

Instructions for printing the Monthly EXPENSE REPORT

Scheduling an Expense Report

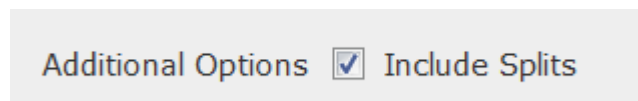
Scheduling or generating a report involves selecting the required report and scheduling it.

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

Procedure

1. Select **Account Activity> Schedule Report**. The **Schedule Report: Choose Report** screen displays.
2. Select the **Expense Report**
3. The **Schedule Report: Cost Allocation Scheme** screen displays.
4. By default **Univ of the Virgin Islands** is set. **DO NOT CHANGE IT**. Click **Next**
5. The **Schedule Report: Filter** screen appears.
6. **Do not choose any filters**. Click **Next**.
7. The **Schedule Report: Options** screen appears. The default **options** will provide the necessary information.

If you have **'Split Transactions'** when allocating your charges, you must check this box.



Insure that your email address is correct. Click **Next**

8. The **Schedule Report: Frequency** screen appears. This screen allows you to run a report by **reporting cycle (April 2014 for example)**. Click **Save**.

Results

9. You will receive an email indicating the report is finished and posted to the home page. Check your **Inbox-Completed Reports** section of the home page.
10. Download and print the report.