DIRECTIONS FOR JP MORGAN CHASE P-CARD RECONCILIATION

Monthly reconciliations of card accounts requires two main steps-1. Generating a hard copy expense report, which must be signed by cardholder and supervisor; 2. Cardholder reconciling report online and uploading a receipt for each transaction.

Scanning and attaching receipts for transactions is required for monthly p-card reconciliations.   It is recommended cardholders also keep hardcopies of all receipts with their files in a secure location after uploading.

P-CARD KEY DATES & ACTIONS:
Start of period: 27th of month.
Last day of period: 26th of following month.

Throughout the period: Approx. 3 days after transaction, the transaction is viewable online, and cardholder can go online to check each transaction and be sure the account code information being used is correct. Receipts can also be uploaded throughout the period, no need to wait until end of the reporting period.

By the 3rd of the month following the closing day: all receipts supporting that statement must be uploaded to Smartdata.   Highly recommended: write a reason for the business expense, as well as attendee names if it involved a group, other pertinent info , on the back of the receipt before uploading. Scan two-sided. This makes the business purpose for the expense easily accessible.

By the 5th of the following month after period close: The Account number that is in the on-line program as of the 5th of the following month will be the account number charged for that transaction.

By the 10th of the month following the closing day: the Deadline for card administrator to receive the hard copy of the reconciliation report- SIGNED by cardholder and authorized supervisor. Indicate receiptsb have been uploaded on your hard copy reconciliation report.
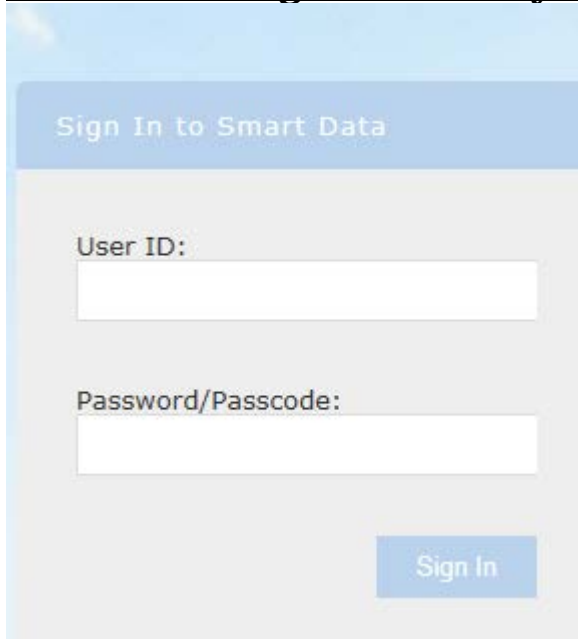
Late reports: If report is received late (not received by the next reporting period due dates), administrator may place card on hold, and cardholder will be unable to use it, until all reconciliations are received.

P-CARD ON-LINE RECONCILIATION PROCESS

The log-in WEB ADDRESS for JP Morgan is listed below:
https://smartdata.jpmorgan.com/sdportal/home.view?cobrandHost=chase&locale=en_US

Below is the sign on screen you will see:

Enter your user ID and Password and using your Mouse – click on" Sign-In"
   (hitting " enter" on keyboard does not always work)

There is a *slight pause while the system is processing* – be patient

Next, it will ask a "Security" question. **Please remember your answers** from initial set up. (Follow prompts on screen if you forgot User ID or Password)*. P-card administrator cannot recover these for you!*

   Note 1: Your user ID, Password and Security Question are all case sensitive so remember if you used upper or lower case.

   Note 2: Once you are logged in – if you are inactive for more than 15 minutes, you will automatically be logged out.

About Menus

The menus appear on all screens and provide access to the primary application features and operations. The selection of menus varies among user types.

The following **MENUS** appear on the top of every screen in the application. Administrative users may see additional sub-menus not described here.

1) **Account Activity**—Manage your account and reports.
2) **Expense Reporting**—Access the expense reporting features. This menu only appears if the Expense Reporting feature is enabled.

- **Links for Common Operations**: provide quick access to basic application services like online help and the logout operation.
- **Menus**: provide access to all screens and operations.
- **Breadcrumbs**: show where you are in the current workflow and provide links to return you to a previous screen.
- **ACTIVITY**: contain important general information.
- **REPORTS & DATA FILES**: displays the last two completed reports and provides links to scheduled reports, completed reports, and data files.
- **NEWS**: displays messages and resources posted by application administrators.
- **LINKS**: displays relevant links.
- **RESOURCE CENTER**: provides application user documentation.
- **REVIEW REQUIRED**: displays required actions based on user and application.
- **SNAPSHOTS**: provides charts summarizing card program activity.

