

# 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)

1 <https://globalcard.bankofamerica.com>

2

3

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](mailto: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)

4 Click the **Reports** menu.

5 Click the **Schedule Report** link.

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

SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Schedule Report for: Cardholder

Group By: None Show: All

All Activity (inc. Pay... Bank of America (Micros...)

Fuel Brand Summary Program Management R... System (Adobe PDF)

Fuel Exception / Detail Program Management R... System (Adobe PDF)

Standard Financia Bank of America (M...



### 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

Account Group Account Account Group Unit

Account Name Account Group Name Search

Account Number

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

Reports To

Account City

**SEARCH RESULTS**

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

Description

Notify Me At STHOMPSON@PACE.EDU

Enter up to five e-mail addresses separated by commas

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)

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)

Home Financial **Reports** Company User

Home

PROGRESS

Select Report  
No report

12

Completed Reports

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.

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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

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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

14

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.