


Saving an Expense Report for Later & Printing for Approval

During the JPMC credit card reconciliation process, many times employees will need to save their report to be able to access it later, or to be able to print their report to email it to a supervisor that is not in the system's approval workflow.

After creating your expense report by filling in the necessary information and attaching receipts via the "Attachments" link - Click on the "Save of Later" link (1).

Create Expense Report 1  Save for Later | Summary and Submit

Brian Pendergast Actions ...Choose an Action GO

*Request Type Credit Card Reconciliation Default Location ATLANTA, GA

*Report Description JPMC February 2022 Attachments (1)

Reference

Expenses Total 2,209.52 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
02/15/2022	Shipping/Freight	*Overnight Shipping of Check Stock 221 characters remaining Receipt Split	Credit Card	100.87	USD
*Merchant <input type="radio"/> Standard <input checked="" type="radio"/> Other			<input type="checkbox"/> Default Rate	Exchange Rate 1.00000000	
FEDEX			<input type="checkbox"/> Non-Reimbursable	Base Currency Amount 100.87	USD
			<input type="checkbox"/> No Receipt		

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Program	Account	Mycode	PC Bus Unit
100.87	SYRUN	100.87	USD	1.00000000	11	31006	00001	560301		

02/09/2022	Tolls	*Professional Development - Annual Conference 210 characters remaining Receipt Split	Credit Card	29.00	USD
*Merchant <input type="radio"/> Standard <input checked="" type="radio"/> Other			<input type="checkbox"/> Default Rate	Exchange Rate 1.00000000	

You will notice right away that a report ID number has been created and has been placed into a pending status.

Save for Later | Summary and Submit

Actions ...Choose an Action GO

Report 0088002052 Pending 

Default Location ATLANTA, GA

Attachments (1)

Total 2,209.52 USD


Next, click on “Expense Report Print” link (2) under the “Expenses WorkCenter”.

The screenshot shows the 'Expenses WorkCenter' interface. On the left is a navigation menu with categories: 'Travel and Safety', 'Credit Card Processing - Expenses', and 'Expense Processing - Employee'. Under 'Expense Processing - Employee', the 'Expense Report Print' link is highlighted with a red circle and arrow labeled '2'. The main area is titled 'Expense Report' and contains search criteria fields: 'Report ID' (begins with 0088002052), 'Report Description' (begins with), 'Name' (begins with), 'Empl ID' (begins with), 'Report Status' (=), and 'Creation Date' (=). Below these is a 'Search' button and a 'Case Sensitive' checkbox. The 'Search Results' section shows a table with one result. A red circle and arrow labeled '3' points to the 'Report Description' column of the table.



Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0088002052	JPMC February 2022	Pendergast, Brian W		Pending	03/18/2022

This should auto populate the Report ID and the SUID of the employee populating the search results automatically. Please click on any of the links (3) in the search results to reopen the selected expense report.

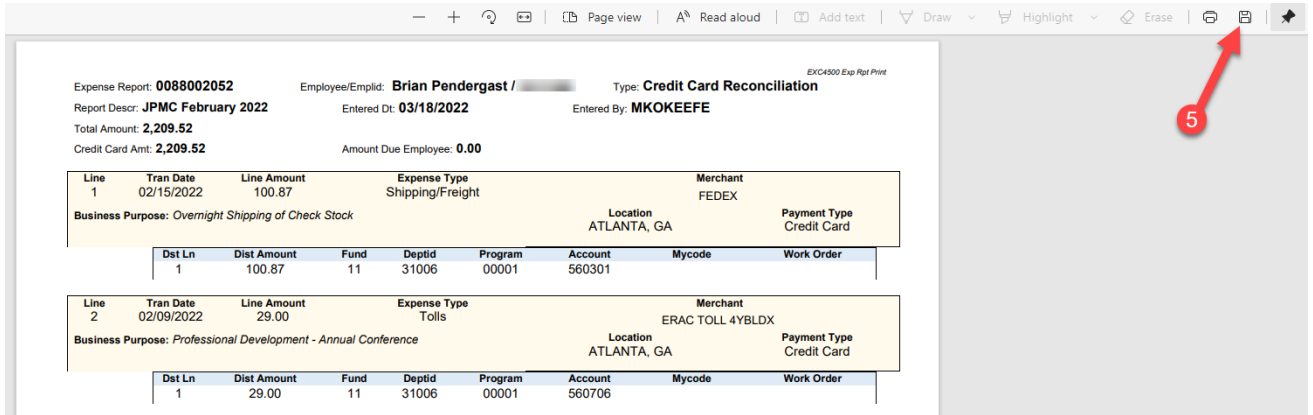
Now click on the “Print Expense Report” link (4) at the top right corner of the screen.

