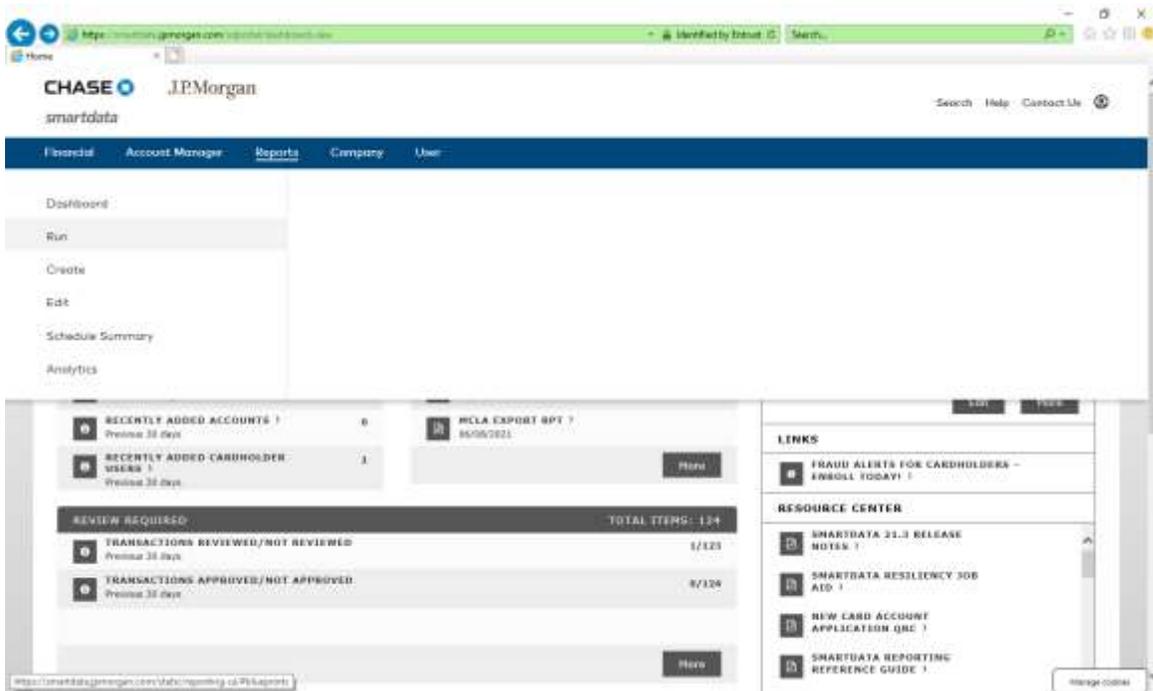
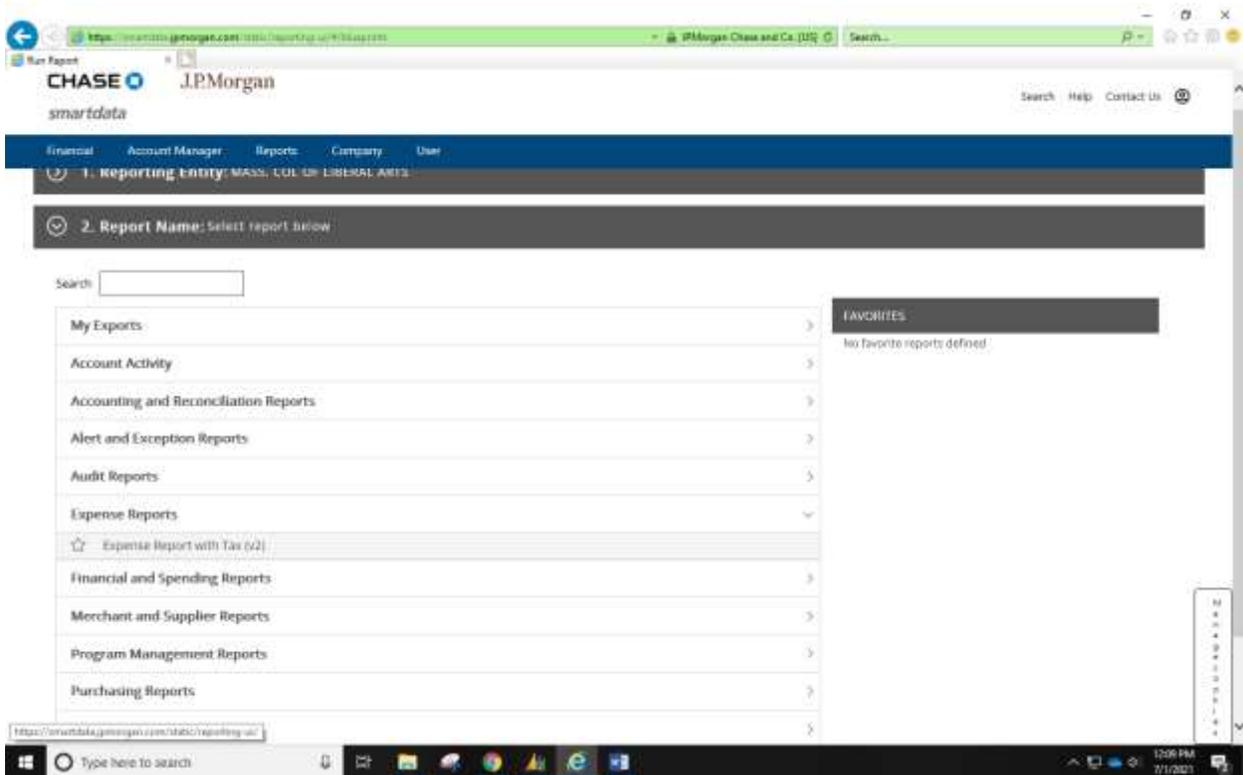


