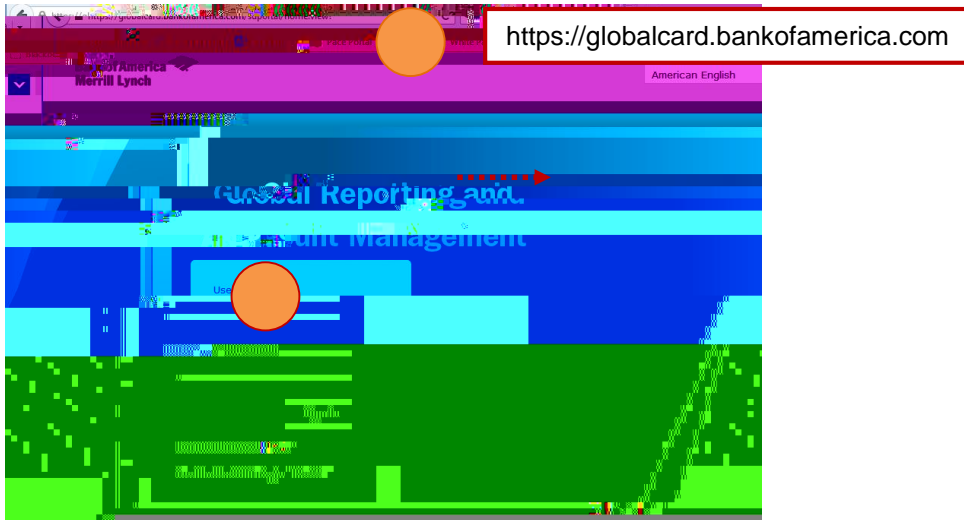


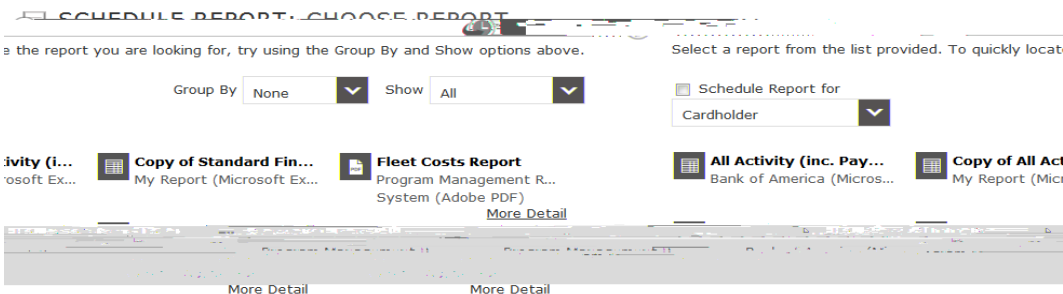
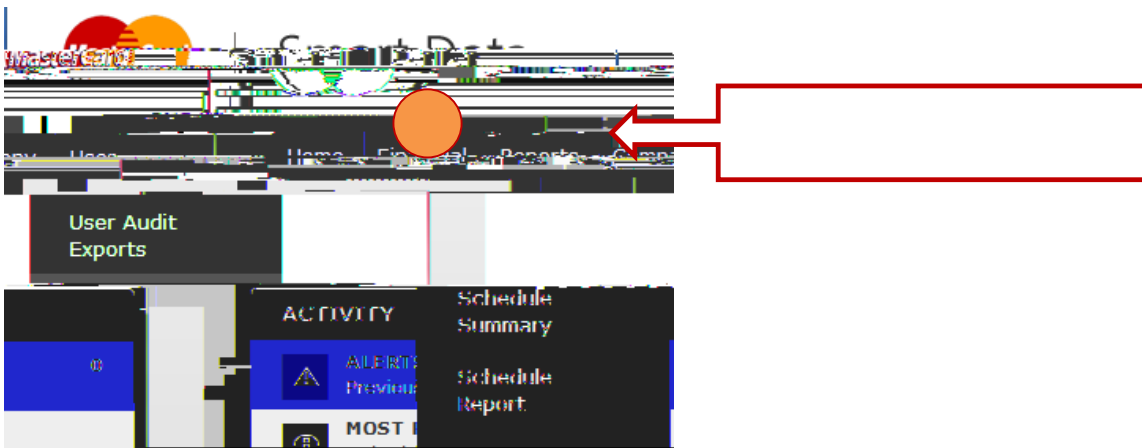
BOA Fuel Credit Card Reconciliation Process

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

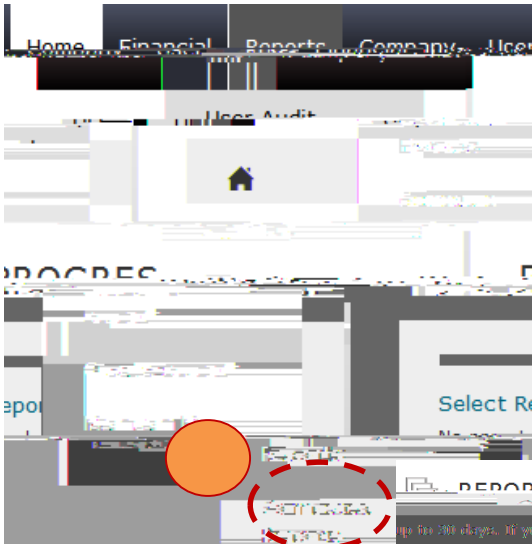
Schedule Report Options

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.

