

Log onto JP Morgan

<https://smartdata.jpmorgan.com>

Click on the REPORTS TAB



Click RUN tab

In search box type Statement

## Run Report

\* Indicates required field

1. Reporting Entity: ALISAN IMHOFF

2. Report Name: Select report below

Search

- Financial and Spending Reports
- ☆ Account Statement
  - ☆ Account Statement (Version 2)

Click Account Statement

Click 3. Criteria Tab

Change Report type to Microsoft Excel

2. Report Name: Account Statement (Version 2)

3. Criteria: Select criteria below

Date Type Posting	Account Status 8 Selected
Report Type Microsoft Excel	
Number Format XX,XXX.XX	
Date Format MM/DD/YYYY	

Click Frequency Tab

Change dates to dates that are provided by the Accounting Department.

4. Frequency: Once

Once

From (MM/DD/YYYY)

To (MM/DD/YYYY)

Daily

Weekly

Monthly

Quarterly

Reporting Cycle

Schedule Offset (in days)

## Click Delivery Options and Notifications Tab

Verify email address

5. Delivery Options and Notifications: System Inbox &

Delivery Options  
System Inbox

Suppress Email Notifications

Email Notifications

Send email notification to:

IMHOFF@HOOD.EDU

Submit Request Cancel

Click Submit Request (This step takes a few minutes to download)

After this step is completed click reports on the main page again then click dashboard

COMPLETED	SCHEDULED					
Name	Size	File Format	Completed Date	Action		
> Account Statement (Version 2)	10.00 KB	.xls	01/24/2022			

Click download button on the right hand side of the screen.

This will open a JP Morgan statement up in excel

NOT SEND PAYMENT.  
CREDIT LIMIT: \$5,000 ACCOUNTING CODE: -- --

AMOUNT		
AMOUNT		
DERICK MD 4QYJ5Z	46.25	XXX-XXX-XXXX-X
WAYNESBORO PA P.O.S.: SALES TAX: 0.00	22.68	
DERICK MD 4SJC7X	46.25	XXX-XXX-XXXX-X
Total Travel Activity	115.18	

Please provide G/L accounts in cells beside prices

Save this excel file as **NAMEMONTHYEAR.xlsx** example: DominickJanuary2022.xlsx

Save this PDF file as **NAMEMONTHYEAR.pdf** example: DominickJanuary2022.pdf

Scan all receipts into a PDF file and upload a 1 PDF file and 1 excel file to your department head **CC:morgante@hood.edu**