

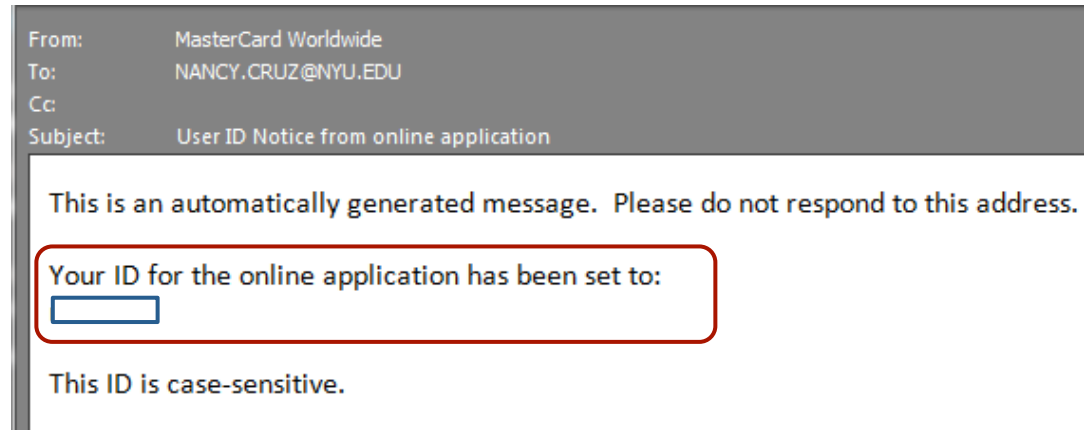


Student Club Card Reference Guide



Two emails from “MasterCard Worldwide” will be send directly to you.

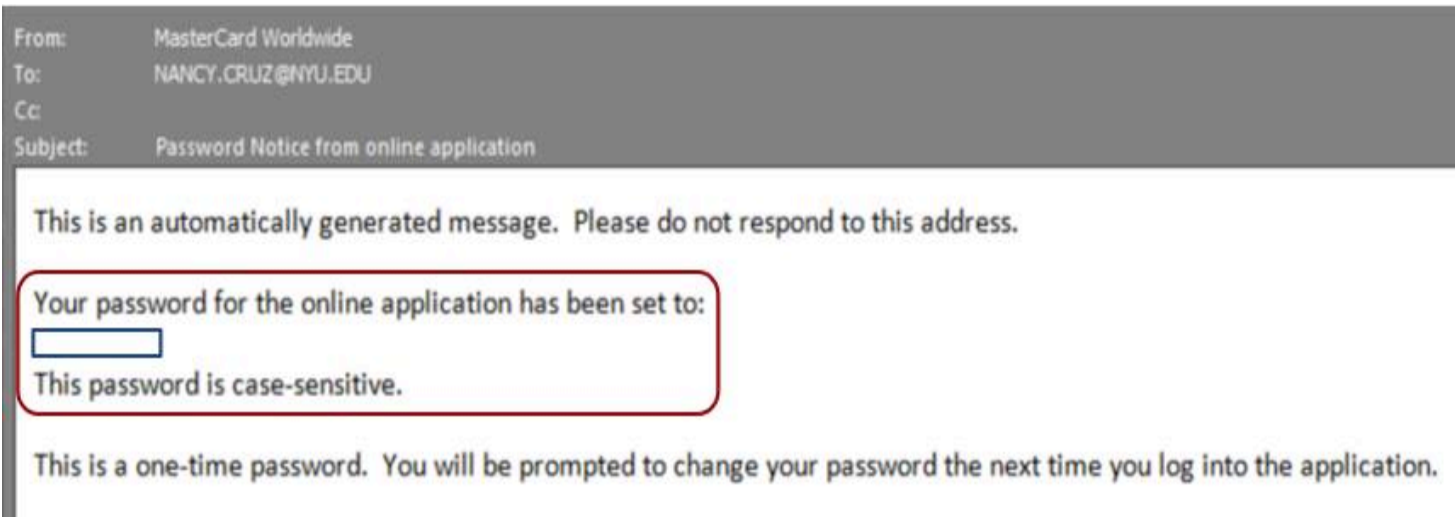
1. First one, with your system-generated User ID:



GRAM is **NOT** an NYU-owned system, these emails will NOT come from an NYU address.

