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:

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.

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, specify the date range 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 MUST be correct to match the JP Morgan charges for the month on
   the statement.
   (See below)

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

<table>
<thead>
<tr>
<th>Detail</th>
<th>Reviewed</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>01/08/2015</td>
<td>01/07/2015</td>
<td>PP4</td>
<td>87.97</td>
<td>4.98</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>01/08/2015</td>
<td>01/07/2015</td>
<td>PP4</td>
<td>445.19</td>
<td>25.20</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>01/12/2015</td>
<td>01/09/2015</td>
<td>PP4</td>
<td>79.63</td>
<td>3.17</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td>01/12/2015</td>
<td>01/09/2015</td>
<td>PP4</td>
<td>91.00</td>
<td>5.15</td>
<td></td>
</tr>
</tbody>
</table>

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.
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)

If you are only charging one account number – you do not have to do anything with the “Split Account” information

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.
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)
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.

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 expenses report receipts are scanned and available online.

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

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**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

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**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.
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.
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

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)

CHECKLIST FOR REPORT:

P-Card reconciliation instructions EFF 3-18.docx
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.