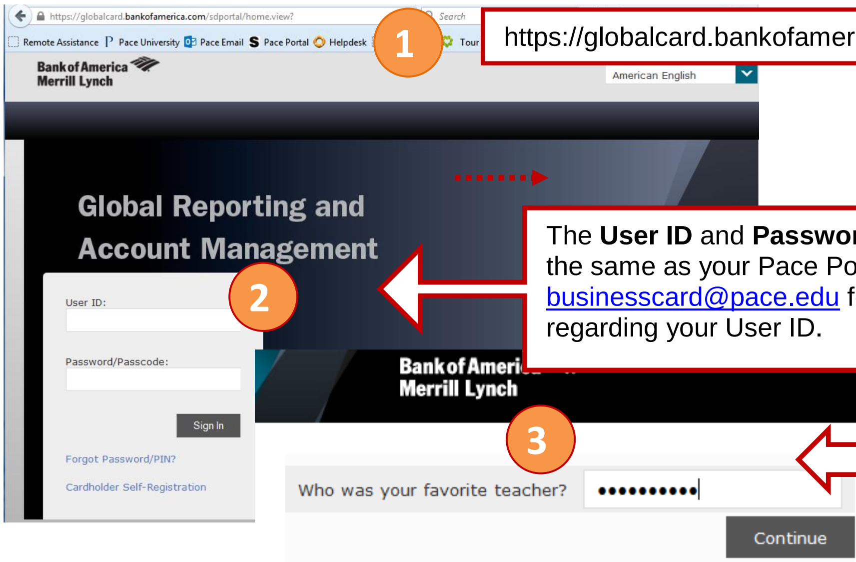
BOA Fuel Credit Card Reconciliation Process

The designated Fleet card department manager is required to run monthly transaction report from Bank of America fleet card site: https://globalcard.bankofamerica.com. The fleet card 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)*



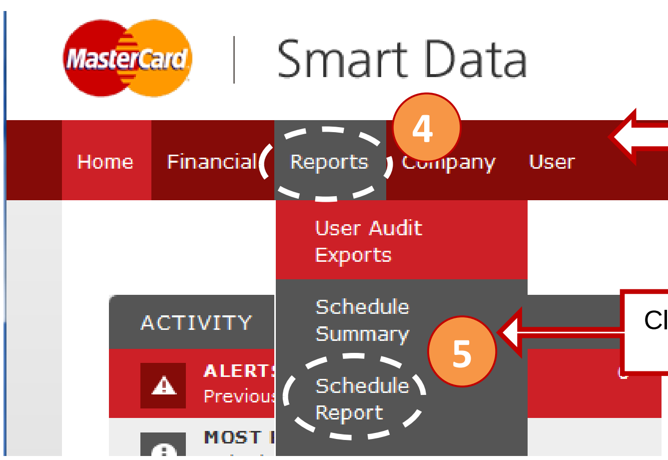
https://globalcard.bankofamerica.com

Access the Fuel Reporting site directly:
https://globalcard.bankofamerica.com
or from the Pace Portal -> Staff tab.

The **User ID** and **Password/Passcode** is not the same as your Pace Portal. Email businesscard@pace.edu for questions regarding your User ID.

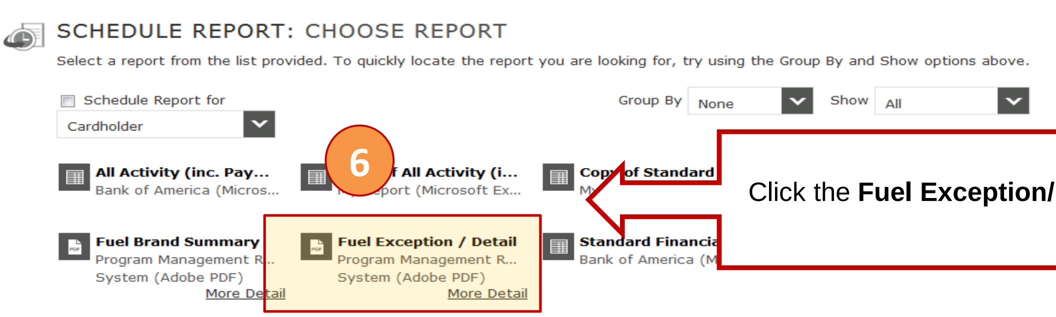
Answer the security question and then click the **Continue** button.

