



# Business Manager Meeting

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# Delinquent LaCarte Transactions

- Our goal is to complete FY23 closeout prior to beginning FY24 closeout.
- Cardholders receive monthly notifications in Workday on the 2nd day of the month
- FY 23: 183 delinquent transactions
- FY 24: 6983 delinquent transactions (through March 4, 2024)
- Cost Center Managers were emailed a list of cardholders with delinquent transactions on March 12, 2024.
- Submission deadline of March 22, 2024.

**\*\*Cardholders with delinquent transactions risk suspension of card privileges\*\***

# Helpful Reports

- **Find Credit Card Transactions by Employee Cost Center**
  - ▣ Provides a list of all employees with credit card transactions for all statuses
- **Find Outstanding Credit Card Transactions by Employee Cost Center**
  - ▣ Provides a list of credit card transactions that have not been submitted on an Expense Report
- **Find Expense Report by Worktag**
  - ▣ Provides a list of expense reports by employee and/or by a particular worktag
  - ▣ Select only “Draft” and “In Progress” statuses to view tentative transactions

# Global Card Access Mobile Application

Bank of America Global Card Access now offers a convenient free mobile application.

- Real time account information
  - ▣ Activate card
  - ▣ Manage PIN
  - ▣ Manage transaction/account activity alerts by email and/or text message
- Quick action for added security
  - ▣ Verify/confirm transactions
  - ▣ View transaction decline reason
  - ▣ Temporarily lock card to prevent unauthorized use

