

P-Card Supervisor Quick Reference

User ID XXXXXX

Password XXXXXX

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

STEPS FOR WEEKLY FINANCIAL REVIEW

- Go to Financial – Account Summary
- Click on Quick Link to access all cardholders – Search to view specific
- ❖Enter the time frame (default 30 days – choose time you want to see) – Click Search
- ▪Accounting will send out reminder email with posting date range
- Click on the Account Number of the cardholder you want to review
- Click Expand All located upper left side within summary box
- ❖Review data
 - Check for Expense Description
 - Check for Account Codes
 - View Receipts – Optional
 - Option to email cardholder – Send Email
- If you agree with the data Check off Approved and click Save
- Use the back arrow to continue to next account if needed
- To unlock a transaction – Click in Approved box to remove check mark and Save

RESET CARDHOLDER PASSWORD

- Go to User – User Summary
- “Search By” – Name – enter cardholders name -Search
- Select cardholder by checking off box and click – Email New Password
- Email is sent directly to cardholder

Any Questions Please Call x4027