Expense Report 4  Print Expense Report

Brian Pendergast
 Description JPMC February 2022 Report 0088002052 Pending Employee ID
 Business Purpose Credit Card Reconciliation

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Receipt Required	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
02/15/2022	Shipping/Freight	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit Card	100.87 USD FEDEX	1.00000000 ATLANTA, GA	100.87 USD
Overnight Shipping of Check Stock 								
02/09/2022	Tolls	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Credit Card	29.00 USD ERAC TOLL 4YBLDX	1.00000000 ATLANTA, GA	29.00 USD
Professional Development - Annual Conference 								

The internet browser you use should have an option to save the file as a PDF (5). Then you can email it to your supervisor or whoever needs to provide additional approval.



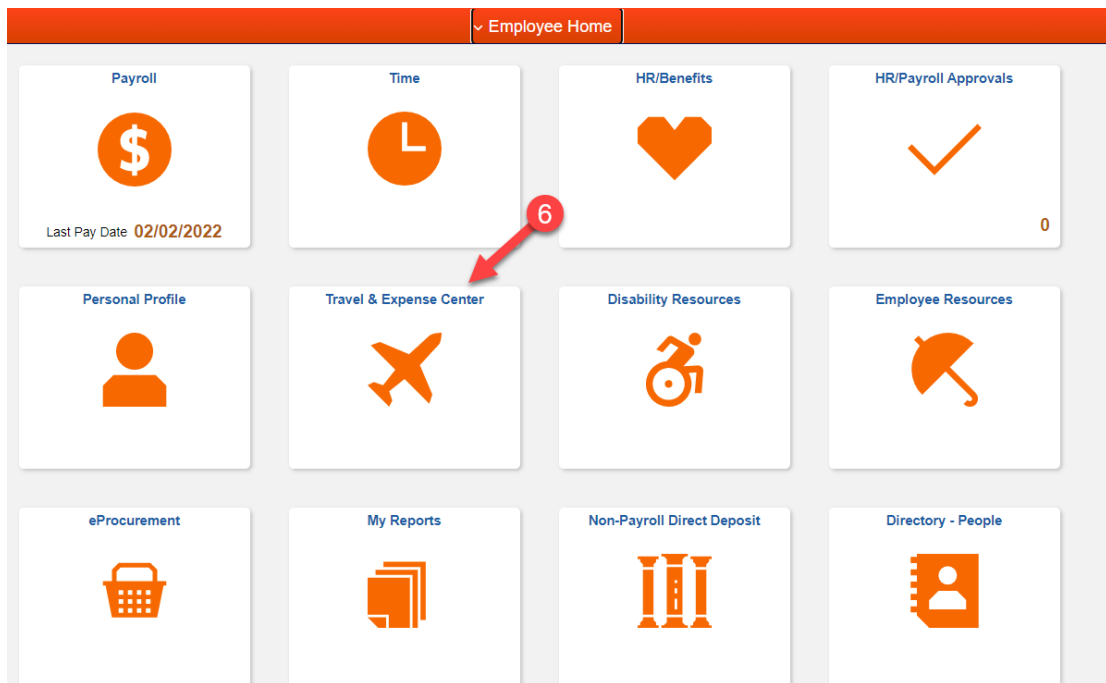
Expense Report: 0088002052 Employee/Emplid: Brian Pendergast / Type: Credit Card Reconciliation
 Report Descr: JPMC February 2022 Entered Dt: 03/18/2022 Entered By: MKOKEEFE
 Total Amount: 2,209.52
 Credit Card Amt: 2,209.52 Amount Due Employee: 0.00

Line	Tran Date	Line Amount	Expense Type	Merchant			
1	02/15/2022	100.87	Shipping/Freight	FEDEX			
Business Purpose: Overnight Shipping of Check Stock							
		Location		Payment Type			
		ATLANTA, GA		Credit Card			
Dst Ln	Dist Amount	Fund	Deptid	Program	Account	Mycode	Work Order
1	100.87	11	31006	00001	560301		

