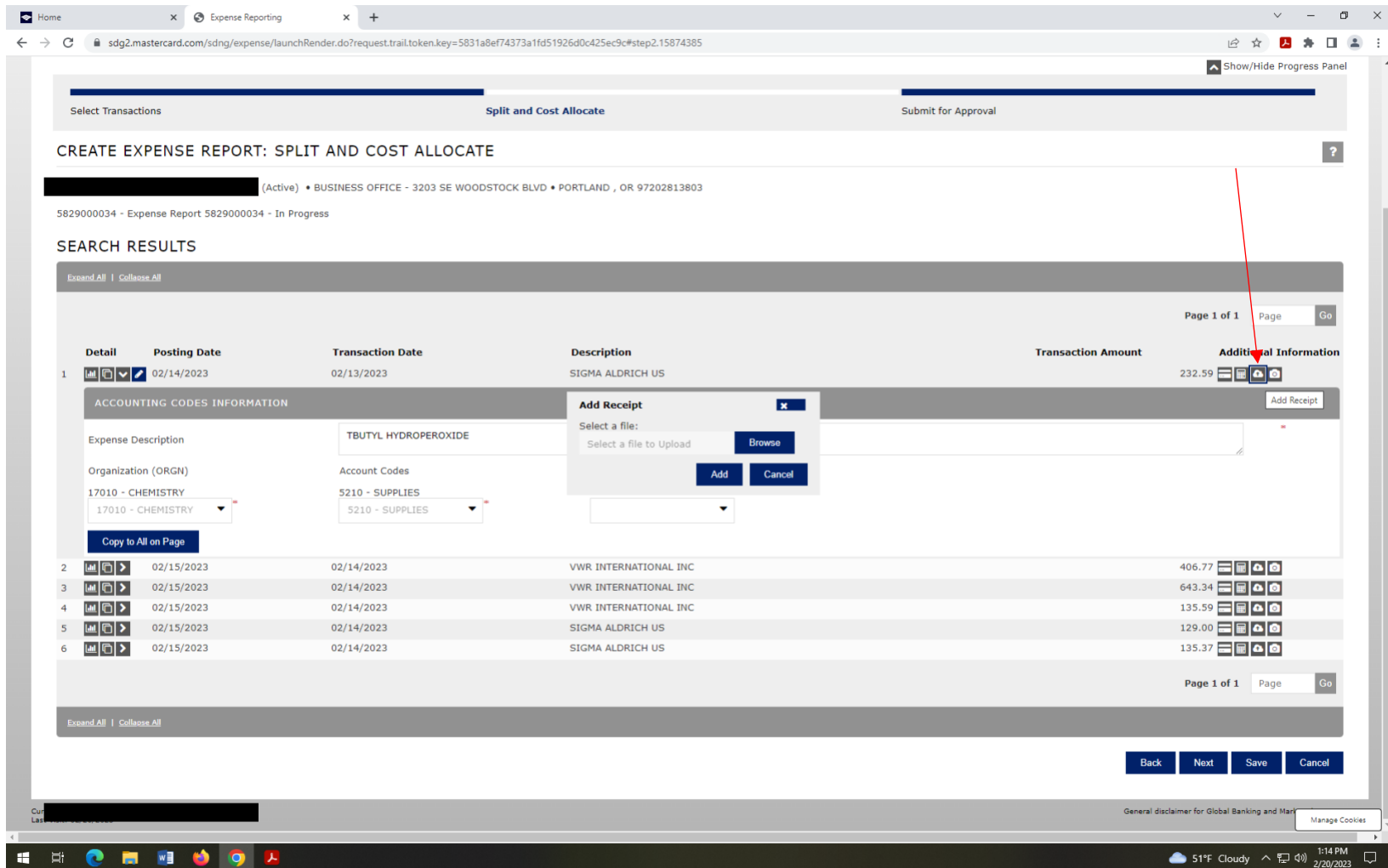
Back Next Save Cancel

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Enter a description for the transaction using ALL CAPITAL LETTERS





Click the "Add Receipt" button to upload a receipt. A dialog box will open. Click Browse to locate the file. Click Add to upload.

Home Expense Reporting

sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c#step2.15874385

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Expense Report List Expense Report

Expense Report Successfully Saved.

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE



















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5829000034 - Expense Report 5829000034 - In Progress

#### SEARCH RESULTS

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	  
2	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	  
3	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	  
4	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	  
5	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	  
6	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	  

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Currently logged in as [redacted] Last Visited: 02/20/2023

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Notice that after uploading the receipt, that button has disappeared.

Home Expense Reporting VWR vials glasses needles.pdf

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Expense Report Successfully Saved.

