APPROVER INSTRUCTIONS FOR PRINTING CARDHOLDER STATEMENTS

For Approvers

On the home page, make sure you have selected the right User Role. Click on Reports and Schedule Report.

SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try

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Account Activity Spe...
Alert and Exception Rep...
System (Adobe PDF)
More Detail

Account Statement (...
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System (Adobe PDF)
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Approver Summary
Program Management R...
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Expense Report with...
Expense Reports
System (Adobe PDF)

Line Item Detail
Purchasing Reports
System (Adobe PDF)
More Detail

Lodging Chain
Travel Reports
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Merchant Related Sp...
Alert and Exception Rep...
System (Adobe PDF)
More Detail

Program Summary
Program Management R...
System (Adobe PDF)
More Detail

Replacement A
Global JP Morga

Click on Expense Report with Tax (or Travel). (You may not see all of these report selections.)

SCHEDULE REPORT: ENTITY

Use the search form below to locate the entity you wish to report against. Or, select from the Quick Links provided.

Quick Links (1)

Director of Purchasing - Org Point

Org Point	Account

Account Name	purchasing		Search
Account Number		Match Entire Account Number	
Account Status	All		
	Account Closed		
	Active		
	Inactive		
	Issuer Initiated		
	Lost/Stolen		
Reports To		Account State/Province	
Account City		Account Country	

SEARCH RESULTS

Page 1 of

Name	Account Number	City, State/Province Country	Company Name Reports To
PURCHASING CARD	XX-13548934	YUMA,	AWC

Page 1 of

To see all cards reporting to the selected position, I can click on the Quick Link (or the ORG Point Tab) and I will see a list of all cards I approve. To see a single card, I can click on the Account Tab, and type in a card name to run a report for only that card. I typed Purchasing in the Account name and clicked search. The card then appears below the search tool.

Select Report	Select Entity	Select Scheme	Select Filters	Report Opti
Expense Report with Tax (v2)	PURCHASING CARD	No scheme selected	No filters applied	Customize yo

SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity PURCHASING CARD

⦿ Chart of Accounts (ACTIVE)

Location, Fund, Department Code, Object Code

○ None

Include all transactions. Accounting code fields are not available.

[Back]   [Next]   [Cancel]

Step # 3 is just a simple click of the next button. No changes are required to the fields.

Select Report	Select Entity	Select Scheme	Select Filters	Report Options
Expense Report with Tax (v2)	PURCHASING CARD	Chart of Accounts	No filters applied	Customize your report

SCHEDULE REPORT: FILTERS

Select the field, type, and value Click the Add button to add the filter.

Field [   ] ⌄ Type [------------] ⌄

[Add]

☐	Field	Type	Value
	To add a filter, enter the filter criteria above and click the Add button.		

[Delete]

[Back]   [Next]   [Cancel]

The same goes for Step # 4. Just click the next button.

SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

Date Type	Posting Date
Report Format	Adobe PDF
Number Format	XX,XXX.XX
Date Format	MM/DD/YYYY
Additional Options	☑ Include Splits
Account Type	Include Both Account and Non-Card Acc
Description	Purchasing Card - Sept. 2016 Statement
Notify Me At	PEGGY.HAYES@AZWESTERN.EDU

Enter up to five e-mail addresses separated by commas

Back   Next   Save   Cancel

Here is where you will select the box for Include Splits (if you have any). You will also name your report by typing the description in the provided field. This will help you find the right report on your Home Page after it prints. Then click Next. **Do NOT click on Save**. Doing this will bypass the step where you select the appropriate P-Card Cycle. The report dates will randomly default, and the printed information will be all wrong for the cycle you are working on. You MUST click Next here.