1. From the JP Morgan Smartdata home screen, go to Reports and select Run.



2. Under Report Name, select Expense Report with Tax (v2)



- Expand the Frequency bar, select once and then enter the beginning/end dates for the month you are reporting.

1. Reporting Entity: MASS. COL. OF LIBERAL ARTS

2. Report Name: Expense Report with Tax (v2)

3. Cost Allocation Scheme: Select scheme below

4. Filters: Select filters below

5. Criteria: Select criteria below

6. Frequency: Once

Once From (MM/DD/YYYY) 07/01/2021 To (MM/DD/YYYY) 07/31/2021

Daily

Weekly Schedule Offset (in days) 0

Monthly

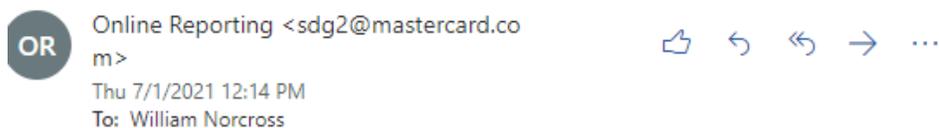
Quarterly

7. Delivery Options and Notifications: System Inbox & WILLIAM.NORCROSS@MCLA.EDU

Submit Request Cancel

- Click the Submit Request Button.

