Prairie View A&M University
J. P. Morgan Chase SDOL (Smart Data On-Line)
Processing Instructions for Monthly Expense Report

1. Log on to SDOL: http://sdol.mastercard.com/jpmorganchase (contact Procurement Card Office for logon I.D. and password)
2. Click on the ‘Financial’ tab (red tab on top of homepage)
3. On next page, click on ‘Account Summary’
4. Click on cardholder name
5. Click on ‘Billing Cycle’ in the ‘Search Criteria’ box, which is on the ‘Financial Transaction Summary’ screen
6. Select the month and year for the period you are processing from the drop down menu, which is next to the ‘Billing Cycle’ field
7. Click the ‘View’ tab on the bottom of the screen
8. Your Financial Transaction Summary (list of all charges) should appear on the next screen.
9. There are 3 red icons to the left of each transaction. You may point to them to view their function or click on them to take action. Below is a brief explanation of how each is used.
    a. 1st Icon (bar graph or building shape – Transaction Detail) – provides additional vendor contact or transaction information.
    b. 2nd Icon (double bars – Split Transaction) – allows you to split a transaction to assign multiple codes or dispute a portion of a charge (i.e. sales tax, etc.)
    c. 3rd Icon (grid with plus sign – View Account Codes) – requires you to assign a FAMIS department code, account number, object/expense code, and description to each charge. Also, click on arrow under ‘Controlled Item’ and select yes or no to categorize your purchase as a controlled purchase or not (Summary list of Controlled Items may be obtained from the University Fixed Assets Office
    d. Type a short description of the purchase in the ‘Item Description’ field and a detail description in the ‘Expense Description’ field.
    e. ONLY select the ‘Disputed Charge’ field, if you are formally disputing a charge. You will be required to complete a disputed charge form and submit to J. P. Morgan Chase. **Before formally disputing a charge, the cardholder is responsible to take measures to resolve the dispute.**
    f. Click on the ‘APPLY’ tab to accept changes
    g. Click on the ‘View Account Codes’ tab to collapse the transaction back to it’s original view
    h. Click the ‘Cardholder Review’ box and ‘APPLY’ tab to complete actions and lock access.
10. Instructions to PRINT Monthly Expense Report
    a. Click on ‘Reports’ tab
    b. Select ‘Run Reports’
    c. Select ‘Expense Report’ from Report Selection Box
    d. Select ‘Print Version’ for Report Format
    e. Select ‘Billing Cycle’ and ‘Description (cycle date and year) from Date Criteria field
    f. Set ‘Review Status’ to ‘ALL’
    g. Click ‘RUN’
    h. Select Cardholder Name

i. If 'POP-UP BLOCKER' appears at the top of your screen, point to and click on the bar, and select 'Download File'
j. Repeat letters a.- g. above after clearing pop-up blocker
k. 'File Download' box should appear
l. Click 'Open'
m. Print file from menu bar (top of screen)
n. Expense report must be signed by the respective cardholder and approved by an account budget authority for the accounts stated in the expense report. (Expense reports for department heads, deans, or vice-presidents require approval by the next level budget authority.

11. SDOL Approval Process (for supervisors or intermediates)
    a. Sign-on to SDOL
    b. Select the 'Financial' tab at the top of the screen
    c. Select 'Account Approval Summary'
    d. Click on the cardholder name
    e. Select appropriate billing cycle (see # 6 above)
    f. Click the 'View' tab
    g. Click on the Cardholder Name
    h. Review transactions, account and expense code assignments (see # 9 above)
    i. To make changes, you must deselect the cardholder review field and click APPLY
    j. Upon completion, select the 'Supervisor Reviewed' field and click APPLY
    k. If changes are made, a new expense report should be printed and resigned by the cardholder. If cardholder is not available, changes should be noted and initialed on existing printed report.
12. NOTES:
    a. Reports are due in the Procurement Office by the close of business on the 12th of each month
    b. Detail and Original receipts to support each charge are to be taped to sheets of plain white paper and submitted with the expense report (DO NOT TAPE OVER the printed information, to avoid fading of ink.)
    c. Each cardholder should ALWAYS keep copies of report and receipts.
    d. Cardholders using grant & contract accounts, must submit a copy of the approved expense report and receipts to the Office of Sponsored Programs by the 9th of each month. Charges to these accounts cannot be processed by Procurement Services until approved by OSP.
13. Questions may be directed to the Procurement Office or by e-mail to ussmith@pvamu.edu ext. 1929 or svward@pvamu.edu ext. 1915.