

Revised: 11-26-2024

DIRECTIONS FOR JP MORGAN CHASE P-CARD RECONCILIATION

P-CARD DEADLINES: 30TH of Month for On-Line detail (to the 3rd of next month) the Account number MUST be in the on-line program -with a description of charges- by the 3rd of the next month or the default account number will be used.

By the 10TH (the Deadline for sending the hard copy of the Report) TO ACCOUNTS PAYABLE, with receipts either attached) OR submitted via email to accountspayable@lafayette.edu
Failure to submit timely reconciliation reports may cause P-CARD to be suspended.

FOLLOW THE DIRECTIONS BELOW:

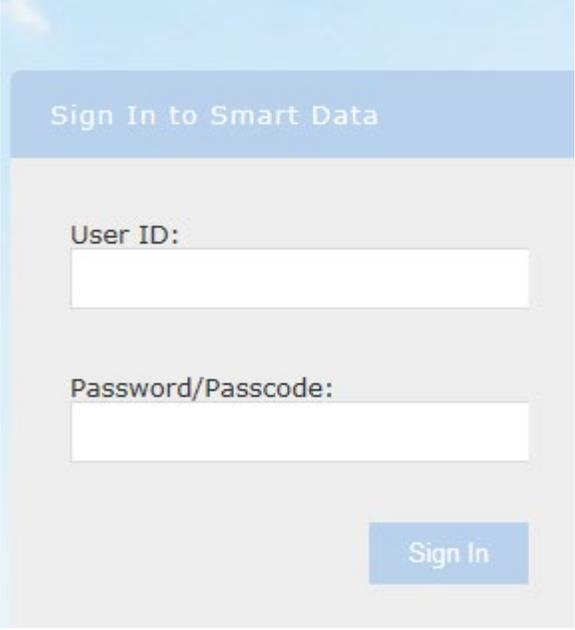
JP MORGAN CHASE – P-CARD RECONCILIATION ON-LINE PROCESS

The log-in WEB ADDRESS for JP Morgan SMARTDATA is listed below: **The website works best in Chrome, but try other browsers if you have issues signing in.**

<https://smartdata.jpmorgan.com/static/public-portal-ui/login-signin-component?cobrandHost=chase>

or type in smartdata.jpmorgan.com

Below is the sign on you will see on the Page:



Enter your user ID and Password and Using your Mouse – click on Sign-In
(if you just hit enter after putting in your password, it doesn't always work)

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

Next it will ask you a “Security” question. Please remember your answers * (Important)

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

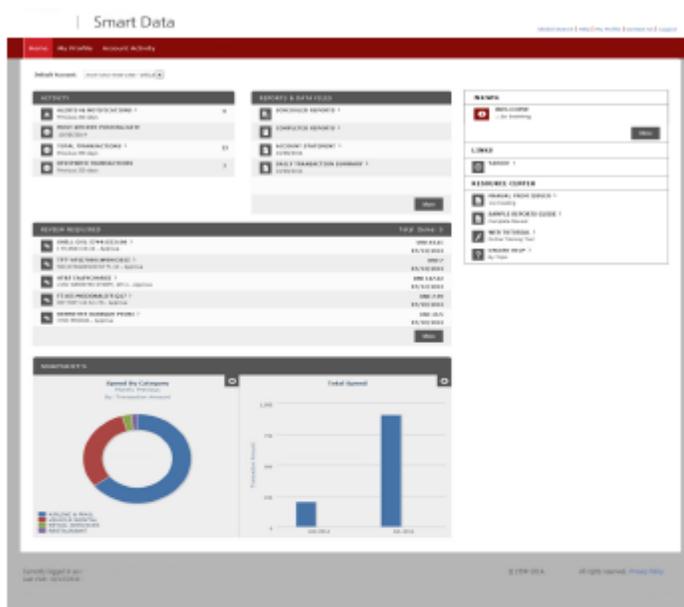
Note: Once you are logged in – if you are away for more than 15 minutes, you will be logged out.

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, **specify the date range** to search by.
27 of previous month to 26 of current month (example: for December charges – posting date would be 11-27-2022 thru 12-26-2022 (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)

SEARCH RESULTS									
Search Total: 150.10									
Page 1 of 1 Page Go									
Detail	Reviewed	Approved	Posting Date	Transaction Date*	Description	Transaction Amount	Tax Amount	Additional Information	
	<input type="checkbox"/>	<input type="checkbox"/>	11/08/2024	11/07/2024	DC OTR EZ-PAY KUBRALEE 800-766-6616, NJ -08837	1.88	0.10		
	<input type="checkbox"/>	<input type="checkbox"/>	11/08/2024	11/07/2024	DC OTR WEB TAX PAYMENT 202-727-4829, DC -20024	75.23	0.08		
	<input type="checkbox"/>	<input type="checkbox"/>	11/12/2024	11/12/2024	VZWRLSS*APOCC VISB 800-922-0204, FL -32746	72.99	0.24		



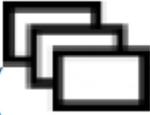
Transaction Icon (under detail) will give you more information regarding where the item was purchased.

- 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) after your entries or they may be lost when you go back to look for them.

(see sample below)

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="text"/>							*
Fund	Organization	Account	Program	Project number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
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 number**.
(see below)

the **Split** icon ().

- SAVE - Make sure you Save the detail once you enter it or it will not be there next time you go into the page.

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 Rate Alternate 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.

