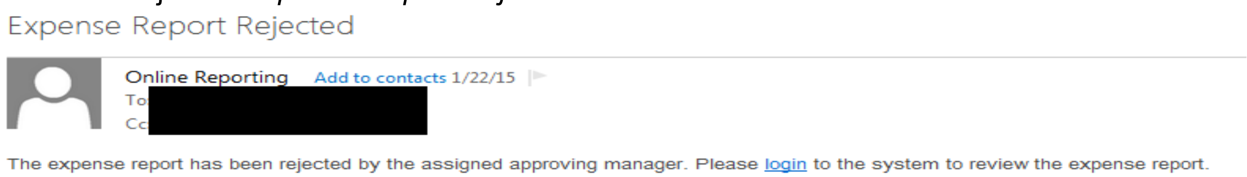
GRAM Credit Card System
Correct Rejected Expense Report

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

Contents

Email Notification

1. If an expense report is rejected, the cardholder and allocator will receive an email from *Online Reporting* with the subject of *Expense Report Rejected*.

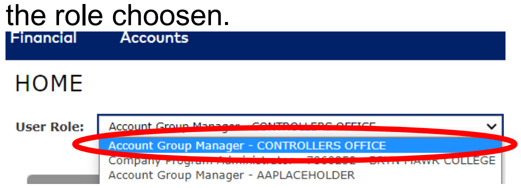


Search/Open Report

1. Login to GRAM.

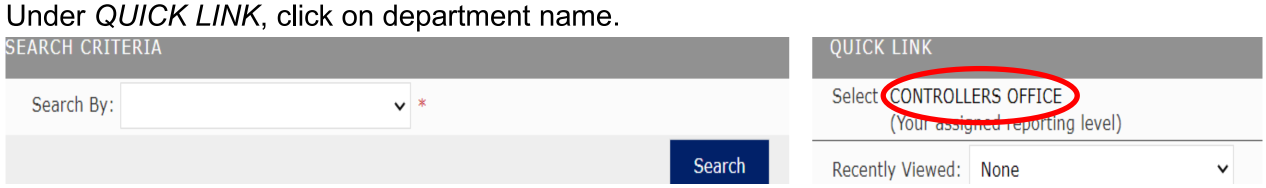
2. *User Role:*

   - To correct rejected reports 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.