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

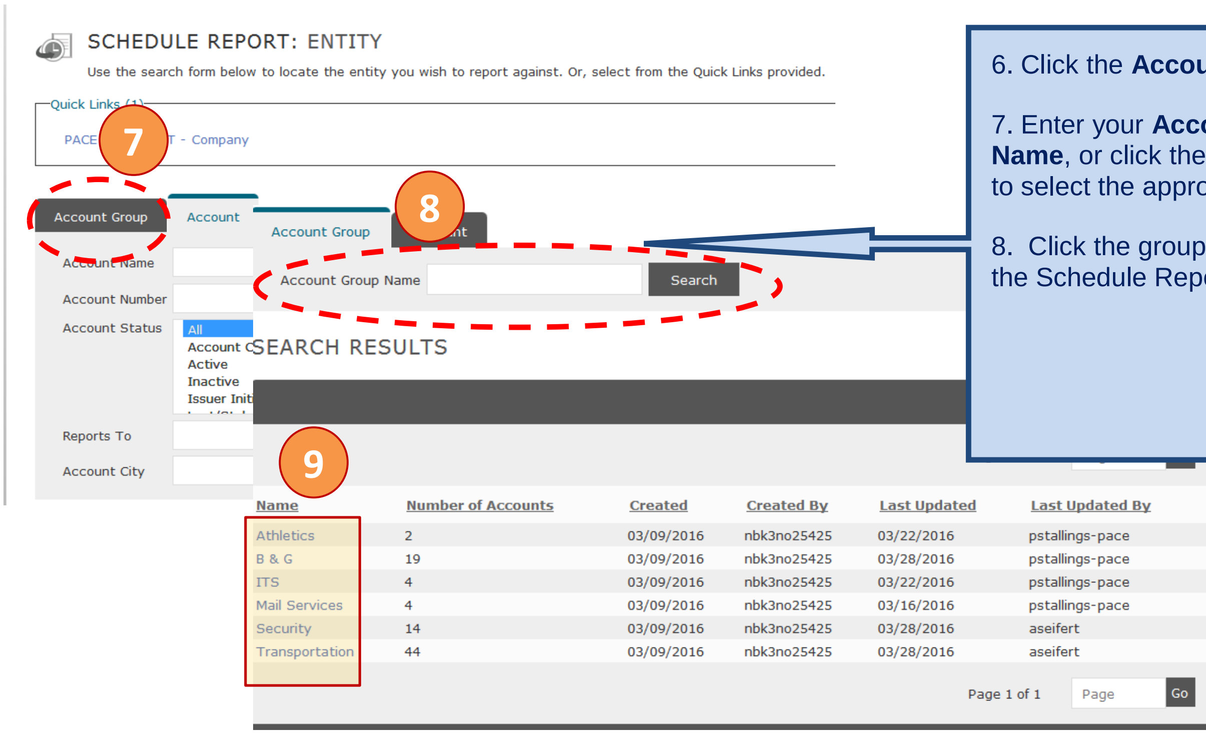


Click the **Reports** menu.

Click the **Schedule Report** link.



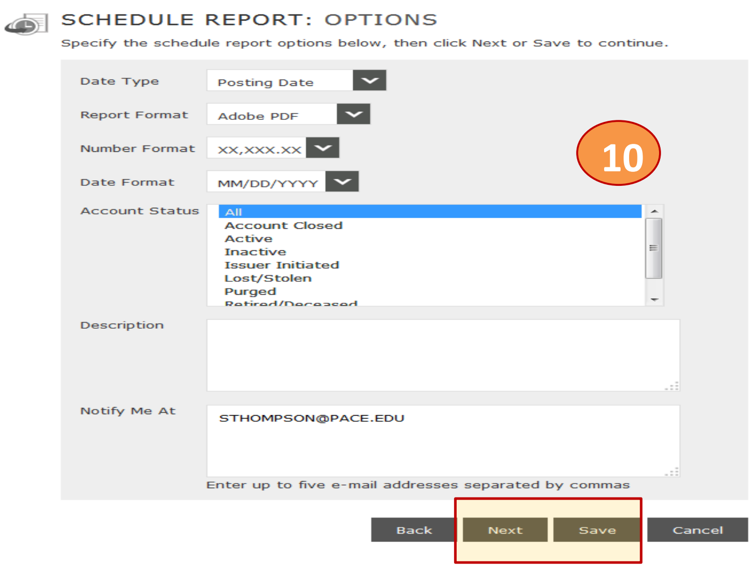
Click the **Fuel Exception/Detail** Report



