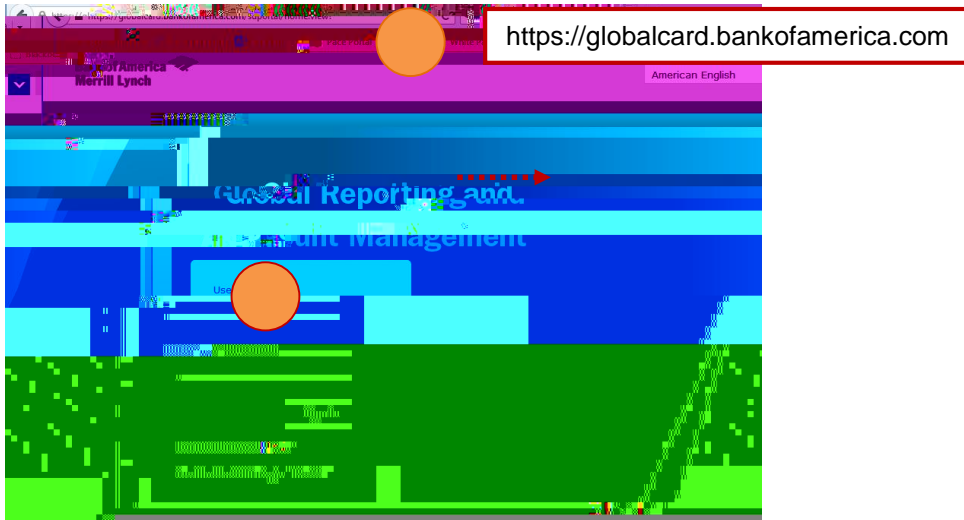


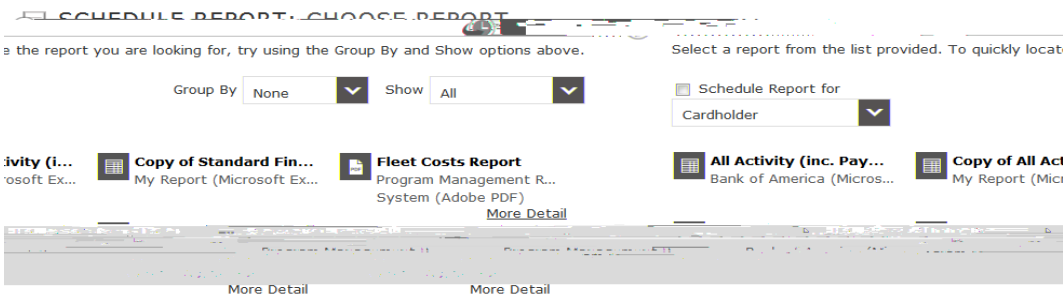
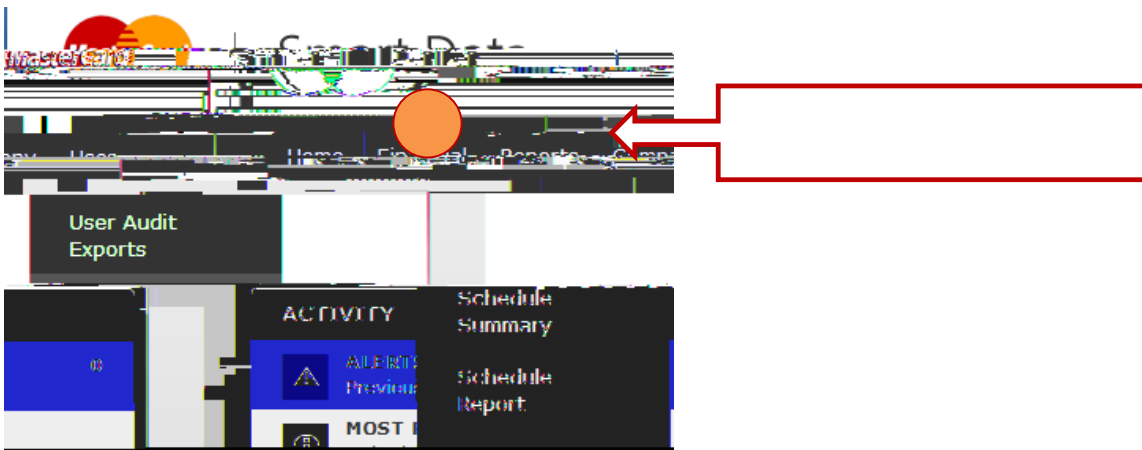
# BOA Fuel Credit Card Reconciliation Process

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, a

## Access BOA Fuel site (steps 1 to 3)



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



**SCHEDULE REPORT: ENTITY**

to locate the entity you wish to report against. Or select from the Quick Links provided. (Use the search form below.)

