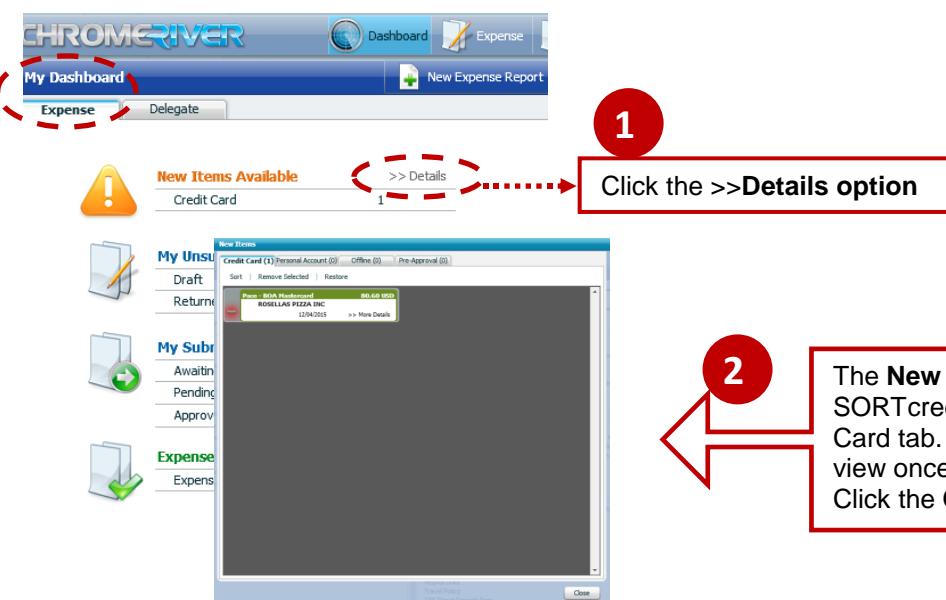


BOA Credit Card Reconciliation Process using Chrome River

The cardholder is required to reconcile their account activity each billing cycle. The cardholder must reconcile and approve purchases using Chrome River. Its functionality streamlines the reconciliation process and reduces posting errors. Below are step-by-step instructions on how to complete the reconciliation process.

Viewing Credit Card Transactions (steps 1 to 2)

