

PROCEDURE TO RECONCILE PURCHASE CARD -

Go to: <https://smartdata.jpmorgan.com> and sign in.

TO RECONCILE YOUR TRANSACTIONS:

Click on "Account Activity" tab at the top
>Transaction Summary
> Reporting Cycle (ie: January Activity) Search.

Your monthly transactions should appear on the screen.

Click on the Graph icon – (Transaction). (first symbol on the left of each transaction)
Fill in the EXPENSE DESCRIPTION:

For ACCOUNTING CODES INFORMATION:

Fill in the Building/Dept using the drop down box Fill in the Description using drop down Fill in the Account Number using drop down box (See below for split transaction)

(You do not have to click Reviewed)

Click "Save" after each entry

Use > at bottom of screen to go to next transaction.

To split transaction – Click on Split Detail Type in # of "Split(s):" in box on right hand side and click on "Add"

Type in Amount for each split

Click "Save" icon

Click > (in front of each breakdown) for Accounting Detail Codes Click "Save" icon

TO PRINT YOUR REPORT:

Click on "Reports" tab at the top

> Run

> Report Name > Expense Report with Tax (v2)

> Criteria (if you have split transactions) – check box - "includes split transactions"

> Frequency> Click Reporting Cycle-(Drop down box - ie: January Activity)

> "Submit Request" at bottom of Page

When you have received an e-mail saying your report is ready: (or wait 1-2 minutes)

Click on "Home" tab at the top

Go down to " Reports & Data Files"

Click on "Expense Report W/Tax" (Todays Date)

Click "Open" on bottom of Screen and Print (Please print in Landscape)

Attach your Receipts in same order as report. Sign and give to your Supervisor for their Signature.

If you have SALES TAX on a general fund expense, charge the sales tax portion to accounting code - Administration/Accounts Receivable/11-2-121. Write on report, if you are having the company refund the money or paying for it personally.