Entity: (0)

PACE UNIV FLEET - Company

Account Group: Account

Account Name: Search

Account Number: [Dropdown]

Status: All

Account Closed: [Dropdown]

Reports To: [Dropdown]

Account State/Province: [Dropdown]

Account City: [Dropdown]

Account Country: [Dropdown]

**SCHEDULE REPORT: OPTIONS**

ons below, then click Next or Save to continue. Specify the schedule report optio

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Account Status: All

- Account Closed
- Active
- Inactive
- Issuer Initiated
- Test/Status

Description: [Text Area]

Notify Me At: STHOMPSON@PACE.EDU

Enter up to five e-mail addresses separated by commas.

Next Save Cancel Back

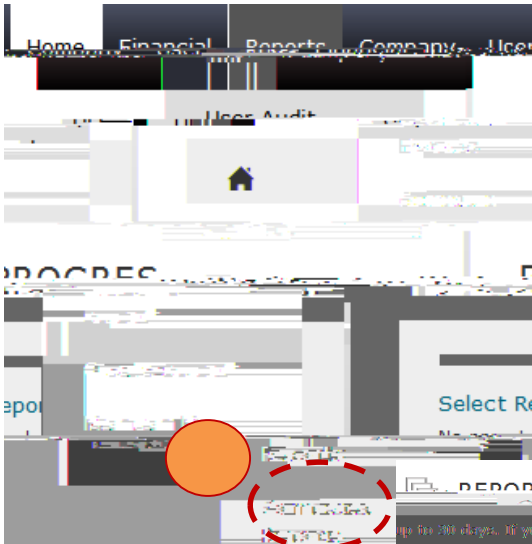
**Schedule Report Options**

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.



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

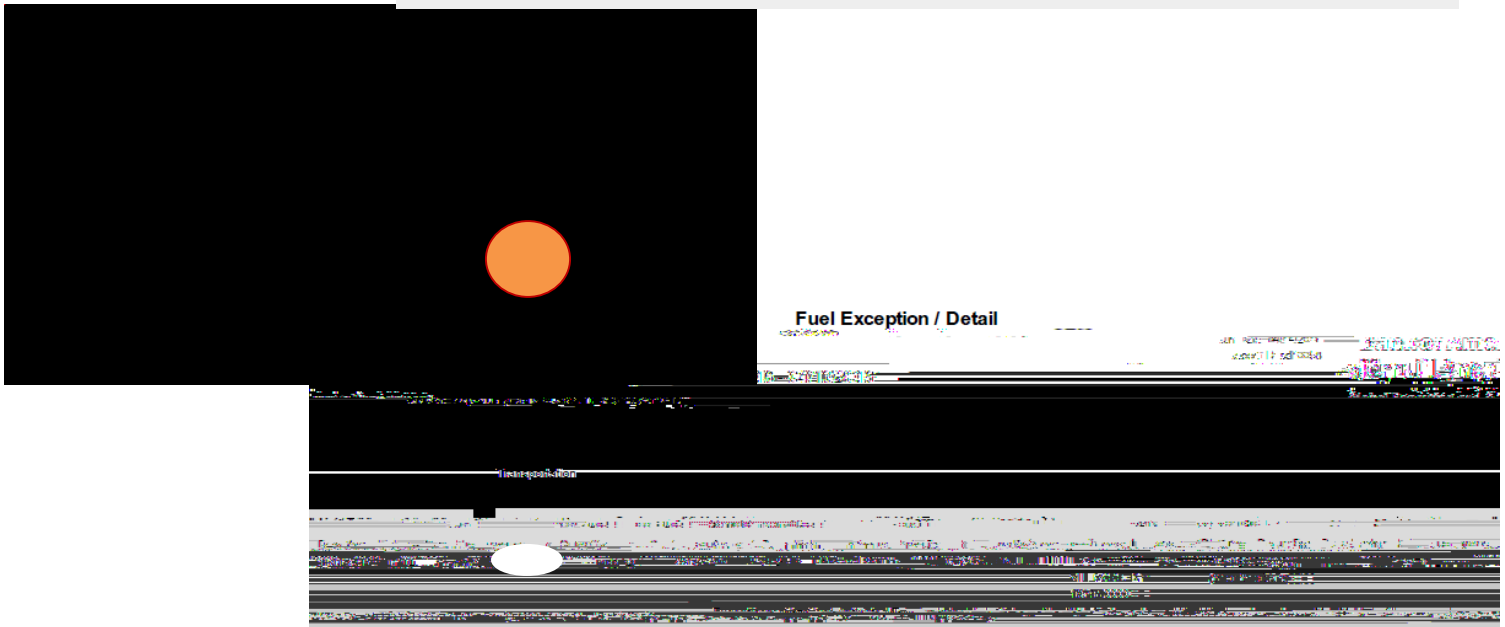
## View Completed Reports (steps 12 to 14)



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

File Size	Status	Completed	Name
151.8 KB	Success	04/14/2016 00:28:11 EST	Fuel_Exception / Detail
151.8 KB	Success	04/14/2016 00:28:09 EST	Fuel_Exception / Detail

Page 1 of 1



### **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.