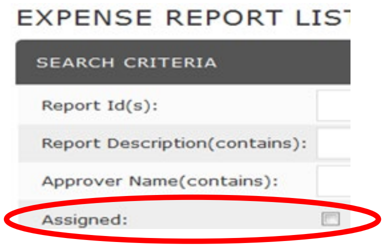


3. Under the *Financial* menu, click *Manage Expense Reports*.

4. Under *QUICK LINK*, click on department name.

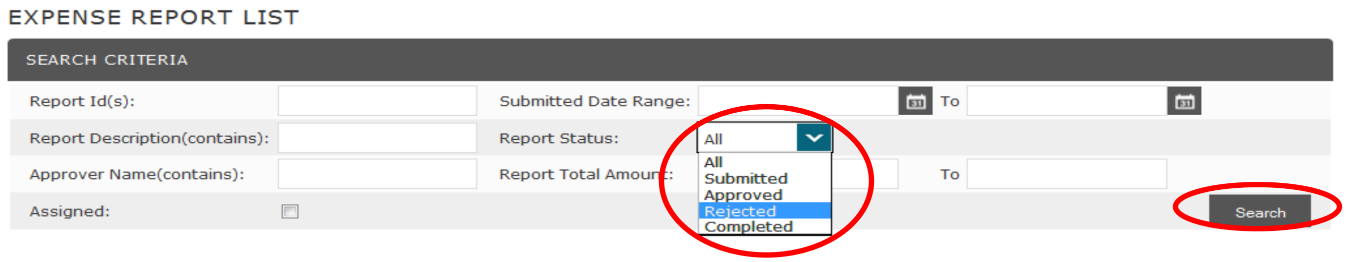


5. Un-check box next to *Assigned*.

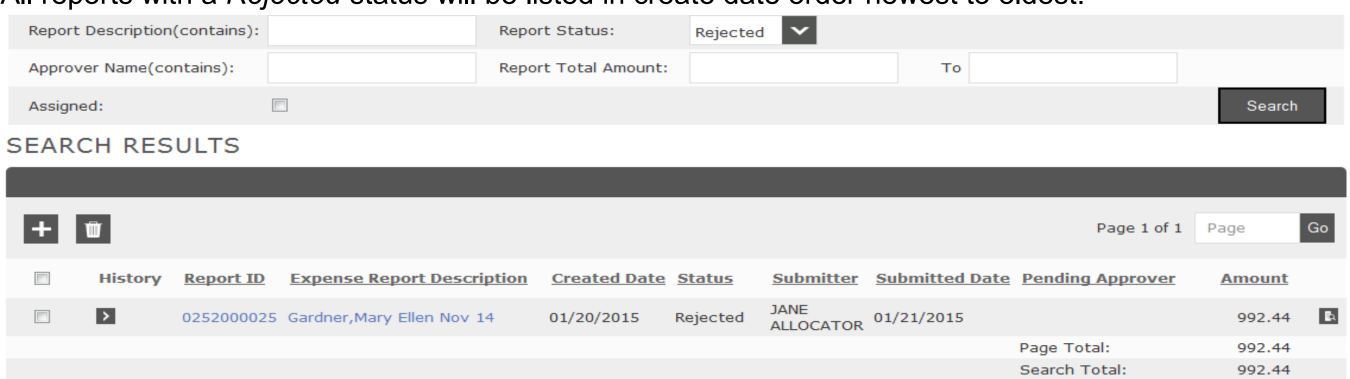


6. Click on drop down next to *Report Status* and choose *Rejected*.

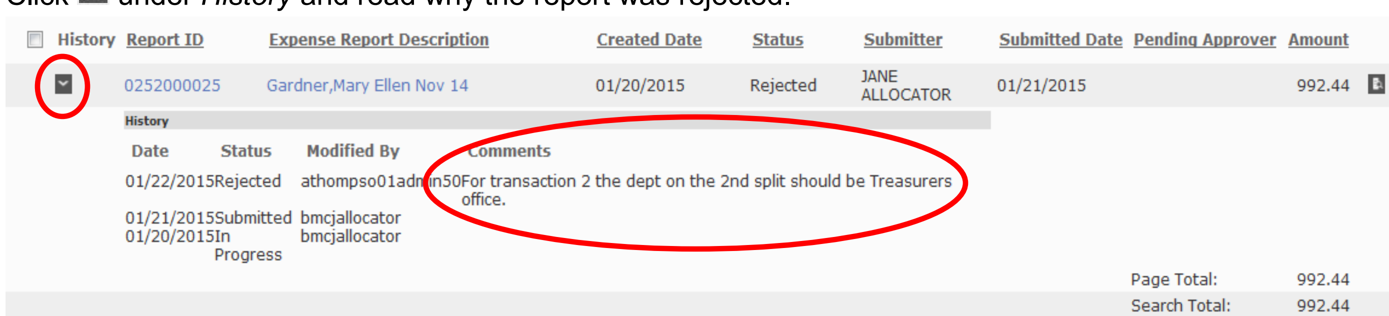
7. Click *Search*.



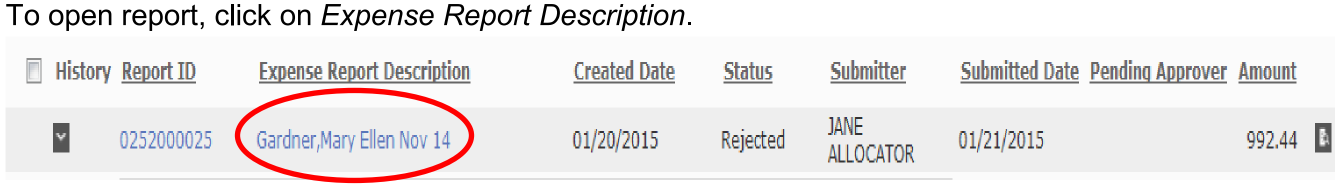
8. All reports with a *Rejected* status will be listed in create date order newest to oldest.