About Transactions

This application provides comprehensive data for each transaction. You can view a high-level summary of transactions, or see the details of each transaction, such as tax and currency information. In addition, there are many actions you can take in the various transaction screens.

Merchant and addenda information provides even more detail about each expense. Multiple search functions make it easy to find transactions: search by account or by merchant. Additional search features allow you to refine your search. All you need to know is the approximate date of the transaction.
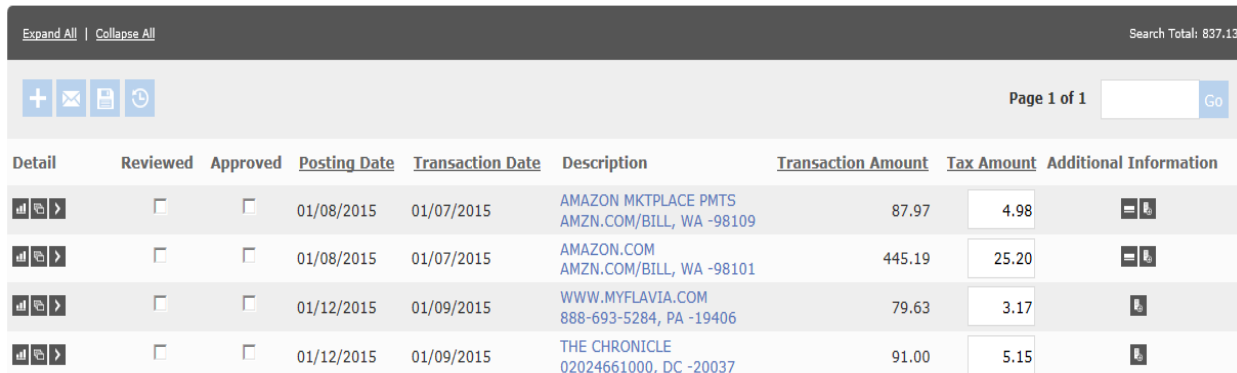
PROCEDURE:

1) Select **Account Activity** > **Transaction Summary**.
   The Transaction Summary search screen appears.

2) In the Search Criteria section, <u>specify the date range</u> to search by.
   27 of previous month to 26 of current month (example: for December charges –
   posting date would be 11-27-2017 thru 12-26-2017 (which is the Total of charges
   that will be on your statement for that month. (Posting Date) Always use 27
   thru 26 or report charges will not be the same as your Statement.

   Then click SEARCH

   These dates <u>MUST</u> be correct to match the JP Morgan charges for the month on
   the statement.
   (See below)

You will then see your <u>Transaction Summary</u> for all the charges for that period:
(Sample below)

SEARCH RESULTS

Expand All	Collapse All						Search Total: 837.13

							Page 1 of 1		Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
▮▮▮ ▶	☐	☐	01/08/2015	01/07/2015	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98109	87.97	4.98	▬
▮▮▮ ▶	☐	☐	01/08/2015	01/07/2015	AMAZON.COM AMZN.COM/BILL, WA -98101	445.19	25.20	▬
▮▮▮ ▶	☐	☐	01/12/2015	01/09/2015	WWW.MYFLAVIA.COM 888-693-5284, PA -19406	79.63	3.17	
▮▮▮ ▶	☐	☐	01/12/2015	01/09/2015	THE CHRONICLE 02024661000, DC -20037	91.00	5.15	

Transaction Icon (under detail) will give you more information regarding where the
item was purchased.

3) Click on the arrow (third icon on right under Detail >) pointing to transaction. It will
   open up and allow you to put in the accounting detail and the description. (see below)
   Always SAVE (Blue key under Expand All/ Compress All)

4) SAVE - Make sure you Save the detail once you enter it or it will lose your data.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
⬛📄⌄✏	☐	☐	01/08/2015	01/07/2015	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA -98109	87.97	4.98	➖📄

ACCOUNTING CODES INFORMATION   Display accounting codes from [Account Level ▾]

Expense Description   *

Fund	Organization	Account	Program	Project number
*		*		

Do you have a receipt

The folders ICON (second from the left) will open more account fields **if you want to split the charges between more than one banner account numbers.**
(See below)

the **Split** icon (▨).

<u>If you are only charging one account number – you do not have to do anything with the "Split Account" information</u>

Instructions for:
Splitting a Transaction
These steps explain how to split a transaction.

Procedure

1. Search for the transaction.
   The Transaction Summary screen appears.

2.
   Click the **Split Transaction** icon (▨) for the transaction.
   The icon appears only by transactions that can be edited or that have already been split.
   The Split Transaction screen appears.
   a) In the **Split By** field, indicate whether you will be specifying split amounts in currency units (**Amount**) or percentages (**Percent**). You can change this selection at any time by modifying the field and clicking **Save**.
   b) In the **Split and Balance To** field, indicate whether you need splits to add up to the **Total Transaction Amount** or to the **Net Transaction Amount**. You can change this selection at any time by modifying the field and clicking **Save**.