DO NOT DELETE THIS EMAIL

2. The second, with your Temporary Password:



DO NOT DELETE THIS EMAIL

The link to the **Bank of America GRAM** system:

<https://globalcard.bankofamerica.com/>

Be sure to bookmark this link for future reference!



Making a Purchase

Key Reminders Before Making a Purchase

Before distributing the student club card, the Club President and Treasurer should have reviewed all club spending guidelines with their club members.

- Follow spending guidelines for initial and supplemental allocations and revenue funds found in the Student Club Handbook.
- The spend limit on the card is equivalent to your remaining initial/supplemental allocation. Please discuss revenue account purchases with your GA BEFORE you make them.
- Transactions made should be sales tax-exempt
- Student Club Card is a credit card, not a debit card, therefore ATM cash advances are not permitted
- You may be prompted for the card PIN, keep this number in a safe place
- ANY purchases made that exceed the club's available budget and/or violate the club purchasing policies will be denied and MUST be reimbursed to OSARC.

Steps For Club Member to Take When Making a Purchase:

- Complete the transaction, and immediately take a photo of the receipt and email to yourself
- Send an email to the club president and treasurer with the receipt and a description of the transaction, including:
 - What was purchased
 - What was the purpose
 - Which event/activity (name of event and date)
- Return the card to the Club President or Treasurer, who will log that the card has been received on their manual log

The Club President and Treasurer **receive an email notification** from Bank of America that alerts them to review transactions, and **attach a single supporting documentation file** that contains the receipt and Event Details sheet from Engage.

These emails are only sent on **Tuesdays** and **Thursdays**, and **only sent when there are unreviewed transactions** in the system.



Reviewing Transactions in GRAM

Overview of Review Process

PURCHASE

Student Club Member

Makes a purchase with the club card, and emails receipt(s), and transaction details to Club Officer

RECEIPT

Student Club Officer

Uploads receipts and provides transaction details online via GRAM

REVIEW

Graduate Assistant

Checks the chartfield, receipt, and budget; sets the transaction as being “Reviewed”; tracks expense in Engage

APPROVE

OSARC Staff Member

Approves club card purchases in GRAM

Global Reporting and Account Management

User ID:

Password/Passcode:

Sign In

[Forgot Password/PIN?](#)
[Cardholder Self-Registration](#)

Login to GRAM with your system-generated User ID and self-selected Password (expires every 60 days)

Bank of America
Merrill Lynch

Global Reporting and
Account Management

Where was your mother born?

Continue

If prompted with one of your Security Questions, type
in the answer and click **Continue**




[Global Search](#) | [Help](#) | [My Profile](#) | [Logout](#)

Global Reporting and Account Management

[Home](#)
[Financial](#)
[Reports](#)
[Accounts](#)
[User](#)

User Role: Account Group Manager - Club*Actral Society ▼


ACTIVITY


ALERTS & NOTIFICATIONS >
 0

Previous 30 days



MOST RECENT POSTING DATE

No transaction found in the last 30 days.



TOTAL USERS

Previous 30 days

0



TOTAL LOCKED USERS >

Previous 30 days


RECENTLY ADDED ACCOUNTS >

Previous 30 days

0


RECENTLY ADDED CARDHOLDER USERS >

Previous 30 days

0


REVIEW REQUIRED

Total Items: 0


TRANSACTIONS REVIEWED/NOT REVIEWED

Previous 30 days

0/0



TRANSACTIONS APPROVED/NOT APPROVED


Previous 30 days


0/0

More

REPORTS & DATA FILES



SCHEDULED REPORTS >


COMPLETED REPORTS >


DATA FILES >

More


NEWS


GRAM ENHANCEMENT, SUNDAY, FEBRUARY 12TH 2017


Bank of America will implement the Global Reporting and Account Mana...


