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)**

1. Click the **Details** option.

   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)**

3. Click the **New Expense Report** button.

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

   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.

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
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.