Show/Hide Progress Panel

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**CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE**




























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5829000034 - Expense Report 5829000034 - In Progress

**SEARCH RESULTS**

Expand All Collapse All

Page 1 of 1 Page Go

	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	 	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	 
2	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	 
3	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	 
4	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	  
5	 	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	  
6	 	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	  

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Click Save to periodically save your progress.

Home Expense Reporting Sigma DNAase.pdf

5829000034 - Expense Report 5829000034 - In Progress

SEARCH RESULTS

Expand All | Collapse All

**You can split a transaction here - second icon.**

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	[Icons]
2	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	[Icons]
3	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	[Icons]
4	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	[Icons]
<b>ACCOUNTING CODES INFORMATION</b>					
Expense Description	NITRILE GLOVES XL				
Organization (ORGN)	Account Codes	Activity Codes			
17010 - CHEMISTRY	5210 - SUPPLIES				
<a href="#">Edit Accounting Codes</a>					
5	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	[Icons]
<b>ACCOUNTING CODES INFORMATION</b>					
Expense Description	MEMBRANE FILTERS				
Organization (ORGN)	Account Codes	Activity Codes			
17010 - CHEMISTRY	5210 - SUPPLIES				
<a href="#">Edit Accounting Codes</a>					
6	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	[Icons]
<b>ACCOUNTING CODES INFORMATION</b>					
Expense Description	DNAASE				
Organization (ORGN)	Account Codes	Activity Codes			
17010 - CHEMISTRY	5210 - SUPPLIES				
<a href="#">Edit Accounting Codes</a>					

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51°F Cloudy 1:23 PM 2/20/2023

As in the previous system, you can view multiple transaction details simultaneously.

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Expense Report Successfully Saved.

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

[Redacted] (ive) • BUSINESS OFFICE - 3203 SE WOODSTOCK BLVD • PORTLAND , OR 97202813803

5829000034 - Expense Report 5829000034 - In Progress

#### SEARCH RESULTS

Expand All Collapse All

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Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
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2	02/15/2023	02/14/2023		406.77	
3	02/15/2023	02/14/2023		643.34	
4	02/15/2023	02/14/2023		135.59	
5	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	
6	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	

**Sigma DNAase.pdf**

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#### ACCOUNTING CODES INFORMATION

Expense Description	DNAASE	
Organization (ORGN)	Account Codes	Activity Codes
17010 - CHEMISTRY	5210 - SUPPLIES	

Edit Accounting Codes

Page 1 of 1 Page Go

Expand All Collapse All

Back Next Save Cancel

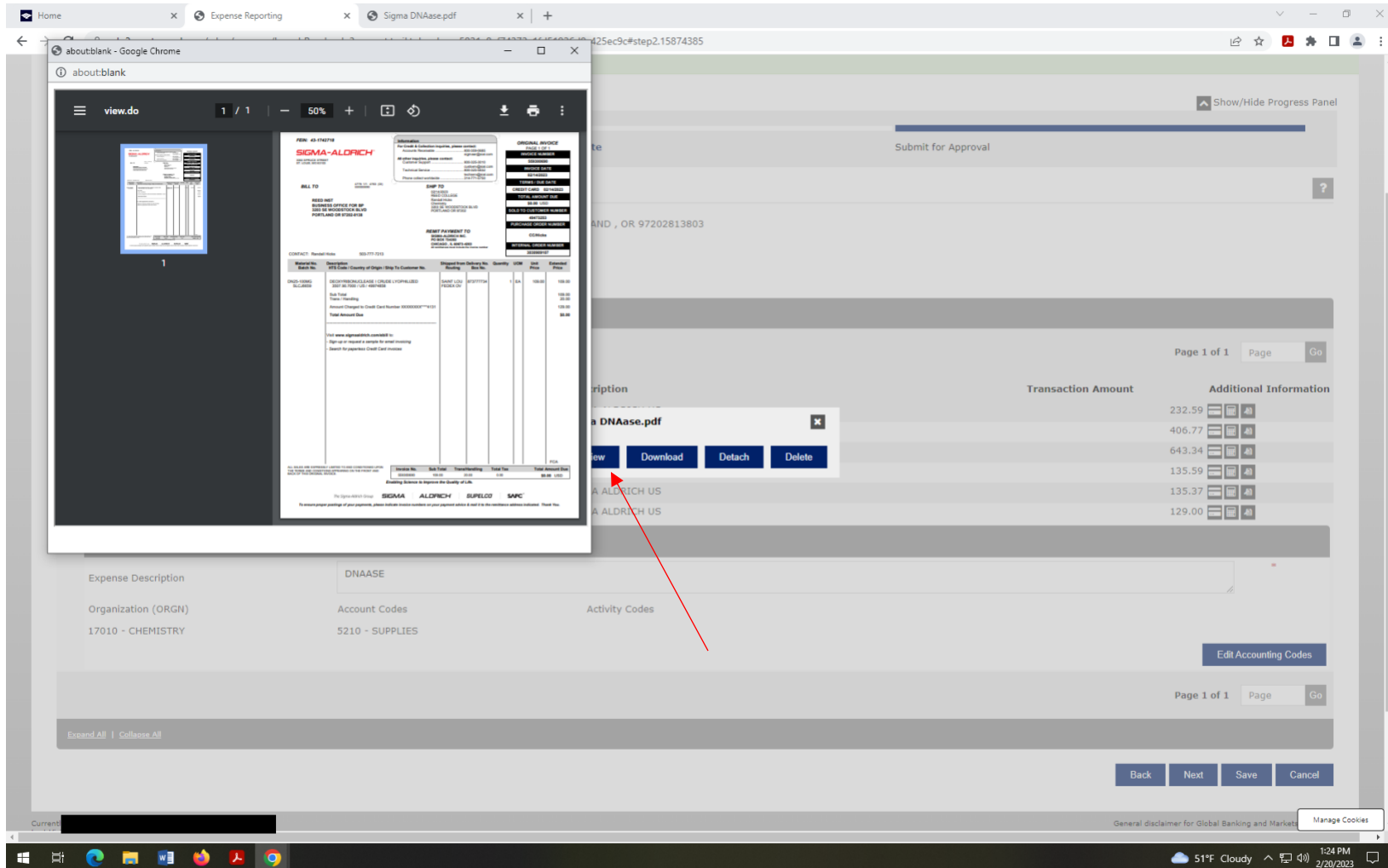
Currently logged in as [Redacted]