More


LINKS



GLOBAL CARD ACCESS(PIN CHECK AND MOBILE ALERTS) >


RESOURCE CENTER


GRAM 17.2 MAINTENANCE RELEASE NOTES >


GRAM 17.1 RELEASE NOTES >


GLOBAL REPORTING AND ACCOUNT MANAGEMENT - UPCOMING MAINTENANCE >


LIVE TRAINING WEBINARS >
 Register for interactive live training sessions.


INTRODUCTION TO GLOBAL REPORTING AND ACCOUNT MANAGEMENT TRAINING PARTICIPANT GUIDE >
 Introduction to Global Reporting and Account Management

▼

Click on **Financial** and select **Account Summary** to find the Account or Club for your review

The single **Account or Club** assigned to you for review should be a hyperlink in the **Quick Link** box. Click on this hyperlink.

[Home](#) > [Search Reporting Structure](#)


SEARCH REPORTING STRUCTURE

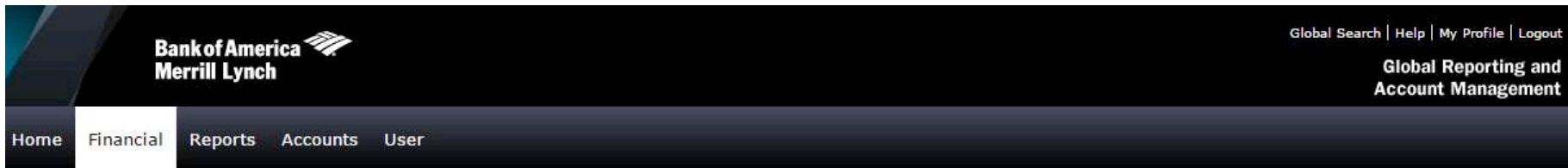
SEARCH CRITERIA

Search By: 

QUICK LINK

Select [Club*Actral Society](#)
(Your assigned reporting level)

Recently Viewed: 




Search Reporting Structure > Account Summary


ACCOUNT SUMMARY


NYU STERN STUD CLUBS • 105E 17TH ST • NEW YORK, NY 10003

SEARCH CRITERIA

Advanced Search

Date Range: From: 03/28/2017 

To: 04/27/2017 

Date Type: Posting Date 

Data available starting: 04/27/2014

Search

Default **Date Range** is the last 30 days prior to system date. Select the calendar icon to change the date range and/or click **Search**

Confirm **Data Type** is Posting Date

Date available for past 36 months

[Home](#) > [Search Reporting Structure](#) > [Account Summary](#)

ACCOUNT SUMMARY

NYU STERN STUD CLUBS • 105E 17TH ST • NEW YORK, NY 10003

SEARCH CRITERIA

Advanced Search

Date Range: From: 03/28/2017 

To: 04/27/2017 

Date Type: Posting Date 

Data available starting: 04/27/2014

Search

Select the **Account Number** hyperlink to drill down to the transaction details

SEARCH RESULTS

Search Total: 144.99

Page 1 of 1

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
CLUB ACTRAL SOCIETY	XXXX-XXXX-XXXX-4971	144.99	0.00	144.99

Page 1 of 1

TRANSACTION SUMMARY

CLUB ACTRAL SOCIETY • XXXX-XXXX-XXXX-4971 (Active) • 3RD FL - 105 E 17TH ST

Click on the **right arrow** icon to edit the transaction

If unchecked, transaction(s) have not been **Reviewed** [or Approved]

Advanced Search

To: 04/27/2017

Date Type:

Posting Date

Data available starting: 04/27/2014

Search

SEARCH RESULTS




Expand All | Collapse All

Search Total: 144.99

Page 1 of 1

Page

Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility
	<input type="checkbox"/>	<input type="checkbox"/>	04/26/2017	04/25/2017	BOKA - SAINT MARKS PLA NEW YORK, NY -10003	144.99	11.82	 	

Page 1 of 1




Page

Go







Expand All | Collapse All

Search Total: 144.99

Expand All | Collapse All
Search Total: 144.99

Page 1 of 1




Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information	VAT Eligibility
   	<input type="checkbox"/>	<input type="checkbox"/>	04/26/2017	04/25/2017	<div style="border: 1px solid blue; padding: 2px;"> BOKA - SAINT MARKS PLA NEW YORK, NY -10003 </div>	144.99	11.82	 	

ACCOUNTING CODES INFORMATION
Display accounting codes from

GL UNIT	ACCOUNT	FUND CODE	DEPARTMENT	PROGRAM CODE
WSQ01	65182	22	83000	UC002
WSQ01	65182	<div style="border: 1px solid black; padding: 2px;"> <input type="button" value="v"/> </div>	83000	UC002

PC BUSINESS UNIT	PROJECT	ACTIVITY	BUSINESS PURPOSE
WSQ01	R2753	R2753	Y
WSQ01	R2753	R2753	Y

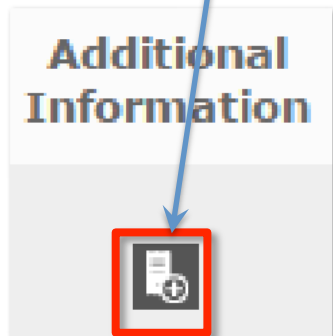
Edit the **Description** box with the **required** detail of the transaction (budget, event name, and date) and under **Additional Information** - click the receipt icon to **add a receipt**.

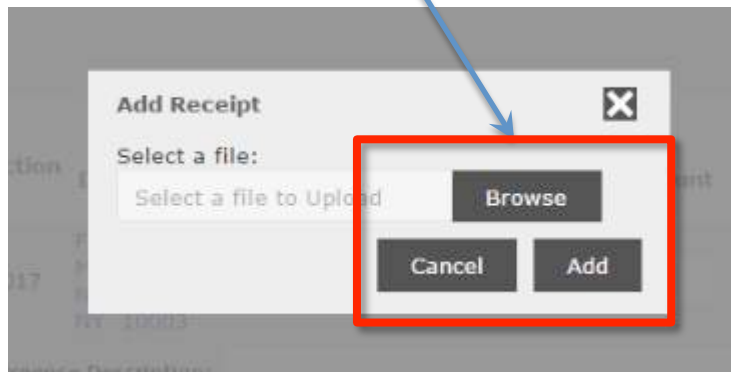
Page

Add Receipt

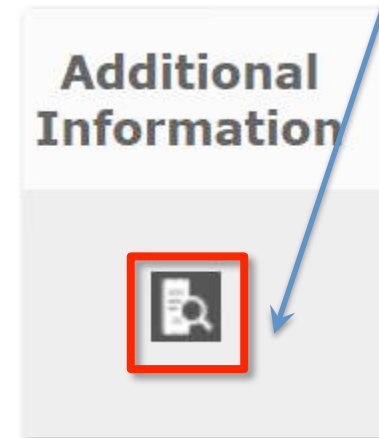
1) Before Receipt, click on icon



2) Click **Browse** to select file, then click **Add** to attach the receipt file, which MUST contain the receipt and the Event Details form from OrgSync.



