

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](#). The fleetcard 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. Access the Fuel Reporting site directly or from the Pace Portal -> Staff tab.

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.

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

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

4. Click the **Reports** menu.

5. Click the **Schedule Report** link.

6. Click the **Fuel Exception/Detail Report**



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 T - Company

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Account Group Account Account Group Unit

Account Name Account Group Name Search

Account Number

Account Status All

SEARCH RESULTS

Account Closed Active Inactive Issuer Initiated Lost/Stolen Purged Retired/Deceased

Reports To

Account City

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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

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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

Description

Notify Me At STHOMPSON@PACE.EDU

Enter up to five e-mail addresses separated by commas

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

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Monthly

From Day 1 To Day End of Month Months to Run 12 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.

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.

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

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

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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 Non-Fuel Amount	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.