9. Click under *History* and read why the report was rejected.



10. To open report, click on *Expense Report Description*.



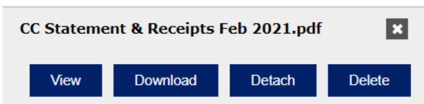
Correct/Submit Report

1. If you need to correct personal expense, foreign country, descriptions or account numbers click *Next* button once then *Expand All*.

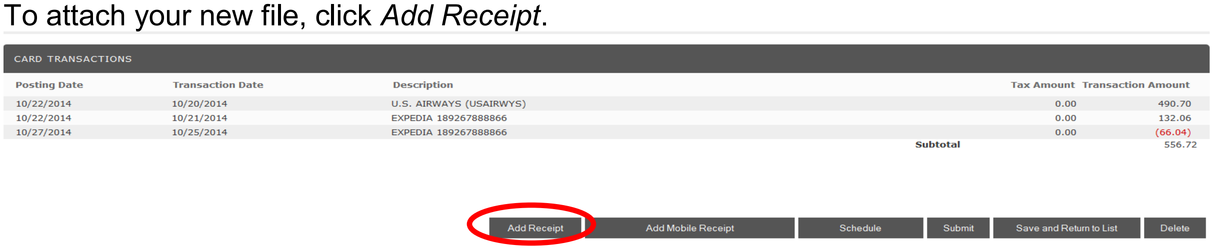
   - Correct fields that need to be corrected, click *Save* then click *Next* button.

2. If you need to remove/replace the attached file navigate to the last step by clicking on the *Next* buttons.

   - To remove attached file, click *View Receipt* button, then *Detach*.



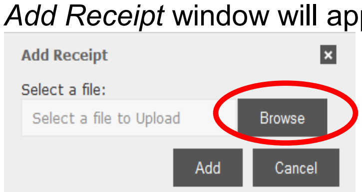
   - To attach your new file, click *Add Receipt*.



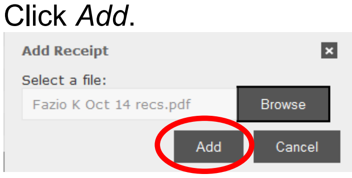
CARD TRANSACTIONS

Posting Date	Transaction Date	Description	Tax Amount	Transaction Amount
10/22/2014	10/20/2014	U.S. AIRWAYS (USAIRWYS)	0.00	490.70
10/22/2014	10/21/2014	EXPEDIA 189267888866	0.00	132.06
10/27/2014	10/25/2014	EXPEDIA 189267888866	0.00	(66.04)
		Subtotal		556.72

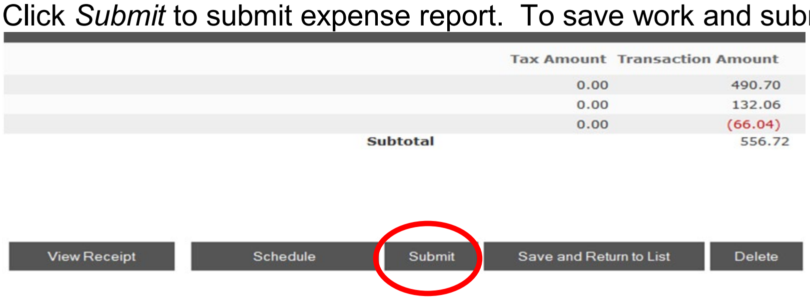
   - *Add Receipt* window will appear, Click *Browse*. Navigate to file, click on file then click *Open* .



   - Click *Add*.

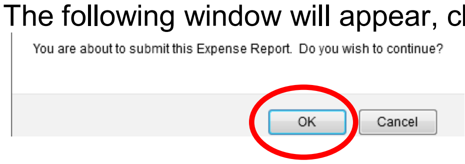


3. Click *Submit* to submit expense report. To save work and submit later click *Save and Return to List* .



	Tax Amount	Transaction Amount
	0.00	490.70
	0.00	132.06
	0.00	(66.04)
Subtotal		556.72

4. The following window will appear, click *OK*.



5. You will be returned to the *Expense Reports List* page where your report should be listed with a status of *submitted*. The expense report will be routed to assigned approver for that cardholder.