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To view an uploaded receipt, click the View Receipt button. Notice a dialog box opens.



Clicking View causes the receipt to open in another window.

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sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c#step2.15874385

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Expense Report List Expense Report

Expense Report Successfully Saved.

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

**CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE**

























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5829000034 - Expense Report 5829000034 - In Progress

**SEARCH RESULTS**

Expand All Collapse All

Page 1 of 1 Page Go

	Detail	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
1	 	02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59	 
2	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77	 
3	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34	 
4	 	02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59	 
5	 	02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37	 
6	 	02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00	 

Page 1 of 1 Page Go

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Everything looks good, ready to submit to my approver. Click Next.

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sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c#step5.15874385

Expense Report List > Expense Report

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

### CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

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5829000034 - Expense Report 5829000034 - In Progress

Report Summary		Amount
Card Transaction Expenses:		1,682.66
Expense Total:		1,682.66
Amount Due to Employee:		0.00
Amount Due on Card:		1,682.66

#### CARD TRANSACTIONS

Posting Date	Transaction Date	Description	Transaction Amount
02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59
02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37
02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00
Subtotal			1,682.66

Add Receipt Add Mobile Receipt Schedule **Submit** Back

Currently: Last Visit: General disclaimer for Global Banking and Markets Manage Cookies Earnings upcoming 1:25 PM 2/20/2023

Click Submit.



sdg2.mastercard.com says  
You are about to submit this Expense Report. Do you wish to continue?

OK Cancel

Expense Report List > Expense Report

Select Transactions Split and Cost Allocate Submit for Approval

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL

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5829000034 - Expense Report 5829000034 - In Progress

Report Summary		Amount
Card Transaction Expenses:		1,682.66
Expense Total:		1,682.66
Amount Due to Employee:		0.00
Amount Due on Card:		1,682.66

CARD TRANSACTIONS			
Posting Date	Transaction Date	Description	Transaction Amount
02/14/2023	02/13/2023	SIGMA ALDRICH US	232.59
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	406.77
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	643.34
02/15/2023	02/14/2023	VWR INTERNATIONAL INC	135.59
02/15/2023	02/14/2023	SIGMA ALDRICH US	135.37
02/15/2023	02/14/2023	SIGMA ALDRICH US	129.00
Subtotal			1,682.66

Add Receipt Add Mobile Receipt Schedule Submit Back

A dialog box opens. Click OK to confirm submission.

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sdg2.mastercard.com/sdng/expense/launchRender.do?request.trail.token.key=5831a8ef74373a1fd51926d0c425ec9c#step5.15874385

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SEARCH RESULTS

Page 1 of 1 Page Go

<input type="checkbox"/> History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount
<input type="checkbox"/>	5829000034	Expense Report 5829000034	02/20/2023	Submitted	02/20/2023	Irene Lyczko	1,682.66
Page Total:							1,682.66
Search Total:							1,682.66

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Earnings upcoming 1:27 PM 2/20/2023

Note that expense report has been marked as submitted; pending the approver to approve.

