

## Chase Bank Master Card Coding Instructions

<https://smartdata.jpmorgan.com/sdportal/home.view>

- Sign In with your User ID and Password.
- Answer the security question.
- Click on Account Activity located in the top blue bar to get a drop down of choices.
- Click on Transaction Summary.



- Choose Reporting Cycle.
- Click on the down arrow to the right of Reporting Cycle.
- Select the appropriate timeframe from the dropdown list.

**SEARCH CRITERIA** [Advanced Search](#)

Reporting Cycle: **AUG 8-7 THRU 9-4** (08/07/2018 to 09/04/2018)

Date Type: Posting Date


- Click Search.
- If you have any activity for that timeframe it will be displayed.

**Split Transaction = using more than one account or ASN # per description or purchase**

**Complete split transactions separately from transactions posting to one account. Follow steps 1 through 10 below for all split transactions.**

1. Under the Search Results "Detail" column select the Split Transaction icon.

### SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount
	<input type="checkbox"/>	<input type="checkbox"/>	12/05/2014	12/03/2014	GLAZIER CLINICS 719-5360069, CO -80920	397.00

2. Key in the number of splits (# of accounts you are applying this purchase to) and click Add.

	Transaction Amount	Net Transaction Amount	Additional Information
AIRGASS NORTH 05178944101, OH -44131	216.70	216.70	
Split(s):		2	<b>Add</b>

- Complete the Description and Amount field for all splits. This description will appear later in the accounting reports.
- The total of all splits and the Transaction Amount total should match when you're done.
- Click the Save icon at the top or bottom of the screen to save your work.

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	12/24/2014	12/23/2014	AIRGASS NORTH 05178944101, OH -44131	216.70	216.70	

Remove		Expand All	Collapse All	Split By:	Split and Balance To:
<input type="checkbox"/>	Description		Percent	Amount	
<input type="checkbox"/>	CYLINDER RENTAL		70.42	152.60	
<input type="checkbox"/>	CYLINDER RENTAL		29.58	64.10	
<b>Totals:</b>			100.00	216.70	

- For each line of the split transaction click on ">" Accounting Detail to complete the Department and ASN# Description fields.

Description	Percent	Amount
<input type="checkbox"/> > CYLINDER RENTAL	70.42	152.60
<input type="checkbox"/> > CYLINDER RENTAL	29.58	64.10
<b>Totals:</b>	100.00	216.70

- Click the Save icon at the top or bottom of the Split Detail screen to save your work.

Description	Percent	Amount
<input checked="" type="checkbox"/> > CYLINDER RENTAL	70.42	152.60
<b>ACCOUNTING CODES INFORMATION</b>		
<b>DEPARTMENT</b>	<b>ASN# Description</b>	<b>PO # if applicable</b>
TRANSPORTATION	05451 GARAGE SUPPLIES-TRANSPORT	
<b>Edit Accounting Codes</b>		
<input checked="" type="checkbox"/> > CYLINDER RENTAL	29.58	64.10
<b>ACCOUNTING CODES INFORMATION</b>		
<b>DEPARTMENT</b>	<b>ASN# Description</b>	<b>PO # if applicable</b>
OPERATIONS/MAINT	15641 CUSTODIA...	
<b>Copy to All on Page</b>		
<b>Totals:</b>	100.00	216.70

8. Review the screen, then click on the Reviewed box at the top of the Split Detail screen.

9. Click the Save icon at the top or bottom of the Split Detail screen to finalize the split transaction.

The screenshot shows a 'Split Detail' screen. At the top, there is a table with columns: Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Net Transaction Amount, and Additional Information. The first row has a checked 'Reviewed' box, an unchecked 'Approved' box, and a transaction amount of 216.70. Below this is a 'Split(s):' field with the value '2' and an 'Add' button. A 'Remove' button is on the left, and 'Expand All | Collapse All' is in the middle. To the right, 'Split By:' is set to 'Amount' and 'Split and Balance To:' is set to 'Total Transaction Amount'. Below this is a table with columns: Description, Percent, and Amount. It lists two 'CYLINDER RENTAL' items with percentages of 70.42 and 29.58, and amounts of 152.60 and 64.10. A 'Totals' row shows 100.00 percent and 216.70 amount. At the bottom right, there are navigation arrows and a red circle around a save icon.

