GRAM Credit Card System

Allocate and Submit Expenses

Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screenshot.

Contents

Scan Cardholder Statement Packet

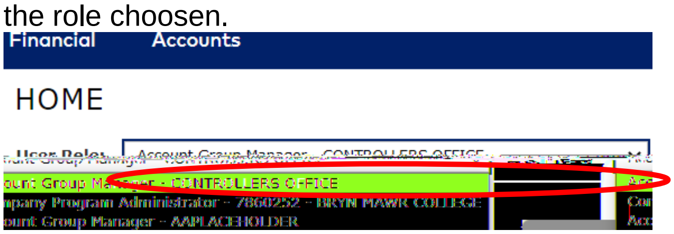
1. Obtain completed packet from the cardholder and scan into one file. This includes any checks and deposit forms for personal expenses.

2. If there was a personal expense, send the original check and Cash/Check Deposit form in campus mail to the Controller's Office Cashier.

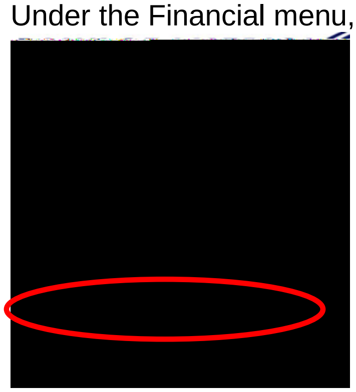
Create Expense Report

1. Login to GRAM.

2. User Role:
   - To allocate and submit expenses an allocator must be on one of their Account Group Manager roles. Allocators can have more than one Account Group Manager role depending on how many groups they allocate.
   - To change User Role, click on drop down and choose a role. Your Home page will reload based on the role choosen.



3. Under the Financial menu, click Manage Expense Reports.



GRAM Credit Card System
Allocate and Submit Expenses

Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screen shot.

Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screenshot.

Enter Account Number

1. Account Number (Fund, Account Code, Department, Project) - If expense needs to be charged to more than one account number follow Charge Multiple Account Numbers. Otherwise, follow steps below.

2. Click Edit Accounting Codes.

3. Change default numbers or enter number if field is empty for each part. When you begin typing a list will appear, choose from list or continue to enter number.

4. Repeat process for each expense on report.

5. When finished, click Save then NextNeSa

3. The number of splits entered will appear. Split by will default to Amount however you can click on drop down and change to Percent if you wish to split by percent instead.

4. Click (Save) then click to expand.

5. Enter $ amount for each split under Amount or % column. In order to continue the amounts must equal the total expense amount.

6. Account Number (Fund, Account Code, Department, Project) - Click Edit Accounting Codes for each split.

7. Change default numbers or enter number if field is empty for each part. When you