WHITMAN COLLEGE

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

How to merge Mastercard transactions into Google Sheet version of JPMC Documentation Form

1. Any time after the 20th of the month - go into Smart Data
   - hover over the Reports tab and select Run
   - #1. Reporting Entity: This should default to all cards you manage or you can select by account group
   - #2. Report Name: click on My Exports and then click on CURRENT, or simply type in "CURRENT".
   - #3. Criteria: Leave all settings as it (default is to posting date)
   - #4. Frequency: select Reporting Cycle and select the statement date (SEPT 2020)
     TIP: Reporting Cycle won't run report until the statement cycle ends. If you run a report prior to 21st of month select Once and enter the dates.
   - #5. Delivery Options: Submit request - a notification email will be sent to you and the report will appear in the REPORTS } Dashboard

2. Once the report has completed, download and open the file. Save this as an Excel document. Review entries for accuracy, and make any corrections and updates in SmartData, then run another report.

3. In this Excel file, format the cells in column I & column J to a "number w/ 2 decimals", and save.

4. Don't use hard returns or tabs when entering information in the description of charges in SmartData. If you do hard returns, then you must correct with these steps:
   Select column K
   - Press Ctrl+H to open the Find & Replace dialog box.
   - In the Find What field enter Ctrl+J. It will look empty, but you will see a tiny dot.
   - Leave the "replace with" box empty
   - Click "Replace All"

5. Save this file again with the changes.
   - Now SAVE AS, but this time save it in CSV(MS-DOS) format:
   - **File Name**: CURRENT
   - **Save as Type**: CSV(MS-DOS)

6. In your Google/MyDrive, in the JP Morgan Form folder, open the JP Morgan Template. *(Do NOT change the name of this Google Sheet. If you must, then contact Rich Hinz to edit script.)*

7. Click on the Template tab at the bottom of the Google Sheet. Update the "Statement Date" field for the current month. Every July be sure to update "Fiscal Year" in the header, top right of form. To do this, click on Print and choose Headers & Footers then Sheet Name, and click on Edit Custom Fields.

8. Clear last month's JPMC form merge by clicking on the "JP Morgan" drop-down menu (top middle):
   - **WARNING!** Only do this when you are completely done with the previous month's data
   - Choose **5. Delete Individual Sheets**, then *wait for script to finish.*
   - Choose **6. Delete Individual Files**, then *wait for script to finish.*
   - Choose **7. Delete CSV File.**

9. Go back into to the google drive JP Morgan Folder.
   - In the Google Drive, upload your CURRENT.csv file to the JP Morgan folder by clicking on "NEW" (top left corner). In drop-down menu choose "File upload".

10. From the JP Morgan Folder } Open the JP Morgan template again

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 JPMC forms created in your Google/MyDrive/JPMorgan form folder.