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

All receipts should be attached electronically online in the "Additional Information" section in the Transaction Summary page.

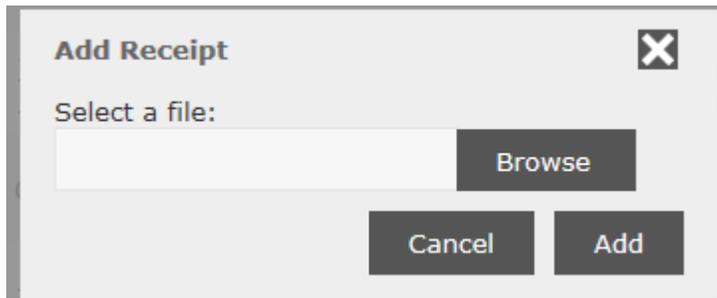
DIRECTIONS ON ATTACHING YOUR RECEIPTS TO THE ON-LINE P-CARD PROGRAM (SMARTDATA)

RECEIPTS RECEIVED FROM ON-LINE ORDERS AND/OR PAPER RECEIPTS CAN BE SCANNED AND CAN BE ATTACHED TO THE ON-LINE PROGRAM, SENDING HARD COPIES NOT NECESSARY.

NOTE the sample of a charge below:

You will see a cloud with an arrow pointing up, all the way to the right of the charge. This is where you can “ATTACH” a copy of your invoice. You will have to save your invoice to a file on your hard drive in order to find it to attach it. Once you click on the cloud icon, You will see a box that says add Receipt (see below)

Detail	Reviewed	Approved	Posting Date	Transaction Date*	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	11/08/2024	11/07/2024	DC OTR EZ-PAY KUBRAFEE 800-766-6616, NJ -08837	1.88	0.10	
	<input type="checkbox"/>	<input type="checkbox"/>	11/08/2024	11/07/2024	DC OTR WEB TAX PAYMENT 202-727-4829, DC -20024	75.23	0.08	



You will click on the “BROWSE” and find the receipt in your file, then click on the “ADD”. Once you have the invoice attached, you will see a different icon at the right of your charge. The cloud icon will change to a printer with a piece of paper coming out.

When you click on the “printer icon” you will see your receipt.

<input type="checkbox"/>	11/08/2024	11/07/2024	DC OTR EZ-PAY KUBRAFEE 800-766-6616, NJ -08837	1.88	0.10	
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Receipts are required for all charges and MUST BE uploaded online.

REPORTS: Reporting Operations

If you have access to the reporting system, there are many reporting operations available.

The following operations appear in the Reports menu:

-
- Reports
 - Dashboard
 - Run

BELOW IS THE PROCEDURE FOR RUNNING YOUR MONTHLY REPORT

Select: REPORT
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 (Here is where you would select ONCE and enter Your starting date (Always the 27th of the month) Ex. 11-27-22 and Your ending date (Always the 26th of the next month) Ex. 12-26-22

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 › 0 Previous 30 days	 SCHEDULED REPORTS ›
 MOST RECENT POSTING DATE 01/16/2015	 COMPLETED REPORTS ›
 TOTAL USERS 150 Previous 30 days	 DATA FILES ›
 TOTAL LOCKED USERS › 0 Previous 30 days	 EXPENSE REPORT › 01/19/2015
 RECENTLY ADDED ACCOUNTS › 3 Previous 30 days	 EXPENSE REPORT › 01/05/2015
 RECENTLY ADDED CARDHOLDER USERS › 2 Previous 30 days	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.

<input type="checkbox"/>	Name	File Size	Status	Completed
<input type="checkbox"/>	 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**



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 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 v vehicle door graphics	135.00 USD	135.00 USD	135.00 USD	
0	Organization: Project number:	60240	Account: Do you have a receipt:	710451 Yes
JOHN YURCONIC AGENCY E-EASTON,PA,18045 an PA plate & Registration	127.50 USD	127.50 USD	127.50 USD	
7	Organization: Project number:	72300	Account: Do you have a receipt:	710334
HOSTELLING INTERNATION-BOSTON,MA,02116 for ASB group 50% deposit	2,066.48 USD	2,066.48 USD	2,066.48 USD	
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

CHECK LIST FOR REPORT:

1. Correct Date on top of report (27 TO 26)
2. All receipts are attached in order and matching amounts on report OR make sure you mark if you have ATTACHED your receipts electronically.
3. Card Holder signed and dated
4. Approver signed and dated. (approver CANNOT be the cardholder)

NOTE: DEADLINE:

1. ON-LINE INFORMATION: ALL ACCOUNT NUMBERS AND DETAIL MUST BE COMPLETED ON-LINE BY THE THIRD OF THE NEXT MONTH - IF YOU DO NOT CHANGE ACCOUNT NUMBERS BY THE THIRD, THE DEFAULT ACCOUNT NUMBERS THAT WERE ENTERED ON YOUR P-CARD APPLICATION WILL BE APPLIED (JP MORGAN WILL EXPORT THE INFO AND PAYMENT).
2. **HARD COPY REPORT: The hard copy of the Report MUST be Received in the ACCOUNTS PAYABLE office by the 10th of next month.** The report should be printed, receipts attached or marked on-line attached, signature and approvals, then **mailed to ACCOUNTS PAYABLE** office AS SOON AS you complete the on-line information at the end of the Month. If you run report promptly after the 26th of the month and attach receipts, you should be able to get APPROVALS and submit by the 10th deadline.

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 receipts and correct dates.