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

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

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Financial and Spending Reports	3					
Merchant and Supplier Reports	2					
Program Management Reports	3					
Purchasing Reports	8					

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

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Submit Request Cancel		×

- 4. Click the Submit Request Button.
- 5. You should receive an email from JP Morgan Online Reporting once your report is complete and ready for viewing.



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

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Financial Account Manager Reports	Company	User	
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7. 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.

CHAS	EO	J.P.Morgan	Expense Report with Tax (v2) Posting Date:05/01/2021 - 05/31/2021				
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