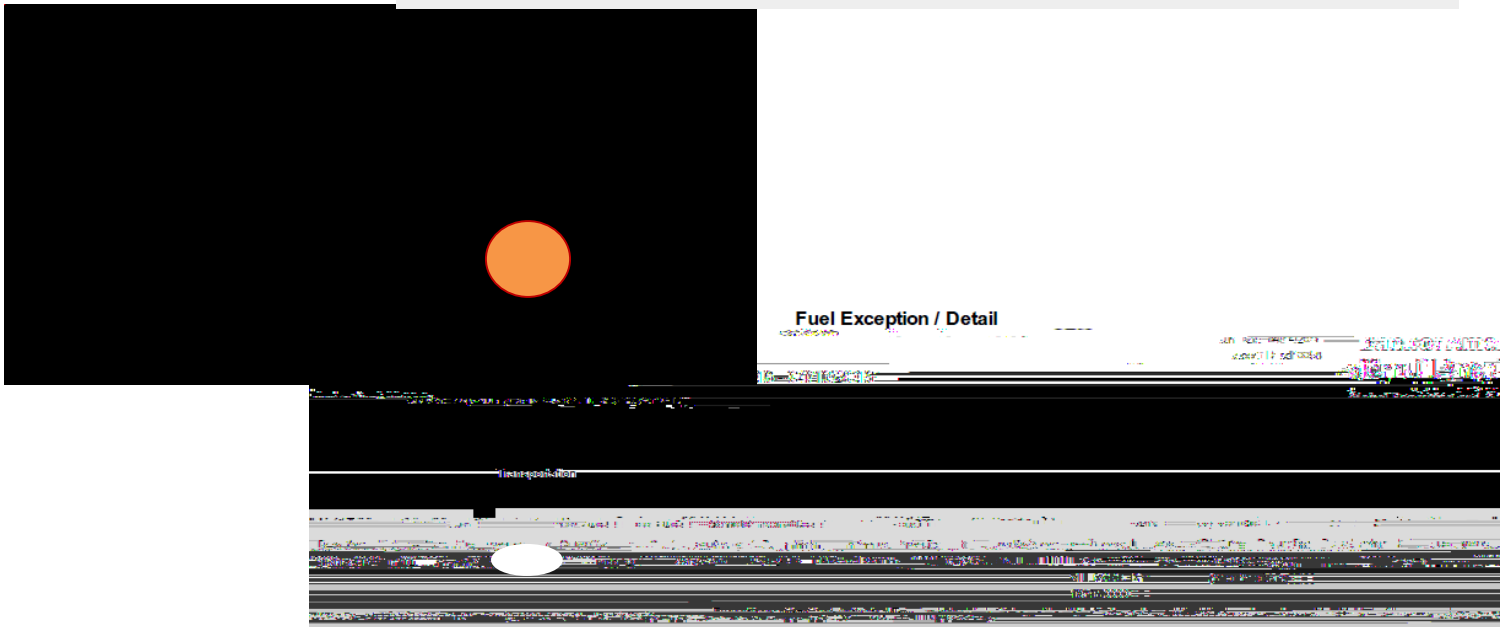
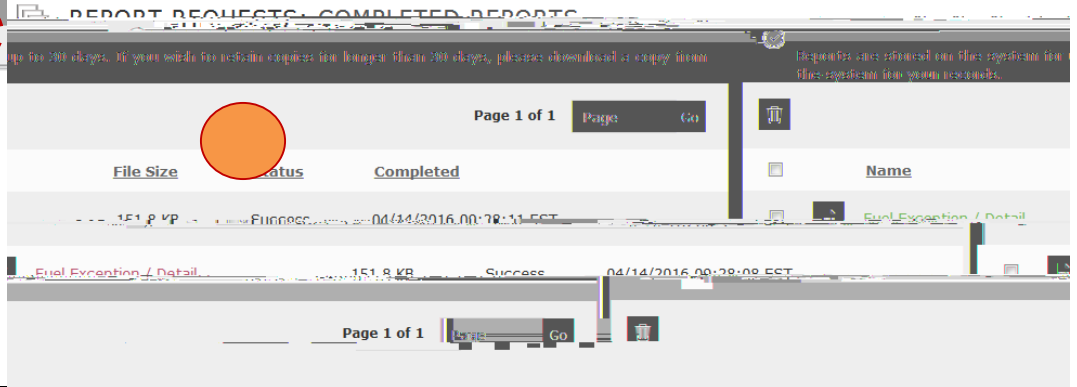


Click **Save** to run or schedule report.

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



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.