GRAM Credit Card System
Correct Rejected Expense Report
Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screen shot.

Contents

Email Notification

1. If an expense report is rejected, the cardholder and allocator will receive an email from Online Reporting with the subject of Expense Report Rejected.

Search/Open Report

1. Login to GRAM.

2. User Role:

    To correct rejected r

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Correct/Submit Report

1. If you need to correct personal expense, foreign country, descriptions or account numbers click Next button once then Expand All.

   Correct fields that need to be corrected, click Save then click Next button.

2. If you need to remove/replace the attached file navigate to the last step by clicking on the Next buttons.

   To remove attached file, click View Receipt button, then Detach.

   To attach your new file, click Add Receipt.

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