10. Click on Transaction Summary at the top of your screen to go back to your initial search results.

The screenshot shows a navigation bar with 'Home', 'My Profile', and 'Account Activity' tabs. Below the tabs is a breadcrumb trail: Home > Transaction Summary > Split Transaction. The 'Transaction Summary' link is circled in red. Below the breadcrumb is a green message box that says 'Financial Transaction successfully modified.'

11. Repeat steps 1 through 10 for all split transactions.

**Follow Steps 1 through 5 below for transactions posting to only one account.**

1. Under the Search Results "Detail" column select the ">" Accounting Detail icon next to the transaction you want to code.

**SEARCH RESULTS**

The screenshot shows a 'SEARCH RESULTS' screen. At the top, there are 'Expand All | Collapse All' links and icons for email, print, and refresh. Below this is a table with columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, and Transaction Amount. The first row has a checked 'Detail' box, unchecked 'Reviewed' and 'Approved' boxes, and a transaction amount of 24.00. The description is 'BC.BASECAMP 1298427 3122815333, IL -60607'. At the bottom left, there is a red circle around a '>' icon.

2. Click in the Expense Description field and type a short description of what was purchased. This description will appear later in the accounting reports.

3. Choose the appropriate Department and ASN # Description from the dropdown lists.

4. Please leave the PO# if applicable field blank.

5. Review your entry to be sure it is complete and correct. If so, click the Reviewed box.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/11/2014	12/10/2014	BC.BASECAMP 1298427 3122815333, IL -60607	24.00

**ACCOUNTING CODES INFORMATION**

Expense Description:

**DEPARTMENT**: TECHNOLOGY  **ASN# Description**:  **PO # if applicable**:

6. Complete steps 1 through 5 for all single account transactions on the page.

7. Click the Save icon at the top or bottom of the page to save your work for that page.

**Print Monthly Master Card Report.**

1. Click on Reports > Run

Home My Profile Account Manager Account Activity **Reports**

Dashboard

Run

Transaction Summary

2. Click on Accounting and Reconciliation Reports > Accounting Code Detail.

**Run**

1. Reporting Entity: DAVID E GREINER

2. Report Name: Accounting Code Detail

Search

My Exports

Accounting and Reconciliation Reports

- Accounting Code Detail
- Accounting Software Download

FAVORITES

No favorite reports defined

3. Mattawan Chart of Accounts is already selected.

3. Cost Allocation Scheme: Select scheme below

- MATTAWAN CHART OF ACCOUNTS (DEPARTMENT, ASN# Description, PO # if applicable)
- None (Include all transactions. Accounting code fields are not available.)

4. No Filters necessary.

4. Filters: Select filters below

Only results that meet the following parameters:

Field

Select a field

+ ↺

5. Under Criteria, check the Include Split Transactions box. This will print any account splits that you may have on the report. Otherwise, they are excluded from the report.

5. Criteria: Select criteria below

Date Type  
Posting

Report Type  
Adobe PDF

Number Format  
XX,XXX.XX

Date Format  
MM/DD/YYYY

Account Status  
8 Selected

Report Notes

Include Split Transactions

0/1024

6. Choose to run the report based on Reporting Cycle. Use the drop-down bar to choose the cycle you just coded.

6. Frequency: Reporting Cycle

Once

Daily

Weekly

Monthly

Reporting Cycle

Reporting Cycle  
AUG 8-7 THRU 9-4 (08/07/2018 - 09/04/2018)

Date Type  
POSTING

Schedule Offset (in days)  
0

Number of cycles to run  
1

7. Confirm your email address and then click Submit Request

Submit Request

Cancel



Online Reporting

Accounting Code Detail is complete. - Notice from your online reporting solu

- Download and print the report. You can also do this from the Dashboard page you are automatically redirected to. It will first be under Scheduled, then Completed once the export process is finished.

## Dashboard

COMPLETED

SCHEDULED



Name	Size	File Format	Completed Date	Action
Accounting Code Detail	64.70 KB	.pdf	08/07/2018	

Accounting Code Detail

Download

- Logout of J.P. Morgan Chase SmartData.
- Review and sign the report, attach your receipts, and send it to David Greiner in the Central Office.