

# **UNIVERSITY OF HARTFORD**

## **PROCUREMENT SERVICES**

### **P-Card Weekly Review Quick Reference**

<b>ID</b>	<b>XXXXXX</b>
<b>Password</b>	<b>XXXXXX</b>
<b>Security Q</b>	<b>XXXXXX</b>

Access GRAM (Global Reporting Acct Management) –  
<https://globalcard.bankofamerica.com>

#### **STEPS FOR WEEKLY FINANCIAL REVIEW**

- Enter ID and Password
- Answer security question
- Go to Account Activity
- Go to Transaction Summary
- Enter the time frame (usually a week or leave 30 day default) – Click Search
- ▪ Accounting will send out reminder email with posting date range
- Click Expand All or click on the double arrows in circle icon – Accounting Details

Enter and or verify the following

- **Expense Description**
- **Fund**
- **Org**
- **MCC GL Code AKA sub-account**

#### ***HOW TO ENTER A RECEIPT FOR A TRANSACTION – Add Receipt***

- **Under Additional Information – Click on Add Receipt Icon**
- **Select Receipt by clicking browse**
- **Locate Receipt file from your computer location**
- **Select document – Click Open**
- **Click Add**
- **If you need to remove document – click on icon under additional information – Delete (you can also choose view or download)**
- Check off **Reviewed and click SAVE**
- PLEASE KEEP IN MIND THURSDAY 5PM IS THE WEEKLY DEADLINE TO ENTER DATA – see reminder email from Accounting for specific date info

Any Questions Please Call x4027

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