Instructions for allocating PROCUREMENT CARD CHARGES

1. Log onto the JPMorgan Chase website.  https://smartdata.jpmorgan.com

2. You are now on the JPMorgan Chase home page. Your name and information will appear on the right of the screen.

3. Click on ‘Account Activity’ in the blue tab on top of page.

4. Click the ‘Transaction Summary’ option.

5. On the left you will see the box ‘Search Criteria’. Click the radio button next to ‘Reporting Cycle’. Click the down arrow to the right of the words ‘Reporting Cycle’ and select the appropriate month and year.

6. Click ‘Search’ at the bottom of page.

7. After clicking ‘Search’ you will be able to view your transactions by scrolling down (if necessary). Each transaction will have its own line.

8. Under the column ‘Detail’ there are 3 icons

   [Transaction] [Split Transaction] [Accounting Detail]

9. Click on the ‘Accounting Detail’ icon ( ➤ ) that is located third from the left of the line.

10. Enter a brief description of the purchase in the ‘Expense Description’ field.

11. In the box marked ‘ACCOUNTING CODES INFORMATION’ enter the following information:
   a) Banner ‘Index_1’
   b) Banner ‘Account’ from the approved list
   c) If you don’t have an ‘Activity’ code, do not enter anything
   d) Check box to indicate ‘Receipts Available’ to acknowledge having receipts
   e) Check box marked ‘Cardholder Review’ to acknowledge that you reviewed the transaction.

12. Click ‘Save’ bottom at top or bottom of page.
13. You have now successfully allocated your first transaction.
14. If you have more than one transaction repeat steps 9 to 12 to allocate the next transaction.
15. Print your ‘Expense Report’
16. Log off web site.

Revised March 2015