**Pcard Monthly Report How to….**

Reconciliation Report

* Go to web site <https://www.paymentnet.jpmorgan.com/>
* Log in
  + Organization number US00922
  + Your WSU Number
  + Your password
* Click on Reports -> Create
* Click on Purchasing Card Reconciliation Report (or the name of your report)
  1. Required Fields
     + Name ( you can name this whatever you would like)
     + Report Format ( Leave as PDF)
  2. Criteria
     + Field ( Post Date )
     + Operation ( Cycle Is)
     + Value (Account Cycle, Date range)
* Click on Save button at the top
* Click on Process report
  1. Click refresh button until the status is successful
  2. Click on the report to open.
  3. Check to see that all transactions are reconciled ( description of purchase is on all transactions)
  4. Print report

Printing Monthly Statement

* Click on Statements
  + Account number (you should only have one for this option, unless you reconcile more than one card)
  + Billing date (this will be the last day of the month that you are reconciling)
  + Click on Download statement
  + Pint

To Complete Monthly Packet

* Match up all your transaction to you monthly report.
  1. If you have charges on your card that are the same value put the transaction number on the cover sheet of each transaction.)
  2. If you have one receipt and it was charged in multiple transactions, you might have stapled them together. (Put dollar amount at the top the first page of the transaction packet, if it has multiple transaction for one receipt.)
* Check off Statement (Your monthly report should contain every transaction that is on your statement)
* Packet should contain
  1. Reconciliation Report
  2. Monthly Statement
  3. All transaction for the month with receipts and cover sheet.
* Sign/Date last page of the report
* Send to AO to Double check sign and file.