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Account Manager Account Activity Reports **Expense Reporting**

Create Expense Report  
View Expense Reports

**ALERTS & NOTIFICATIONS** 0  
Previous 30 days

**MOST RECENT POSTING DATE**  
02/17/2023

USD 7.45 - 02/17/2023

**SCHEDULED REPORTS**

**COMPLETED REPORTS**

**DATA FILES**

More

**REVIEW REQUIRED** TOTAL ITEMS: 2

**TOTAL NON-EXPENSED TRANSACTION** 1  
Previous 30 days USD 7.45

**EXPENSE REPORT 5029000035** In Progress USD 1,726.79  
02/20/2023

More Create Expense Report

**SNAPSHOTS**

**Spend By Category**  
Month: Current  
By: Transaction Amount

**Total Spend**

Transaction Amount

**Approved Expense Reports**  
Last 4 Reports

No data for selected period

**LINKS**

GLOBAL CARD ACCESS(PIN CHECK AND MOBILE ALERTS)

CARD ASSISTANT

**RESOURCE CENTER**

GRAM STANDARD REPORT GUIDE

REPORTING TRAINING PARTICIPANT GUIDE

CARDHOLDER AND MANAGER TRAIN THE TRAINER TRAINING PARTICIPANT GUIDE

MOBILE GUIDE  
Complete Manual (pdf)

ACCOUNT USER'S GUIDE  
Complete Manual (pdf)

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Clicking on Expense Reporting and then View Expense Reports...

Global Card Access - Login x Expense Reporting x +

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<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount	
<input type="checkbox"/>	<a href="#">▶</a>	5829000035	Expense Report 5829000035	02/20/2023	In Progress			1,726.79	
<input type="checkbox"/>	<a href="#">▶</a>	5829000034	Expense Report 5829000034	02/20/2023	Submitted	02/20/2023	Irene Lyczko	1,682.66	
								Page Total:	3,409.45
								Search Total:	3,409.45

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...allows you to see that one has been Submitted (last cycle) and one is In Progress (current cycle).

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SEARCH RESULTS

Page 1 of 1 Page Go

<input type="checkbox"/>	History	Report ID	Expense Report Description	Created Date	Status	Submitted Date	Pending Approver	Amount	
<input type="checkbox"/>	<a href="#">▶</a>	5829000035	<a href="#">Expense Report 5829000035</a>	02/20/2023	In Progress			1,726.79	
<input type="checkbox"/>	<a href="#">▶</a>	5829000034	Expense Report 5829000034	02/20/2023	Submitted	02/20/2023	Irene Lyczko	1,682.66	
								Page Total:	3,409.45
								Search Total:	3,409.45

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Click on the In Progress expense report to start reconciling current charges.

Global Card Access - Login x Expense Reporting x +

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Expense Report List > Expense Report

Show/Hide Progress Panel

Select Transactions Split and Cost Allocate Submit for Approval

**CREATE EXPENSE REPORT: SELECT TRANSACTIONS**

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5829000035 - Expense Report 5829000035 - In Progress

REPORT DESCRIPTION

Expense Report Description: Expense Report 5829000035

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: **Select**

If a reporting cycle is selected 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.

Select  
 Jan-Feb (01/16/2023-02/15/2023)  
 **Feb-Mar (02/16/2023-03/15/2023)**  
 Mar-April (03/16/2023-04/15/2023)  
 April-May (04/16/2023-05/15/2023)  
 May-Jun (05/16/2023-06/15/2023)  
 Jun-July (06/16/2023-07/15/2023)  
 July-Aug (07/16/2023-08/15/2023)  
 Aug-Sept (08/16/2023-09/15/2023)  
 Sept-Oct (09/16/2023-10/15/2023)  
 Oct-Nov (10/16/2023-11/15/2023)  
 Nov-Dec (11/16/2023-12/15/2023)  
 Dec 2023-Jan 2024 (12/16/2023-01/15/2024)

Page 1 of 1 Page Go

	<input type="checkbox"/>	Posting Date	Description	Transaction Amount
1	<input checked="" type="checkbox"/>	02/16/2023	VWR INTERNATIONAL INC	677.95
2	<input checked="" type="checkbox"/>	02/17/2023	VWR INTERNATIONAL INC	47.16
3	<input checked="" type="checkbox"/>	02/17/2023	VWR INTERNATIONAL INC	15.45
4	<input checked="" type="checkbox"/>	02/17/2023	TFS FISHERSCI ECOM FSE	124.18
5	<input checked="" type="checkbox"/>	02/17/2023	SIGMA ALDRICH US	73.36
6	<input checked="" type="checkbox"/>	02/17/2023	MESTRELAB RESEARCH SL	

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You can refine the date range, though the current charges are displayed and selected by default. Note that charges from the previous cycle are not on the list.