BOA Fuel Credit Card Reconciliation Process

The designated Fleet card department manager is required to run monthly transaction report from Bank of America fleet card site: https://globalcard.bankofamerica.com. The fleet card manager should reconcile report to receipts, attach receipts and transaction report to Fleet Card Reconciliation form and forward completed reconciliation to Francoise Crespo, Transportation Office, Briarcliff Manor.

Access BOA Fuel site *(steps 1 to 3)*

1 https://globalcard.bankofamerica.com

Access the Fuel Reporting site directly:
https://globalcard.bankofamerica.com
or from the Pace Portal -> Staff tab.

Global Reporting and Account Management

2

The **User ID** and **Password/Passcode** is not the same as your Pace Portal. Email businesscard@pace.edu for questions regarding your User ID.

User ID:

Password/Passcode:

Sign In

Forgot Password/PIN?

Cardholder Self-Registration

Bank of America Merrill Lynch

3 Who was your favorite teacher? •••••••••••

Answer the security question and then click the **Continue** button.

Continue

Schedule and Run the Fuel Exception/Detail Report *(steps 4 to 11)*

MasterCard | Smart Data

Home   Financial   Reports   Company   User

4 Click the **Reports** menu.

User Audit
Exports

Schedule
Summary

5 Click the **Schedule Report** link.

Schedule
Report

ACTIVITY

ALERT:
Previous

MOST

SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Schedule Report for   Group By None   Show All

Cardholder

6 All Activity (inc. Pay...
Bank of America (Micros...

f All Activity (i...
port (Microsoft Ex...

Cop of Standard
M

Click the **Fuel Exception/Detail** Report

Fuel Brand Summary
Program Management R...
System (Adobe PDF)
More Detail

Fuel Exception / Detail
Program Management R...
System (Adobe PDF)
More Detail

Standard Financia
Bank of America (M

SCHEDULE REPORT: ENTITY

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

PACE __ __ - Company

(7)

| Account Group | Account | Account Group | __ __ nt |

(8)

Account Name
Account Number
Account Status: All / Account C / Active / Inactive / Issuer Init

Account Group Name [   ] [Search]

SEARCH RESULTS

Reports To
Account City

(9)

Name	Number of Accounts	Created	Created By	Last Updated	Last Updated By
Athletics	2	03/09/2016	nbk3no25425	03/22/2016	pstallings-pace
B & G	19	03/09/2016	nbk3no25425	03/28/2016	pstallings-pace
ITS	4	03/09/2016	nbk3no25425	03/22/2016	pstallings-pace
Mail Services	4	03/09/2016	nbk3no25425	03/16/2016	pstallings-pace
Security	14	03/09/2016	nbk3no25425	03/28/2016	aseifert
Transportation	44	03/09/2016	nbk3no25425	03/28/2016	aseifert

Page 1 of 1   Page [   ] [Go]

6. Click the **Account Group** tab

7. Enter your **Account Group Name**, or click the **Search** button to select the appropriate group.

8. Click the group **Name** to open the Schedule Report: Options.

SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date
Report Format: Adobe PDF
Number Format: XX,XXX.XX
Date Format: MM/DD/YYYY
Account Status: All / Account Closed / Active / Inactive / Issuer Initiated / Lost/Stolen / Purged / Retired/Deceased

Description: [   ]

Notify Me At: STHOMPSON@PACE.EDU

Enter up to five e-mail addresses separated by commas

(10)

[Back] [Next] [Save] [Cancel]

Schedule Report Options

- Use the default parameter values
- **Notify Me At** will send an email to you once the report runs
- To run the report without creating a schedule, click the **Save** button.
- To have the report run automatically on a monthly basis click the **Next** button.

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

○ Run Once
From Date 03/15/2016   To Date 04/13/2016   Schedule Offset 0 (in days)

○ Daily
Start Date 04/14/2016   Days to Run 1   Schedule Offset 0 (in days)

○ Weekly
From Day Sunday   Weeks to Run 1
To Day Sunday   Schedule Offset 0 (in days)

(11)

● Monthly
From Day 1   Months to Run 12
To Day End of Month   Schedule Offset 0 (in days)

[Back] [Save] [Cancel]

Schedule Report: Frequency

Select the Monthly option**.** Adjust the number of **Months to Run**.

Click the **Save** button.

Click **Save** to run or schedule report.

View Completed Reports *(steps 12 to 14)*

11. From the **Reports** menu, click the **Completed Reports** option.

12. Click the report name for the date in question

13. Click the **Download** button to access the Report

REPORT REQUESTS: COMPLETED REPORTS

Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system for your records.

Page 1 of 1   Page [ ] Go

	Name	File Size	Status	Completed
	Fuel Exception / Detail	151.8 KB	Success	04/14/2016 09:28:11 EST
	Fuel Exception / Detail	151.8 KB	Success	04/14/2016 09:28:08 EST

Page 1 of 1   Page [ ] Go

REPORT REQUESTS: COMPLETED REPORTS

Name	Fuel Exception / Detail
Completed	04/14/2016 09:28:11 EST
Scheduled	04/14/2016 09:27:45 EST
File Size	151.8 KB
Status	Complete
Description	
Created By	System

[Download]   [Delete]

Fuel Exception / Detail

Run Date: 04/14/2016
Report ID: sd10058

Posting Date: 03/15/2016 - 04/13/2016

Global Reporting and Account Management

Transportation

Date	Time	Card Number	(V) Vehicle ID / (D) Driver ID	Fuel Brand	Location	Fuel Product	Fuel Quantity	Price/ Fuel Quantity	Total Fuel Costs	Odometer Amount	Non-Fuel Product	Total Transaction	Exceptions
04/11/2016	13:11	XX-7937		Mobil Oil	201 SAWMILL RIVER RD MILLWOOD NY 10546-0000	Unleaded Regular (86 or 87 octane)	1.92 GALLON	2.60	5.00	150465		5.00	C

Exceptions: C = Card Activated Terminal H = High Octane, N = Non-fuel purchase, W = Weekend purchase, M = Multiple fill ups per day,

---

Reconciling For the Business Cards:

- Receipts must be submitted to the designated Fleet Card Department Managers weekly.

- The designated Fleet Card Department Manager will be responsible to reconcile and review monthly card transactions.