3) After Receipt



Once editing is complete (*description and receipts added to the transaction*):

Click the **Save** icon (floppy disk) to close the transaction for future edits

[Expand All](#) | [Collapse All](#)
Search Total: 144.99




Page 1 of 1 Page

Detail	<u>Reviewed</u>	<u>Approved</u>	<u>Posting Date</u>	<u>Transaction Date</u>	<u>Description</u>	<u>Transaction Amount</u>	<u>Tax Amount</u>	<u>Additional Information</u>	<u>VAT Eligibility</u>
   	<input type="checkbox"/>	<input type="checkbox"/>	04/26/2017	04/25/2017	BOKA - SAINT MARKS PLA NEW YORK, NY -10003	144.99	11.82	 	

Home Financial Reports Accounts User


[Search Reporting Structure](#)
[Account Summary](#)
[Transaction Summary](#)

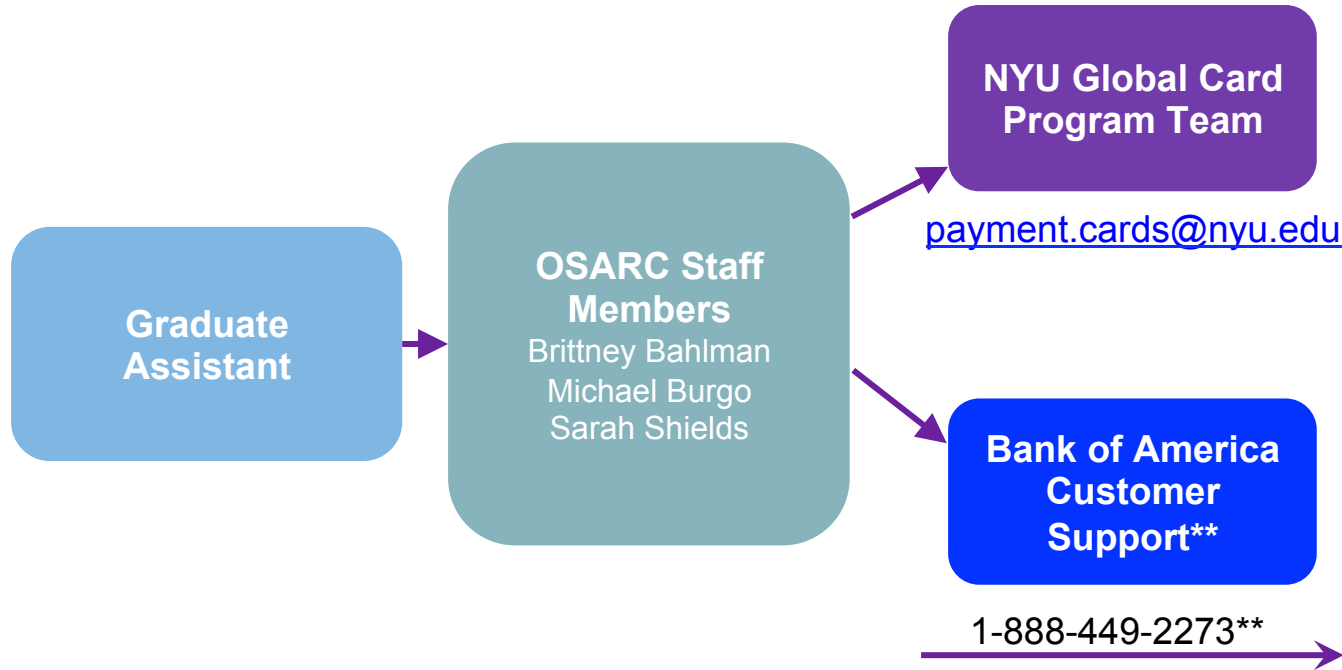
✓ Financial Transaction successfully modified.

TRANSACTION SUMMARY

CLUB ACTRAL SOCIETY • XXXX-XXXX-XXXX-4971 (Active) • 3RD FL - 105 E 17TH ST • NEW YORK, NY 10003217005



Support



****Company Program Administrators need to contact Bank of America Customer Support in the event of *lost or stolen card(s)* or *fraudulent activity*.**