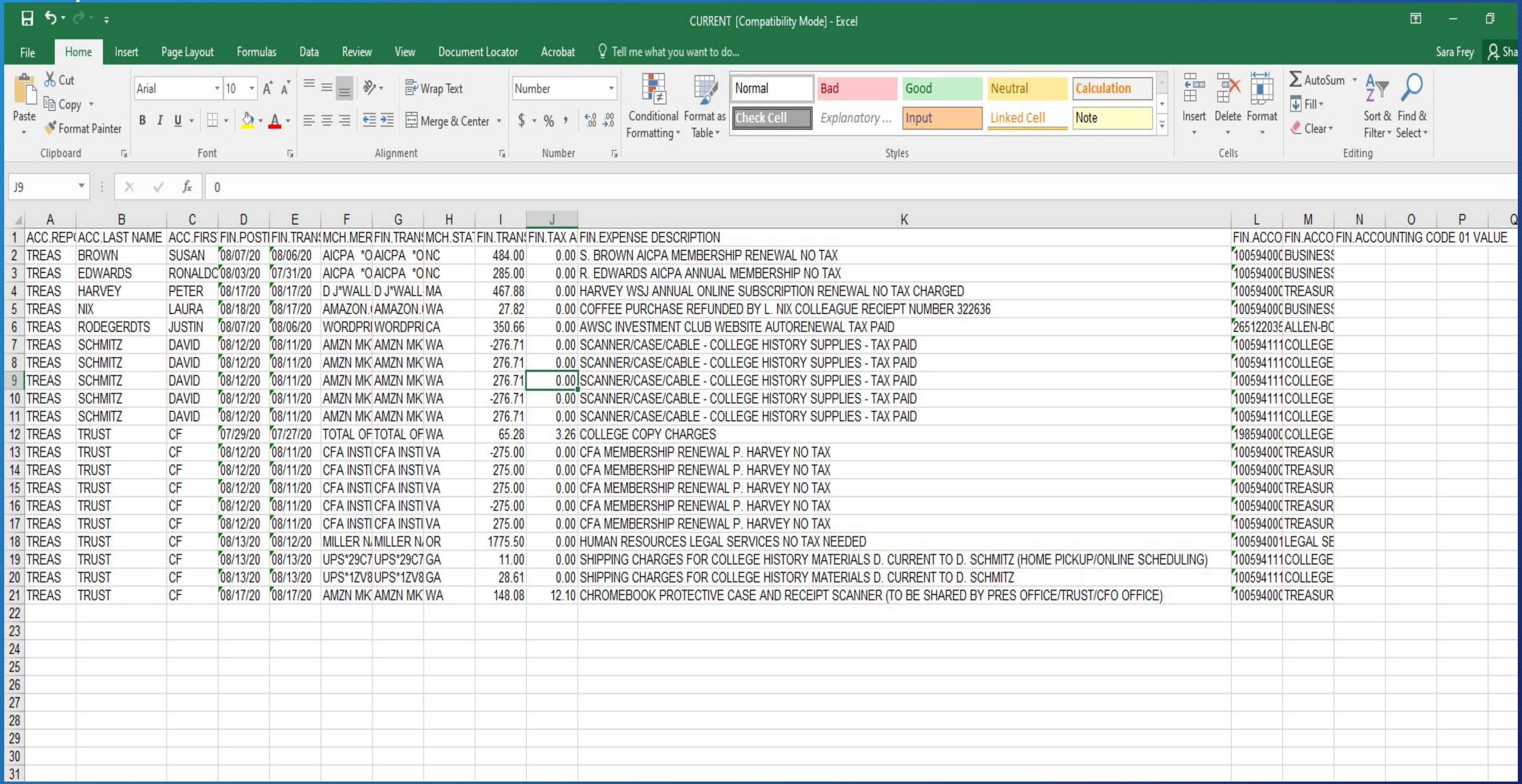
11. Print Individual Sheets for each of your Cardholders (to PDF or printer if you are doing hard signatures).

12. Combine JPMC Documentation Form, statement, and receipts in order listed on JPMC form, into one pdf document and name using the following naming system (i.e. Susan Brown 8.2020 JPMC).

13. Obtain email approvals/signatures/esignatures and forward completed documentation via e-mail 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!**

