

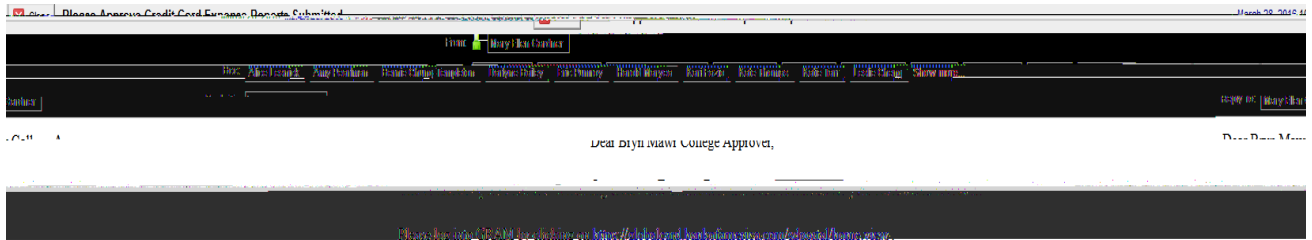
GRAM Credit Card System Approve/Reject Expenses

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Email Notification

1. Once a week, an email is sent to approvers notifying them expenses have been submitted for approval.



Open Report

1. Login to GRAM.
2. To *change* User Role , click on drop down and choose a role. Your Home page will reload based on the role chosen.

HOME

3. Report click of the name.  **REQUIRED** (mid page). To open report personal there will be a yellow dot to left of



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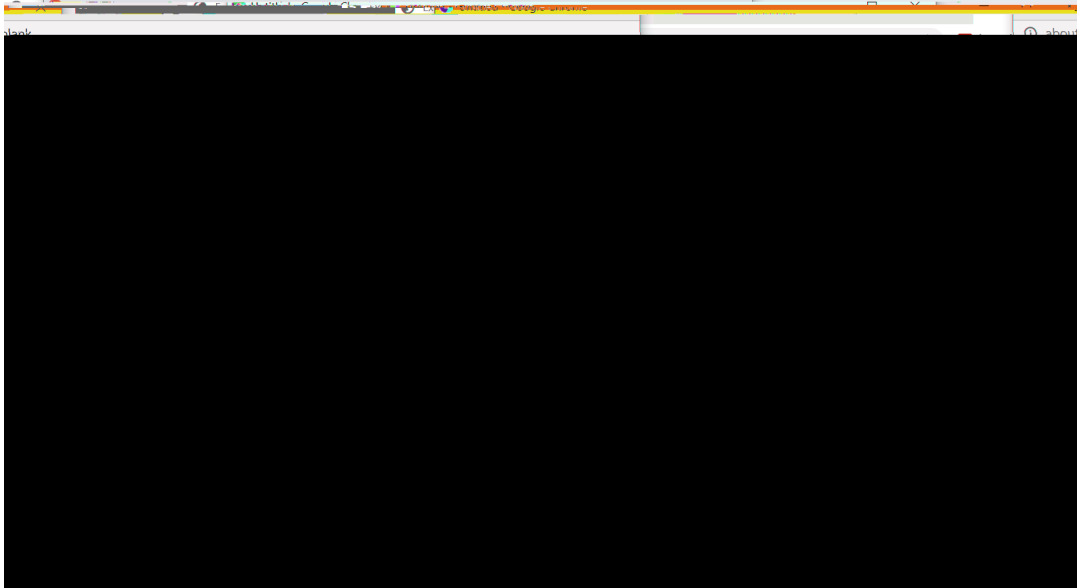
Review Receipts


1. Click *View Receipt* in bottom right corner of the page.



2. The following window will appear, click *View* to open in browser or *Download* to open as PDF file.

3. Attached file will open in another window.



4. Review receipts file for completeness and appropriateness.
 - Expenses must be ordinary, necessary, and directly related to the cardholder's job duties.
 - There should be a detailed receipt for each expense or a reason provided why there is no receipt.
 - If a purchase was personal, a check payable to Bryn Mawr College and a Cash/Check Deposit form should be included. If it is not included the report should be rejected.
5. Minimize (If you want to look at receipts when reviewing descriptions/account numbers) or close receipts file then click  to close view receipt window.

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Approve/Reject Expenses

Review Descriptions/Account Numbers

1. Click *Split and Cost Allocate*.
2. Click *Expand All*.
3. Under *ACCOUNTING CODES INFORMATION* review the description which should contain the following information:
 - Purpose: The reason for the expenditure is especially important. Examples include, "Faculty search", "Field Trip", "Conference XYZ", "Research", "Recruiting", "Membership".
 - Service or item purchased: For example: "gas for van#15", "registration", "lunches for field trip".
 - Location or destination: The city/state/country when the transaction involves travel.
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Review Multiple Account Numbers

1. To review the account numbers (*Fund-Account Code-Department-ProQT4TE3*)

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