3. Create splits either by specifying the required number of splits and clicking **Add Split** or, if line item detail is present in the transaction addenda, by clicking **Split by Line Item**.

   If you click **Split by Line Item**, balancing entries will be created automatically if the line item amounts do not add up to the transaction totals. Wait for the screen to refresh.

4. Edit each split as needed.

Field	Description
Description	Edit as needed. This field may not be used at your company. For more information, see your administrator.
Percent	Edit an amount by specifying it as a percentage. All percentages must add up to 100. See the Totals and Balance values. This field is enabled when Split By is set to Percent.
Amount	Edit the amount as needed. All splits must add up to the selected amount (total or net). See the Totals and Balance values. This field is enabled when Split By is set to Amount.
Tax Amount RateAlternate Tax Rate	Edit as needed. These fields must add up to the transaction total tax. These fields may not be used at your company. For more information, see your administrator.

5. After entering or changing an amount, percent, or tax, click outside of the field to update the **Totals** and **Balance** rows.

6. Review the **Totals** and **Balance** rows and balance the splits.

   – The **Totals** row shows the totals for all splits in this transaction.
   – The **Balance** row shows the difference between the total and the required value. The total for the **Amounts** column must equal the **Amount** for the parent transaction. The **Percent** total must be **100.00**. Adjust the splits until they balance. When they balance, the **Balance** row disappears.

7. Click **Save**.

Once the new splits have been saved, you can click the Accounting Detail icon (➤) to access purchase detail, expense description, and accounting codes.

INSTRUCTIONS ON SCANNING AND ATTACHING YOUR RECEIPTS IN THE ON-LINE P-CARD PROGRAM

ALL PAPER RECEIPTS SHOULD BE SCANNED TO THE ON-LINE CARD PROVIDER SITE. KEEP HARDCOPIES IN YOUR FILES , NO NEED TO SEND PAPER RECEIPTS SINCE THEY WERE ELECTRONICALLY SUBMITTED.

NOTE the sample of a charge below:

You will see a screen with a ✚ sign on it, all the way to the right of the charge.   This is where you can "ATTACH" a copy of your invoice. You will have to scan and save your invoice to a file on your hard drive in order to find it to attach it. Once you click on the ✚ sign, you will see a box that says, "Add Receipt" (see below)

| | | | | 11/25/2015 | 11/18/2015 | AND THE SIGN SAYS LLC PALMER, PA -18045-2461 | 328.63 | 18.60 | |

You will click on the "BROWSE" button and find the receipt in your files, then click on the "ADD" button. Once you have the invoice attached, you will see a different icon at the right of your charge.   The screen now has a "magnifying glass" on it instead of the **+** sign. When you click on the "magnifying glass" you will see your receipt.

| | ☑ | 10/12/2015 | 10/12/2015 | VZWRLSS*APOCC VISB 800-922-0204, GA -30004 | 555.95 | 31.47 | |

Since you are attaching receipts to the on-line program, you do NOT have to send the paper hard copies with the report.   Please mark on the signed "hard copy" expense report, RECEIPTS ATTACHED ON-LINE.   This confoirms for anyone looking at the vardcopy expesne report recipts are scanned and available online.

Receipts are required for all charges. (this may differ fomr what receipts are required by travel reimbursement procedures.)

About Reviewing Transactions

The Reviewed option on the financial screens allows you to indicate that you have reviewed and accepted a transaction.

Your manager or administrator may use this status in their own transaction review or expense reporting procedures. Once you apply the reviewed status to a transaction, the transaction is locked and cannot be edited unless your administrator has activated the feature. If you need a transaction unlocked, contact your manager or administrator for assistance.

Check mark "Reviewed" to make sure all transactions show up on your Report

PROCEDURE FOR RUNNING YOUR MONTHLY EXPENSE REPORT:

The following operations appear in the Reports menu:
> Reports
> Dashboard
> Run

Select: REPORTS
     RUN
     REPORT NAME (To the right will be a drop down box)
     Choose TRAVEL REPORTS (This will also have a drop down box)
   EXPENSE REPORT

NOTE: If you have charges that were split between 2 or more account numbers then
    You would go to CRITERIA (to the right under report notes is a box that must
    be checked to show that you have split charges.)

    Select: FREQUENCY (select ONCE and enter the starting date (Always the 27th of the month) Ex. 01-27-18 and the ending date (Always the 26th of the next month) Ex. 02-26-18

    SUBMIT REQUEST

Your page will go back to the "schedule report page"

You can click on the **HOME PAGE** at this point.