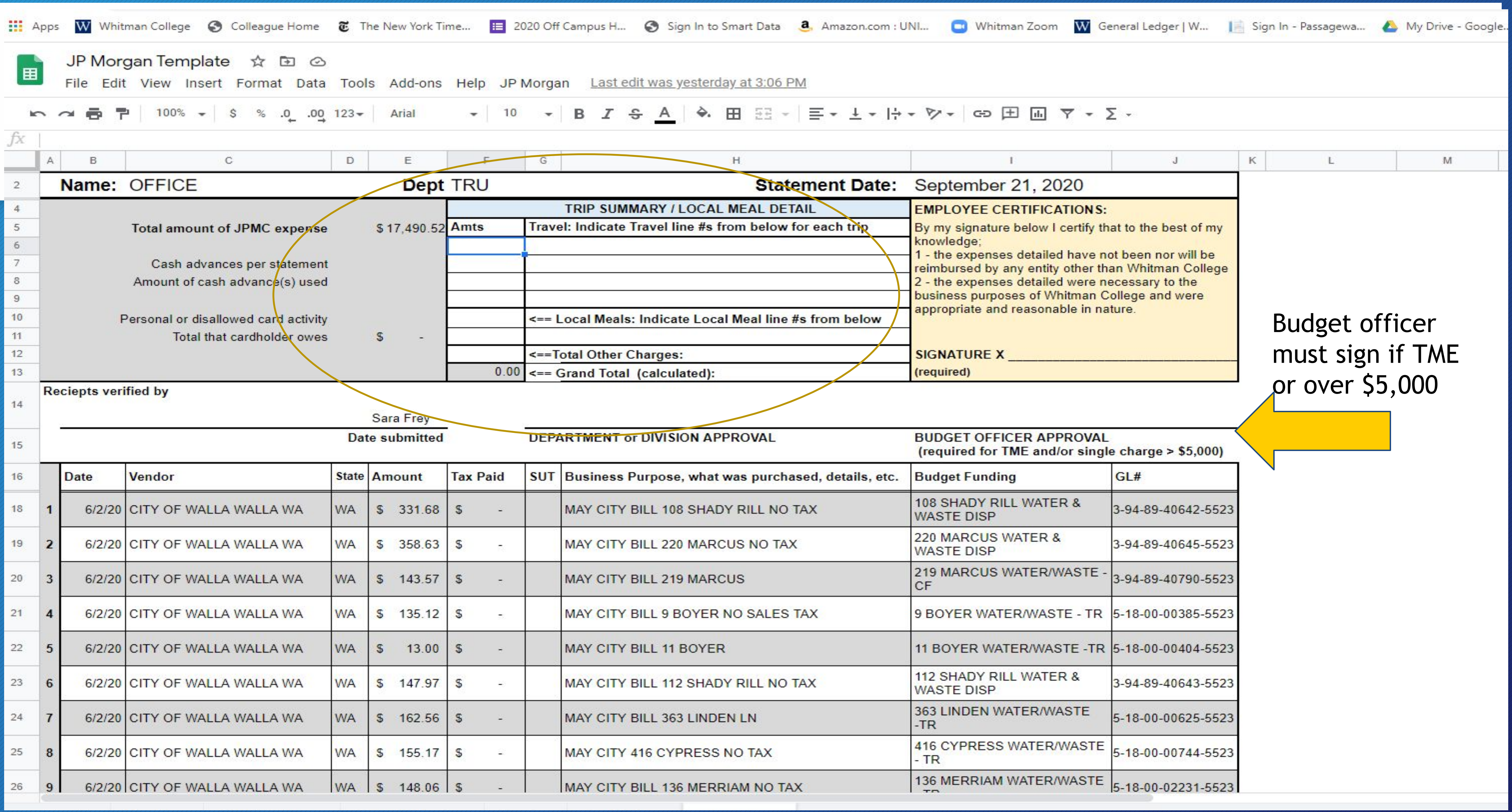
Important reminder about running a CURRENT REPORT:
DO NOT open in Google sheets, do not change the format, follow all instructions on previous slide



