

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 total number of credit card transactions pending reconciliation can be viewed on the **Expense** tab in the **My Dashboard**, under **New Items Available**

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)

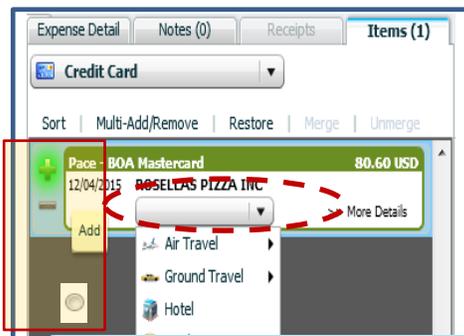
3 Click the **New Expense Report** button.

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**



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 mark icon and provide the missing receipt detail explanation.

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