JP Morgan reconciliation and documentation 2022
Agenda

1. Refresher of the JP Morgan Form google Drive Folder
2. Notes about CURRENT reports
3. Creating JPM Documentation sheets
4. Organization of documentation
5. Submitting documentation to JPMorgan@Whitman.edu via SignRequest

• Q & A / General discussion
These instructions are in the shared Google Drive called JP Morgan Admins
*be sure to use it and NOT this page for the most current updates

- Click on the "JP Morgan" drop-down menu (top middle).
- Choose 1. Import CSV, then wait for script to finish.
- Choose 2. Create Individual Sheets, then wait for script to finish. This creates tabs across the bottom of the spreadsheet.
- Choose 3. Export Sheets to Files, then wait for script to finish. This step takes a bit longer, and names each tab at the bottom. When finished, you will see the individual JP Morgan forms created in your Google Drive/JMorgan forms folder.

11. Print Individual Sheets for each of your Cardholders (to PDF or printer if you are doing hard signatures).

12. Combine JP Morgan Documentation Form, statement, and receipts in order listed on JP Morgan form, into one pdf document and name using the following naming system (i.e. Susan Brown 9.202020 JP Morgan).

13. Obtain email approvals/signatures/resignatures and forward completed documentation via email to JPMorgan@whitman.edu.

If you want to save the completed documents you must save them as a pdf to your computer/drive/other google drive. DO NOT SAVE in the JP Morgan Forms folder that Rich has placed in your drive!
Important reminder about running a CURRENT REPORT:
DO NOT open in Google sheets, do not change the format, follow all instructions on previous slide.

Before you report a problem, double check you have followed ALL instructions.
The TME section is required by our auditors, they specifically look at this information and that it has the proper authorization.

After the individual sheets have been populated and exported to files you can summarize the TME information and personal charges. Budget officer must sign if TME or over $5,000.
Why do I need to fill out TME section?

1. Required by auditors
2. So you don’t have to fill out a TME for EACH trip
Organization of packet

1. Documentation sheet
2. Statement
3. Receipts in order of the documentation sheet not the statement
Receipts

Itemized Receipts

• Needed for every charge and must match the statement amount. Cardholders can email a photo or scan (scannable is a free app that creates pdfs) to admin. Paper receipts are not required.

• If a purchase has a tip added, make sure the receipt shows the total with the tip.
Missing Receipts

• Cardholder should contact the company and try to acquire a duplicate receipt.

• JP Morgan Missing Receipt Form (located on the Google Drive) must be filled out if you do not have the receipt. Include in packet where the receipt would be. It needs to be signed by the cardholder and then signed by Kirsten Kitamura in the Business Office.
Receipts

Personal charges

- Indicate personal or non-allowed charges on the upper left side of the JPMorgan template (google sheet)
- Cardholder must reimburse the college BEFORE statement is submitted
- Receipt from Student Accounts office should go directly behind the statement
  - Receipt and charge should both go to the default GL
  - Indicate in description “personal charge, reimbursed by cardholder”
Submitting Packet

Save packet as one pdf

- FirstnameLastnamedatedate: SaraFrey8.20JPMC

Create SignRequest

Larger statements may require you to reduce file size in adobe pdf.
SignRequest (you will need to have an account to create a SignRequest)

- SignRequest allows you to select who will sign, the order they sign and who will receive a completed copy.

- Signatures Needed:
  - Card holder (first)
  - Supervisor (second)
  - Department Head (third)
  - Budget Officer (as needed) if:
    - single charge over $5,000
    - ANY travel, meals entertainment charges
  - Business Office (as needed) missing receipt form

- Send as: “will receive a copy” to JPMORGAN@WHITMAN.EDU.
Time Frames & Specifics

• All information for Smart Data (descr, gl acct, use tax info) must be input by the 5th of the month following the statement date.

• All JPMC document packets must be submitted via SignRequest (with all signatures) no later than the 10th of the month following the statement date.

• Personal use of credit cards is prohibited.
Contact: JPMORGAN@WHITMAN.EDU

- new cards
- suspending/closing an account
- limit changes (must copy executive assistant for your cabinet officer)
- default GL account
- charge disputes
- add new GL accounts in Smart Data
- review of use tax information
- Smartdata reporting issues
- Signrequest
- submission of final packets
Questions, Concerns, Discussion

How can we make this process easier for you?

What are some of your pain points?

How can we help train your cardholders?