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ACC.REP(	ACC.LAST NAME	ACC.FIRS	FIN.POSTI	FIN.TRANS	MCH.MER	FIN.TRANS	MCH.STAT	FIN.TRANS	FIN.TAX A	FIN.EXPENSE DESCRIPTION	FIN.ACCO	FIN.ACCO	FIN.ACCOUNTING CODE 01 VALUE
2	TREAS	BROWN	SUSAN	08/07/20	08/06/20	AICPA *O	AICPA *O	NC	484.00	0.00	S. BROWN AICPA MEMBERSHIP RENEWAL NO TAX	100594000	BUSINESS	
3	TREAS	EDWARDS	RONALDC	08/03/20	07/31/20	AICPA *O	AICPA *O	NC	285.00	0.00	R. EDWARDS AICPA ANNUAL MEMBERSHIP NO TAX	100594000	BUSINESS	
4	TREAS	HARVEY	PETER	08/17/20	08/17/20	D J*WALL	D J*WALL	MA	467.88	0.00	HARVEY WSJ ANNUAL ONLINE SUBSCRIPTION RENEWAL NO TAX CHARGED	100594000	TREASUR	
5	TREAS	NIX	LAURA	08/18/20	08/17/20	AMAZON.(	AMAZON.(	WA	27.82	0.00	COFFEE PURCHASE REFUNDED BY L. NIX COLLEAGUE RECIEPT NUMBER 322636	100594000	BUSINESS	
6	TREAS	RODEGERDTS	JUSTIN	08/07/20	08/06/20	WORDPRI	WORDPRI	CA	350.66	0.00	AWSC INVESTMENT CLUB WEBSITE AUTORENEWAL TAX PAID	265122035	ALLEN-BC	
7	TREAS	SCHMITZ	DAVID	08/12/20	08/11/20	AMZN MK	AMZN MK	WA	-276.71	0.00	SCANNER/CASE/CABLE - COLLEGE HISTORY SUPPLIES - TAX PAID	100594111	COLLEGE	
8	TREAS	SCHMITZ	DAVID	08/12/20	08/11/20	AMZN MK	AMZN MK	WA	276.71	0.00	SCANNER/CASE/CABLE - COLLEGE HISTORY SUPPLIES - TAX PAID	100594111	COLLEGE	
9	TREAS	SCHMITZ	DAVID	08/12/20	08/11/20	AMZN MK	AMZN MK	WA	276.71	0.00	SCANNER/CASE/CABLE - COLLEGE HISTORY SUPPLIES - TAX PAID	100594111	COLLEGE	
10	TREAS	SCHMITZ	DAVID	08/12/20	08/11/20	AMZN MK	AMZN MK	WA	-276.71	0.00	SCANNER/CASE/CABLE - COLLEGE HISTORY SUPPLIES - TAX PAID	100594111	COLLEGE	
11	TREAS	SCHMITZ	DAVID	08/12/20	08/11/20	AMZN MK	AMZN MK	WA	276.71	0.00	SCANNER/CASE/CABLE - COLLEGE HISTORY SUPPLIES - TAX PAID	100594111	COLLEGE	
12	TREAS	TRUST	CF	07/29/20	07/27/20	TOTAL OF	TOTAL OF	WA	65.28	3.26	COLLEGE COPY CHARGES	198594000	COLLEGE	
13	TREAS	TRUST	CF	08/12/20	08/11/20	CFA INSTI	CFA INSTI	VA	-275.00	0.00	CFA MEMBERSHIP RENEWAL P. HARVEY NO TAX	100594000	TREASUR	
14	TREAS	TRUST	CF	08/12/20	08/11/20	CFA INSTI	CFA INSTI	VA	275.00	0.00	CFA MEMBERSHIP RENEWAL P. HARVEY NO TAX	100594000	TREASUR	
15	TREAS	TRUST	CF	08/12/20	08/11/20	CFA INSTI	CFA INSTI	VA	275.00	0.00	CFA MEMBERSHIP RENEWAL P. HARVEY NO TAX	100594000	TREASUR	
16	TREAS	TRUST	CF	08/12/20	08/11/20	CFA INSTI	CFA INSTI	VA	-275.00	0.00	CFA MEMBERSHIP RENEWAL P. HARVEY NO TAX	100594000	TREASUR	
17	TREAS	TRUST	CF	08/12/20	08/11/20	CFA INSTI	CFA INSTI	VA	275.00	0.00	CFA MEMBERSHIP RENEWAL P. HARVEY NO TAX	100594000	TREASUR	
18	TREAS	TRUST	CF	08/13/20	08/12/20	MILLER N.	MILLER N.	OR	1775.50	0.00	HUMAN RESOURCES LEGAL SERVICES NO TAX NEEDED	100594001	LEGAL SE	
19	TREAS	TRUST	CF	08/13/20	08/13/20	UPS*29C7	UPS*29C7	GA	11.00	0.00	SHIPPING CHARGES FOR COLLEGE HISTORY MATERIALS D. CURRENT TO D. SCHMITZ (HOME PICKUP/ONLINE SCHEDULING)	100594111	COLLEGE	
20	TREAS	TRUST	CF	08/13/20	08/13/20	UPS*1ZV8	UPS*1ZV8	GA	28.61	0.00	SHIPPING CHARGES FOR COLLEGE HISTORY MATERIALS D. CURRENT TO D. SCHMITZ	100594111	COLLEGE	
21	TREAS	TRUST	CF	08/17/20	08/17/20	AMZN MK	AMZN MK	WA	148.08	12.10	CHROMEBOOK PROTECTIVE CASE AND RECEIPT SCANNER (TO BE SHARED BY PRES OFFICE/TRUST/CFO OFFICE)	100594000	TREASUR	