1) You will get an "**email**" telling you the report is complete.
2) You can go into the Completed reports on the top right of your home page.

ACTIVITY			REPORTS & DATA FILES	
⚠	ALERTS & NOTIFICATIONS › Previous 30 days	0	📄 SCHEDULED REPORTS ›	
ⓘ	MOST RECENT POSTING DATE 01/16/2015		📄 COMPLETED REPORTS ›	
ⓘ	TOTAL USERS Previous 30 days	150	📄 DATA FILES ›	
ⓘ	TOTAL LOCKED USERS › Previous 30 days	0	📄 EXPENSE REPORT › 01/19/2015	
ⓘ	RECENTLY ADDED ACCOUNTS › Previous 30 days	3	📄 EXPENSE REPORT › 01/05/2015	
ⓘ	RECENTLY ADDED CARDHOLDER USERS › Previous 30 days	2		More

3) When you click on the completed Reports – the most current Report, plus previous reports will show up. Click on the "Expense Report" you want to print.

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 records.
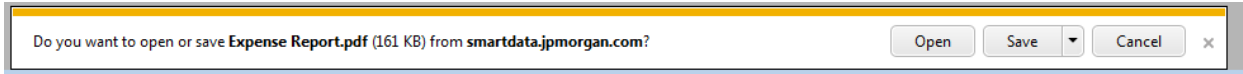
		Name	File Size	Status	Completed	Page 1 of 1
🗑						
☐	📄	Account Statement (Version 2)	699 KB	Success	12/02/2015 15:14:33 CST	

4. SELECT: REPORT
    DASHBOARD (To the right of the report will be DOWNLOAD)
    This will open up your report so that you can print it out

5. A small box will appear at the **BOTTOM** of your screen, Click **OPEN**

Do you want to open or save **Expense Report.pdf** (161 KB) from **smartdata.jpmorgan.com**?	Open	Save	▼	Cancel	✕

6. When you open the report you will see all your transactions and account number's
    that will be charged, including your description of items purchased.

THE DATE AT THE TOP OF THE REPORT **MUST** SHOW THE **27TH TO 26TH** OR THE
REPORT WILL BE RETURNED TO YOU FOR CORRECTION.

If you have the correct report, you will also see lines at the bottom of the report for the
signature of the "Card Holder" and the Signature of the "Approver", both original
signatures must be on the hard copy of the report.

These are things the Auditors will look for when they do the review.
(see report below)

J.P.Morgan   **Expense Report**

                    Posting Date: 11/27/2014 - 12/26/2014

LEGE

Description			Receipt Amount	Posted Amount	Expense Amount	Review
WRAPADS-PASADENA,CA,91101			135.00 USD	135.00 USD	135.00 USD	
v vehicle door graphics						
o	Organization: Project number:	60240		Account: Do you have a receipt:	710451 Yes	
JOHN YURCONIC AGENCY E-EASTON,PA,18045			127.50 USD	127.50 USD	127.50 USD	
an PA plate & Registration						
7	Organization: Project number:	72300		Account: Do you have a receipt:	710334	
HOSTELLING INTERNATION-BOSTON,MA,02116			2,066.48 USD	2,066.48 USD	2,066.48 USD	
for ASB group 50% deposit						
1	Organization: Project number:	31900		Account: Do you have a receipt:	70546	
		Card Subtotal			2,328.98	
		Grand Total			2,328.98	

_____   _____   _____
      Date   Authorized   Da

CHECKLIST FOR REPORT:

1. Correct Date on top of report (27 TO 26)

2. All receipts are attached in order and matching amounts on report. Mark that you have ATTACHED your receipts electronically.

3. Card Holder signed and dated

4. Approver signed and dated

NOTE: DEADLINE:

1. ON-LINE INFORMATION: ALL ACCOUNT NUMBERS AND DETAIL MUST BE DONE ON-LINE BY THE THIRD OF THE NEXT MONTH) - IF NOT COMPLETED- THE DEFAULT ACCOUNT NUMBERS THAT WERE ENTERED ON YOUR P-CARD APPLICATION WILL BE ENTERED (JP MORGAN WILL EXPORT THE INFO AND PAYMENT).

2. HARD COPY REPORT: The hard copy of the Report MUST be received in the Procurement Services office by the 10th of the month. The report should be printed, marked that receipts are uploaded on-line, cardholder signature and approval signature, and then mailed to Procurement office AS SOON AS you complete the on-line information at the end of the month.

   If the Report is not received on time, your card *may* be put on HOLD and any charges you attempt will be denied until the report is received with all requirements completed.