Select Report	Select Entity	Select Scheme	Select Filters	Repor
Expense Report with Tax (v2)	PURCHASING CARD	Chart of Accounts	No filters applied	Custom

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

○ Run Once

From Date 08/14/2016   To Date 09/12/2016   Schedule Offset 0 (in days)

○ Daily

Start Date 09/13/2016   Days to Run 1   Schedule Offset 0 (in days)

○ Weekly

From Day Sunday   Weeks to Run 1

To Day Sunday   Schedule Offset 0 (in days)

○ Monthly

From Day 1   Months to Run 1

To Day End of Month   Schedule Offset 0 (in days)

● Reporting Cycle

Date Type: Posting Date

Reporting Cycle September 2016 (08/11/2016 - 09/12/

Number of Cycles to Run 1   Schedule Offset 0 (in days)

Back   Save   Cancel

This is your final step. Click on the bubble next to Reporting Cycle. Now use the drop down arrow to show the P-Card Cycles. Select the cycle you need to print the appropriate report. Now you can click on the Save button.

PROGRESS - STEP 1

Select Report
No report selected

🕐 SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Group By None ▼   Show All ▼

📄 **Account Activity Spe...** Alert and Exception Rep... System (Adobe PDF) More Detail	📄 **Account Statement (...** Financial and Spending... System (Adobe PDF) More Detail	📄 **Account Statement R...** Financial and Spending... System (Adobe PDF) More Detail	📄 **Account Status** Program Management R... System (Adobe PDF) More Detail	📄 **Accounting Code Detail** Accounting and Reconcil... System (Adobe PDF) More Detail
📄 **Accounting Codes An...** Accounting and Reconcil... System (Adobe PDF) More Detail	📄 **Accounting Software...** Accounting and Reconcil... System (Quicken/ Micro... More Detail	📄 **Airline City Pair Deta...** Travel Reports System (Adobe PDF) More Detail	📄 **Airline Summary** Travel Reports System (Adobe PDF) More Detail	📄 **Approver Summary** Program Management R... System (Adobe PDF) More Detail
📄 **Approver Summary E...** Expense Reports System (Adobe PDF) More Detail	📄 **Audit Report** Audit Reports System (Microsoft Excel) More Detail	📄 **Audit Report Version 2** Audit Reports System (Microsoft Excel) More Detail	📄 **Authorization Declin...** Financial and Spending... System (Adobe PDF)	📄 **Cardholder Self-Regi...** Account Activity System (Adobe PDF)
📄 **Cash Transaction Det...** Travel Reports System (Adobe PDF) More Detail	📄 **Central Travel Soluti...** Travel Reports System (Adobe PDF) More Detail	📄 **Central Travel Soluti...** Travel Reports System (Adobe PDF) More Detail	📄 **Daily Transaction Su...** Transaction Reports System (Adobe PDF) More Detail	📄 **Delinquency Report (...** Program Management R... System (Adobe PDF) More Detail
📄 **Detail Spend Analysi...** Financial and Spending... System (Adobe PDF) More Detail	📄 **Dormant Cardholder...** Program Management R... System (Adobe PDF) More Detail	📄 **Early Warning Report** Program Management R... System (Adobe PDF) More Detail	📄 **Expense Report** Travel Reports System (Adobe PDF) More Detail	📄 **Expense Report with...** Expense Reports System (Adobe PDF)
📄 **Line Item Detail** Purchasing Reports System (Adobe PDF) More Detail	📄 **Lodging Chain and S...** Travel Reports System (Adobe PDF) More Detail	📄 **Merchant Detail** Merchant and Supplier... System (Adobe PDF) More Detail	📄 **Merchant Related Sp...** Alert and Exception Rep... System (Adobe PDF) More Detail	📄 **Program Summary** Program Management R... System (Adobe PDF) More Detail
📄 **Replacement Accoun...** Global JP Morgan (Micro...	📄 **Spend Analysis by M...** Merchant and Supplier... System (Adobe PDF) More Detail	📄 **Spend Analysis by M...** Merchant and Supplier... System (Adobe PDF) More Detail	📄 **Spend Analysis by Tr...** Financial and Spending... System (Adobe PDF) More Detail	📄 **Supplier Transaction...** Merchant and Supplier... System (Adobe PDF) More Detail
📄 **User Failed Login Re...** Financial and Spending...				

The system will return you to the Schedule Report page. If you have more cardholder statements to print, repeat the above steps for each statement. After you have run all the reports you need, return to the Home Page to view the reports.