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



Name: OFFICE **Dept** TRU **Statement Date:** September 21, 2020

Total amount of JPMC expense	$ 17,490.52	**TRIP SUMMARY / LOCAL MEAL DETAIL**	
		Amts	Travel: Indicate Travel line #s from below for each trip
Cash advances per statement			
Amount of cash advance(s) used			
Personal or disallowed card activity			<== Local Meals: Indicate Local Meal line #s from below
Total that cardholder owes	$ -		
			<==Total Other Charges:
		0.00	<== Grand Total (calculated):

EMPLOYEE CERTIFICATIONS:
By my signature below I certify that to the best of my knowledge;
1 - the expenses detailed have not been nor will be reimbursed by any entity other than Whitman College
2 - the expenses detailed were necessary to the business purposes of Whitman College and were appropriate and reasonable in nature.

SIGNATURE X ____________________
(required)

Reciepts verified by

Sara Frey
Date submitted

DEPARTMENT or DIVISION APPROVAL

BUDGET OFFICER APPROVAL
(required for TME and/or single charge > $5,000)

	Date	Vendor	State	Amount	Tax Paid	SUT	Business Purpose, what was purchased, details, etc.	Budget Funding	GL#
1	6/2/20	CITY OF WALLA WALLA WA	WA	$ 331.68	$ -		MAY CITY BILL 108 SHADY RILL NO TAX	108 SHADY RILL WATER & WASTE DISP	3-94-89-40642-5523
2	6/2/20	CITY OF WALLA WALLA WA	WA	$ 358.63	$ -		MAY CITY BILL 220 MARCUS NO TAX	220 MARCUS WATER & WASTE DISP	3-94-89-40645-5523
3	6/2/20	CITY OF WALLA WALLA WA	WA	$ 143.57	$ -		MAY CITY BILL 219 MARCUS	219 MARCUS WATER/WASTE - CF	3-94-89-40790-5523
4	6/2/20	CITY OF WALLA WALLA WA	WA	$ 135.12	$ -		MAY CITY BILL 9 BOYER NO SALES TAX	9 BOYER WATER/WASTE - TR	5-18-00-00385-5523
5	6/2/20	CITY OF WALLA WALLA WA	WA	$ 13.00	$ -		MAY CITY BILL 11 BOYER	11 BOYER WATER/WASTE -TR	5-18-00-00404-5523
6	6/2/20	CITY OF WALLA WALLA WA	WA	$ 147.97	$ -		MAY CITY BILL 112 SHADY RILL NO TAX	112 SHADY RILL WATER & WASTE DISP	3-94-89-40643-5523
7	6/2/20	CITY OF WALLA WALLA WA	WA	$ 162.56	$ -		MAY CITY BILL 363 LINDEN LN	363 LINDEN WATER/WASTE -TR	5-18-00-00625-5523
8	6/2/20	CITY OF WALLA WALLA WA	WA	$ 155.17	$ -		MAY CITY 416 CYPRESS NO TAX	416 CYPRESS WATER/WASTE - TR	5-18-00-00744-5523
9	6/2/20	CITY OF WALLA WALLA WA	WA	$ 148.06	$ -		MAY CITY BILL 136 MERRIAM NO TAX	136 MERRIAM WATER/WASTE	5-18-00-02231-5523

Budget officer must sign if TME or over $5,000

After the individual sheets have been populated and exported to files you can summarize the TME information and personal charges

Why do I need to fill out TME section?

Travel, Meals and Entertainment Expense | Whitman College Business Office

Blue lines run underneath entry fields
Move from field to field using the "Tab" key

V#
Voucher Number

Special handling needed by

TME

Receipts verified by | BUDGET YEAR | Payment Type | DATE SUBMITTED

paper electron | August 24, 2018

PAYEE INFORMATION

urchasing employee

Payee Name

Payee ID number

Payment delivery instructions

Payee address

GENERAL LEDGER DESIGNATION

General ledger code	Amount
General ledger code	Amount
General ledger code	Amount
General ledger code	Amount
General ledger code	Amount
Total to pay/reimburse payee	0.00

