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Email Notification

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

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Open Report

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

		HOME						
3.	Report click o	User Role:	Level Ma Phager - 01 Level Manager - 013 Company Program /	1310 - Controllers Office 10 - Controllers Unice	WR COM Res	REQUIRED (mid passonal there will be	age). To a yellow	o open report dot to left of
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	REVI	IEW REQUIRED						Total Items: 1
		e GARDNER, MAR	RY ELLEN NOV 14				01/20/2016	USD 242.44
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	Marc	ch 2021		Questions? Contac	t <u>bmc_creditc</u>	ard@brynmawr.edu	<u>1</u>	Page 1 of 5

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 <u>detailed</u> 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.

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:
 - <u>Purpose:</u> 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-ProQ/TT4/TE3