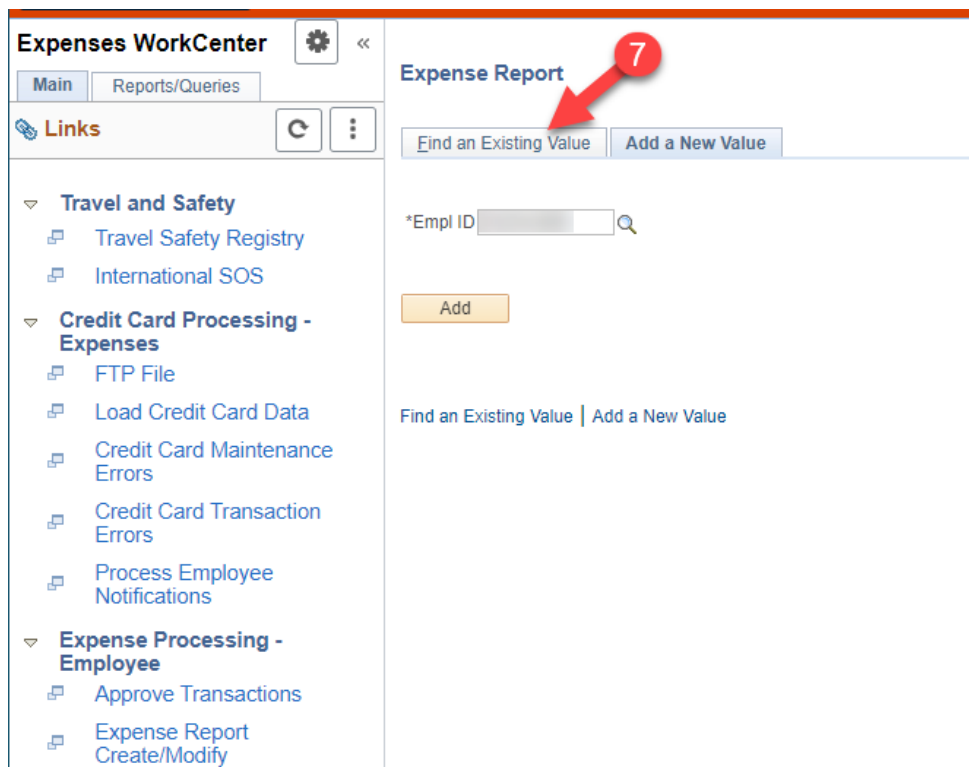
Line	Tran Date	Line Amount	Expense Type	Merchant			
2	02/09/2022	29.00	Tolls	ERAC TOLL 4YBLDX			
Business Purpose: Professional Development - Annual Conference							
		Location		Payment Type			
		ATLANTA, GA		Credit Card			
Dst Ln	Dist Amount	Fund	Deptid	Program	Account	Mycode	Work Order
1	29.00	11	31006	00001	560706		

Once the approval(s) have been received, you will need to re-open the expense report and attach the approval email. (See below)

Start by going back into the “Travel & Expense Center” (6).



You are now back at the “Expense Report - Create/Modify” screen with your SUID filled in. Click on the “Find an Existing Value” tab (7) to locate the expense report.



Then, click the search button (8), or can use the search fields to pull up the report.

Expenses WorkCenter [Settings] [Back]

Main | Reports/Queries

Links [Refresh] [More]

- Travel and Safety
 - Travel Safety Registry
 - International SOS
- Credit Card Processing - Expenses
 - FTP File
 - Load Credit Card Data
 - Credit Card Maintenance Errors
 - Credit Card Transaction Errors
 - Process Employee Notifications
- Expense Processing - Employee
 - Approve Transactions
 - Expense Report Create/Modify

Expense Report

Enter any information you have and click Search. Leave fields blank for a list.

Find an Existing Value | Add a New Value

Search Criteria

Report ID [begins with] []

Report Description [begins with] []

Name [begins with] []

Empl ID [begins with] [] [Search]

Creation Date [=] [] [Calendar]

Case Sensitive

8 [Search] [Clear] Basic Search [Share] Save Search Criteria

Find an Existing Value | Add a New Value

The report will reopen on your screen. Click on the “Attachments” link (9).