Home	Financial	Account Manager	Reports	Accounts	User

User Role: Level Manager - 20 - Director of Purchasing ▼

ACTIVITY

⚠	**ALERTS & NOTIFICATIONS ›** Previous 30 days	0
ℹ	**MOST RECENT POSTING DATE** 09/12/2016	
ℹ	**TOTAL USERS** Previous 30 days	2
ℹ	**TOTAL LOCKED USERS ›** Previous 30 days	0
ℹ	**RECENTLY ADDED ACCOUNTS ›** Previous 30 days	0
ℹ	**RECENTLY ADDED CARDHOLDER USERS ›** Previous 30 days	0

REPORTS & DATA FILES

📄 **SCHEDULED REPORTS ›**

📄 **COMPLETED REPORTS ›**

📄 **DATA FILES ›**

📄 **EXPENSE REPORT WITH TAX (V2) ›** Purchasing Card - Sept. 2016 Statement - 09/13/2016

📄 **EXPENSE REPORT WITH TAX (V2) ›** Purchasing Card Final Expense Report - Aug. 2016 - 08/24/2016

More

REVIEW REQUIRED   Total Items: 33

Once your reports have been generated, they will appear here. You may have to refresh your screen if you have printed multiple reports. To view all reports, click on More.

Report Summary
Failed Reports 0
Scheduled Reports 0

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 downloa

	Name	File Si
☐	Expense Report with Tax (v2) Purchasing Card - Sept. 2016 Statement	44.4 K
☐	Expense Report with Tax (v2) Purchasing Card Final Expense Report - Aug. 2016	67.6 K
☐	Expense Report with Tax (v2) Copier Lease Card - Final Expense Report - Aug. 2016	81.5 K

To view a report, click on the name.

Report Summary
Failed Reports 0
Scheduled Reports 0

REPORT REQUESTS: COMPLETED REPORTS

Name	Expense Report with Tax (v2)
Completed	09/13/2016 15:16:26 PNT
Scheduled	09/13/2016 15:14:54 PNT
File Size	44.4 KB
Status	Complete
Description	Purchasing Card - Sept. 2016 Statement
Created By	System

Download   Delete

Click on Download to view the report.

Do you want to open or save **Expense_Report_with_Tax_v2.pdf** (44.3 KB) from **smartdata.jpmorgan.com**?   Open   Save ▼   Cancel   x
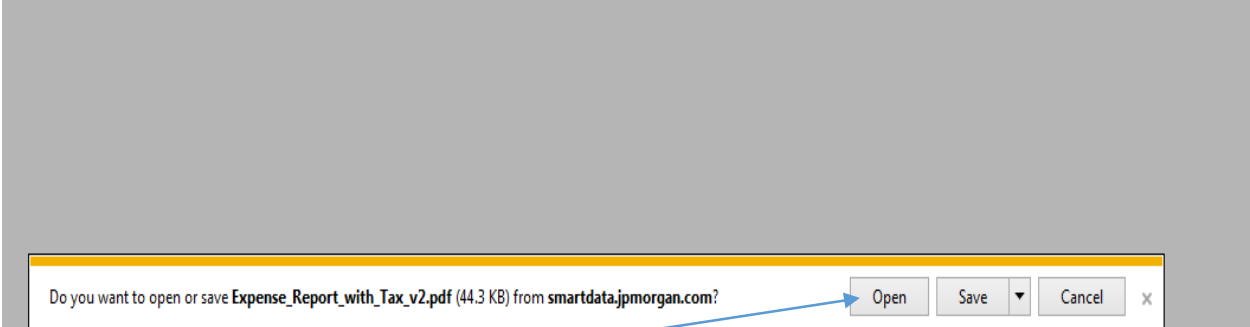
When the banner pops up, click on Open. Once you have the report open, you can print and/or save it.

This expense report has been completed by: _____ _____ _____
                                          Signed   Print Name   Date

This expense report has been verified and approved by: _____ _____ _____
                                          Authorised   Print Name   Date

The last page of the report will have signature lines. Approvers need to sign on the Authorized line and include it with the cardholder signed statement and receipts being turned in.