GRAM Credit Card System
Allocate and Submit Expenses

Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screenshot.

Contents

Scan Cardholder Statement Packet

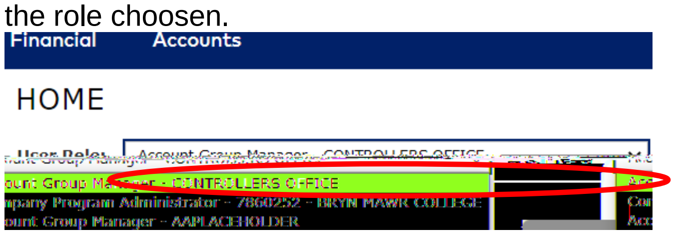
1. Obtain completed packet from the cardholder and scan into one file. This includes any checks and deposit forms for personal expenses.

2. If there was a personal expense, send the original check and Cash/Check Deposit form in campus mail to the Controller's Office Cashier.

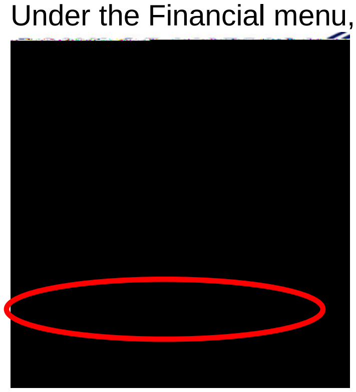
Create Expense Report

1. Login to GRAM.

2. User Role:
   - To allocate and submit expenses an allocator must be on one of their Account Group Manager roles. Allocators can have more than one Account Group Manager role depending on how many groups they allocate.
   - To change User Role, click on drop down and choose a role. Your Home page will reload based on the role choosen.



3. Under the Financial menu, click Manage Expense Reports.



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Enter Account Number

1. Account Number (Fund, Account Code, DepartmJ -03ŋ w 2.261H

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