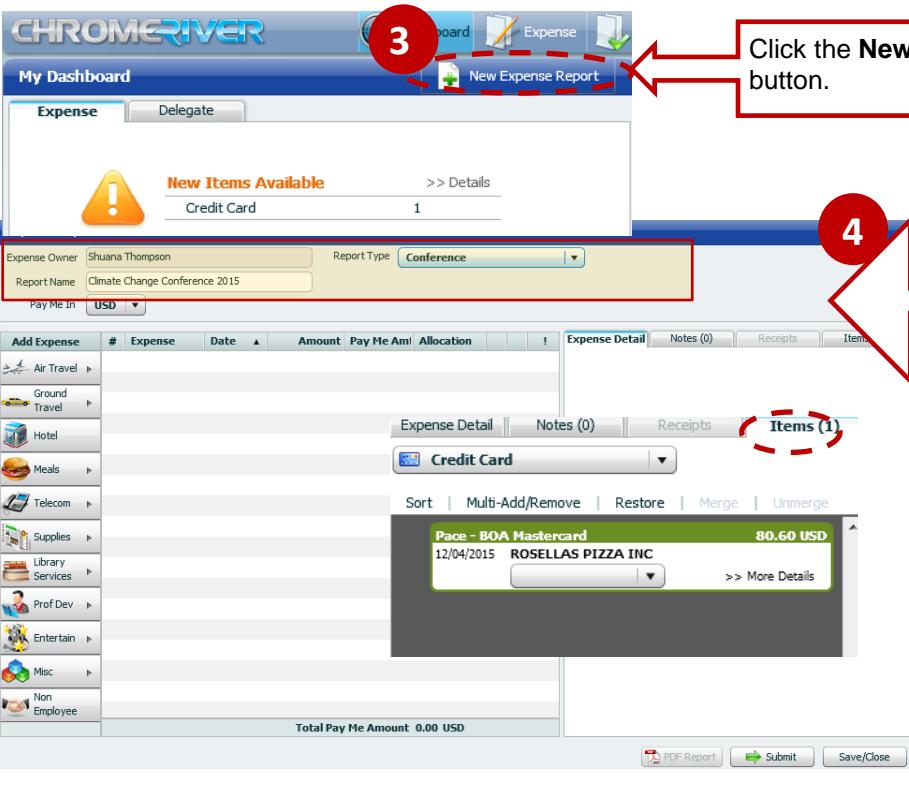


The screenshot shows the Chrome River interface with the 'Expense' tab selected in the top navigation bar. On the left, there's a sidebar with icons for 'My Dashboard', 'Expense', 'Delegate', 'My Unscheduled', 'My Submissions', and 'Expense'. The main area displays a 'New Items Available' section for 'Credit Card' transactions. A red circle labeled '1' points to a red box containing the text: 'Click the >>Details option'. A red arrow points from this box to a red box labeled '2' containing the text: 'The New Items screen provides the ability to SORT credit card transactions in the Credit Card tab. Transactions are removed from this view once the items have been reconciled. Click the Close button to continue.' A red box labeled '2' also points to the 'Close' button in the bottom right corner of the 'New Items Available' window.

1 Click the >>Details option

2 The New Items screen provides the ability to SORT credit card transactions in the Credit Card tab. Transactions are removed from this view once the items have been reconciled. Click the Close button to continue.

Reconciling Credit Card Transactions (steps 3 to 7)



The screenshot shows the Chrome River interface with the 'Expense' tab selected in the top navigation bar. A red circle labeled '3' points to a red box containing the text: 'Click the New Expense Report button.' A red arrow points from this box to the 'New Expense Report' button in the top right of the screen. A red circle labeled '4' points to a red box containing the text: 'Select the appropriate Report Type and enter a Report Name for the reconciliation.' Another red arrow points from this box to the 'Report Type' dropdown and 'Report Name' input field. A red box labeled '4' also points to a red box containing the text: 'Adding transaction(s): click the Items tab on the right side of the screen and select the Credit Card folder. The folder will display the available credit card transactions.' A red arrow points from this box to the 'Items' tab in the top right of the main content area. A red box labeled '4' also points to a red box containing the text: 'Credit card transactions can be added to the expense report via two methods: Method 1: Using ADD/REMOVE Buttons from the Interface and Method 2: Drag and Drop.' A red arrow points from this box to the 'Credit Card' folder in the 'Items' tab.

3 Click the New Expense Report button.

4 Select the appropriate Report Type and enter a Report Name for the reconciliation.

4 Adding transaction(s): click the Items tab on the right side of the screen and select the Credit Card folder. The folder will display the available credit card transactions.

4 Credit card transactions can be added to the expense report via two methods:

Method 1: Using ADD/REMOVE Buttons from the Interface

Method 2: Drag and Drop

Method 1: Using ADD/REMOVE Buttons

1. Use the cursor to hover over the expense item to be included on the report.
2. Use the drop-down menu to specify the expense type if one has not already been selected. You can also use the menu to modify the existing type.
3. Clicking **MORE DETAILS** will show any notes entered for the item.
4. As you hover over it, the item displays the green **ADD** (+) and red **REMOVE** (-) buttons. Click the **ADD** (+) button to add the expense item to the report or click the **ADD SELECTED** button from the Navigation Bar.

5

Add the **Business Purpose** for the report and enter the **Description** for the specific transaction.

Check the **Receipt Attached** check box to indicate you have the required receipt for upload. If no receipt is available, a detailed explanation should be provided.

Type or select the **Allocation** (index code) for the expense. This allocation repeats as additional items are added to the report – update as needed.

Additional details may be requested based on the transaction type, complete as requested.

Select the **Receipts** tab, **Add Images**, **Upload Images** to attach the required receipt(s). If no receipt is available, update the compliance item by clicking the red exclamation ! and provide the missing receipt detail explanation.

6

7

Click **Submit** to send the report for approval.

Reconciling For the Business Cards:

- All receipts should be attached and detailed explanation provided for each expense item.
- Reconciliation should be completed within 10 business days after the end of each month.

Note: Failure to provide proper documentation constitutes as a violation against the Cardholder and is deemed as potential misuse/abuse and the card will be suspended