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