Expenses WorkCenter

Employee Home | Brian Pendergast

Modify Expense Report

Save for Later | Summary and Submit

Actions [Choose an Action] [GO]

*Request Type [Credit Card Reconciliation]

*Report Description [JPMC February 2022]

Reference []

Report [0088002052] Pending

Default Location [ATLANTA, GA]

Attachments (1)

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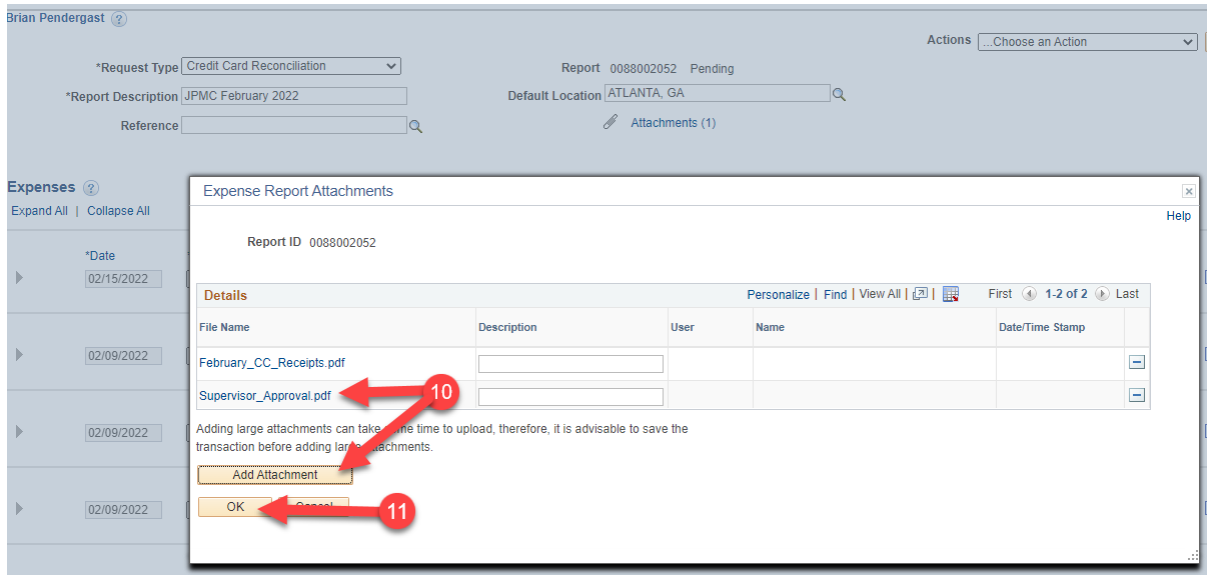
Expenses [Info]

Expand All | Collapse All | Add: [My Wallet (0)] | Quick-Fill

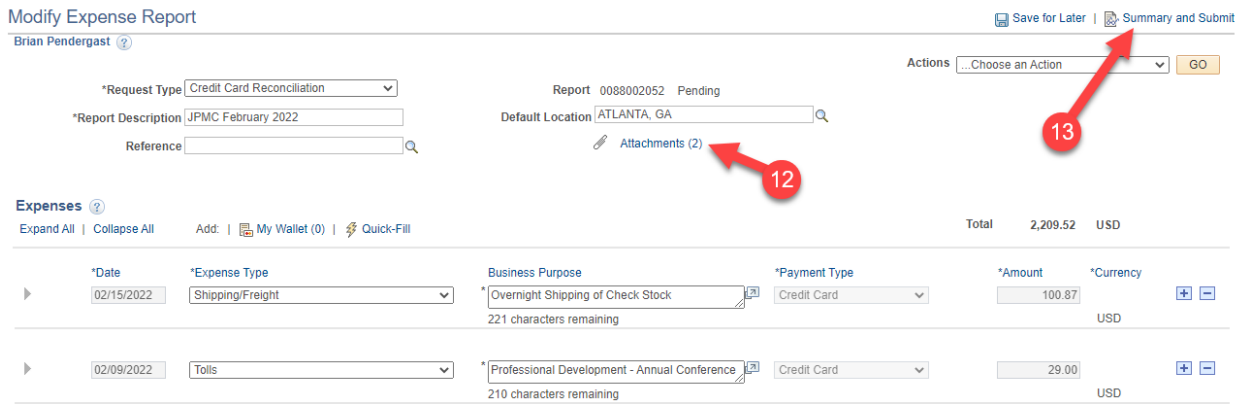
*Date	*Expense Type	Business Purpose	*Payment Type	*Amount	*Currency
02/15/2022	[Shipping/Freight]	[Overnight Shipping of Check Stock] 221 characters remaining	[Credit Card]	100.87	USD
02/09/2022	[Tolls]	[Professional Development - Annual Conference] 210 characters remaining	[Credit Card]	29.00	USD

Total 2,209.52 USD

Attach the approval email (10), and then click “OK” (11) to get back to the expense report.



You will see the “Attachments” link (12) is now showing that two files are attached.



Once the report is ready to be submitted, click on the “Summary and Submit” (13), check the box (14) and click submit (15).