Place or destination

Business Purpose

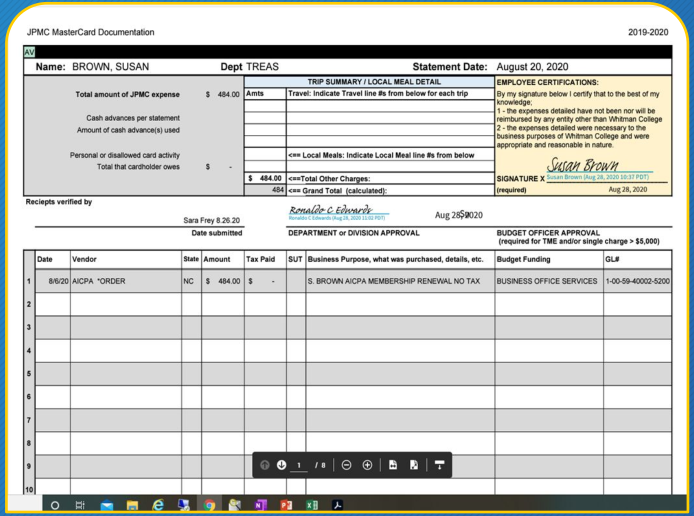
EXPENSE DETAIL

Dates	See attached		
Lodging		0.00	0.00
Breakfast		0.00	0.00
Lunch		0.00	0.00
Dinner		0.00	0.00

1. Required by auditors

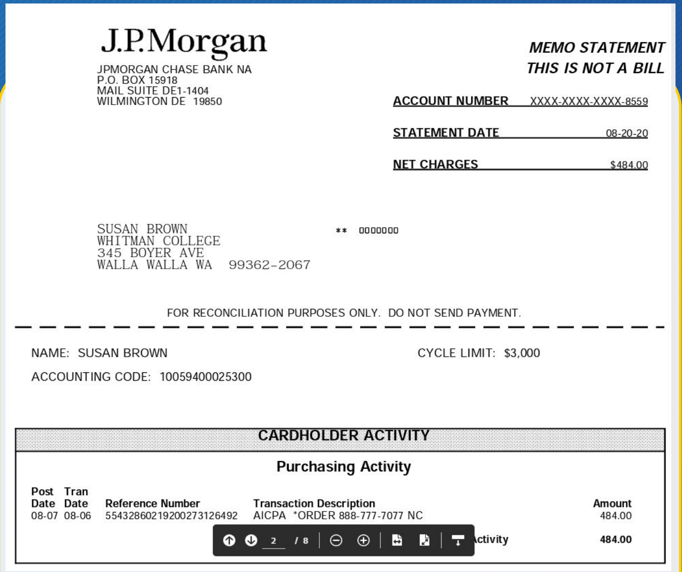
2. So you don't have to fill out a TME for EACH trip

Organization of packet



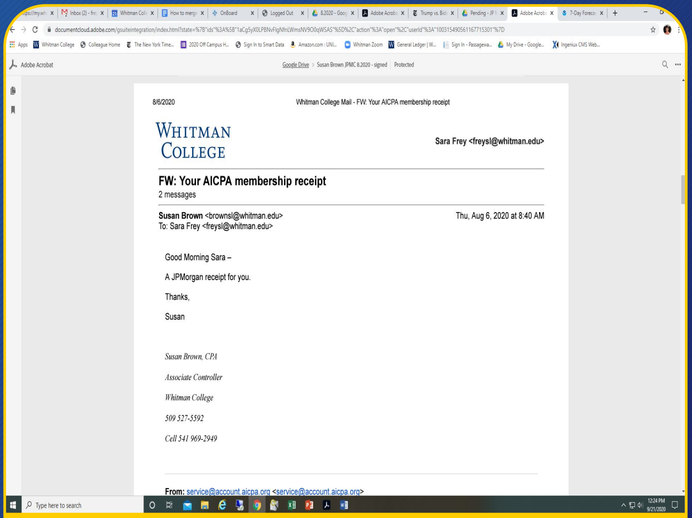
Documentation sheet

1



Statement

2



Receipts in order of the <u>documentation sheet not the statement</u>

3

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.

Receipts

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

- FirstnameLastnamedate: 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.

WHITMAN COLLEGE

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?