6. Click the **Account Group** tab

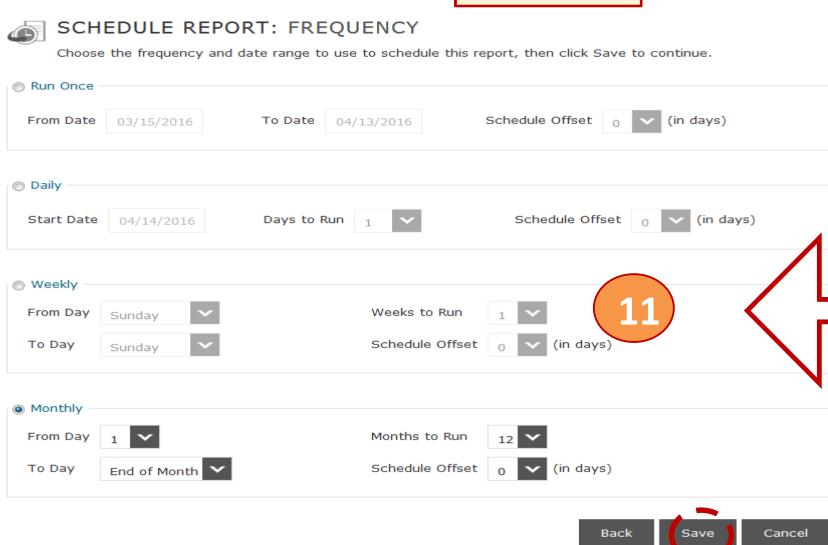
7. Enter your **Account Group Name**, or click the **Search** button to select the appropriate group.

8. Click the group **Name** to open the Schedule Report: Options.



Schedule Report Options

- 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.



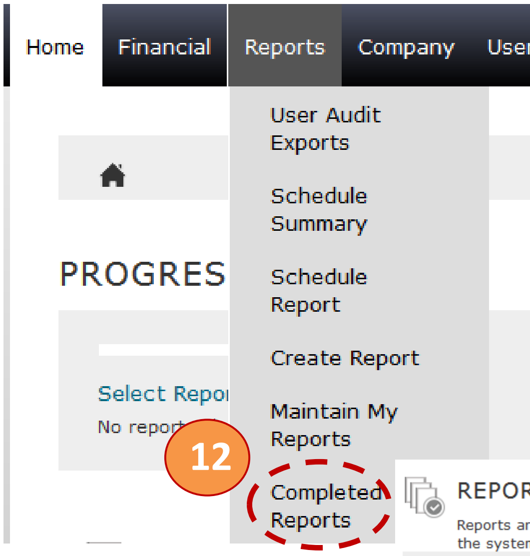
Schedule Report: Frequency

Select the Monthly option**.** Adjust the number of **Months to Run**.

Click the **Save** button.

Click **Save** to run or schedule report.

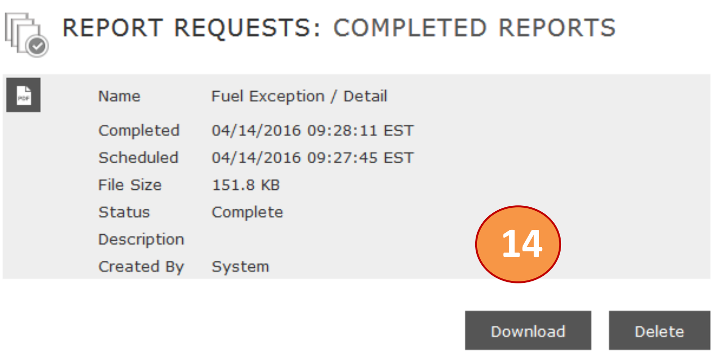
View Completed Reports *(steps 12 to 14)*

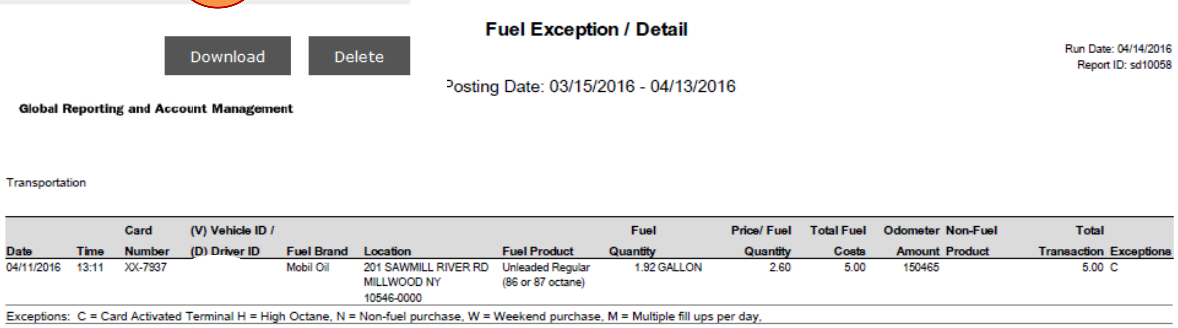


11. From the **Reports** menu, click the **Completed Reports** option.

12. Click the report name for the date in question

13. Click the **Download** button to access the Report





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 Amount	Non-Fuel 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.