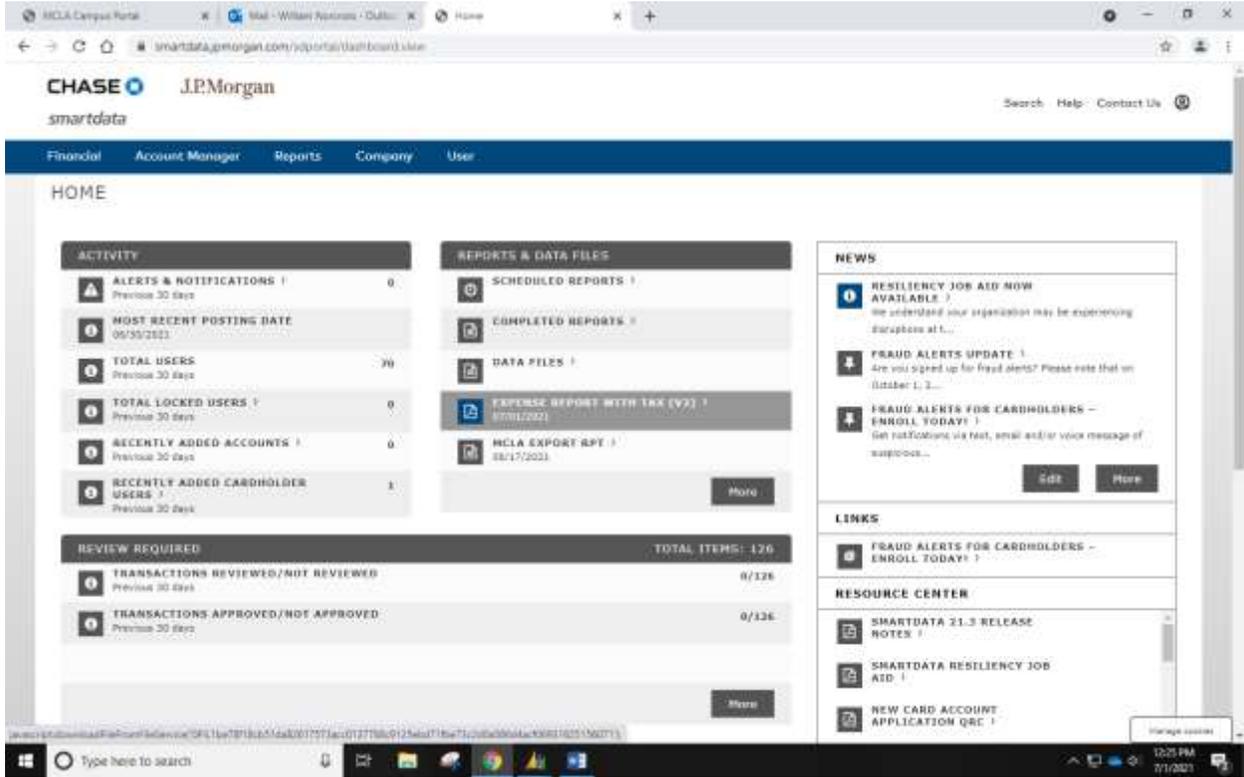
- You should receive an email from JP Morgan Online Reporting once your report is complete and ready for viewing.



**Notice from your online reporting solution.**

The report that you scheduled is ready for viewing. [Click Here](#) to login.

- Your report can be opened from the JP Morgan Smartdata Home Page under Reports and Data Files.



- This Report should be used as your monthly log and must contain expense descriptions and account codes for every transaction within the reporting month. Both the card holder and supervisor must **sign** and **print** their name on the lines provided at the end of the report. Signatures on any other part of the log or on the JP Morgan statement will not be accepted.

CHASE J.P.Morgan		Expense Report with Tax (v2)		
		Posting Date: 05/01/2021 - 05/31/2021		
WILLIAM K NORCROSS TAX EXEMPT 999-089-561 XX-0901		MASS. COLLEGE OF LIB ARTS 375 CHURCH ST NORTH ADAMS, MA 012474124 USA		
Card Transactions				
Posting Date	Transaction Date	Description	Reviewed	Approved
			Net Amount	Sales Tax
			Expense Amount (Gross)	
Card Sub-Total				7,984.75
Non-Card Subtotal				0.00
Net Transaction Amount				7,653.91
Sales Tax Total				330.84
Grand Total				7,984.75
This expense report has been completed by:				
		Signed	Print Name	Date
This expense report has been verified and approved by:				
		Authorised	Print Name	Date