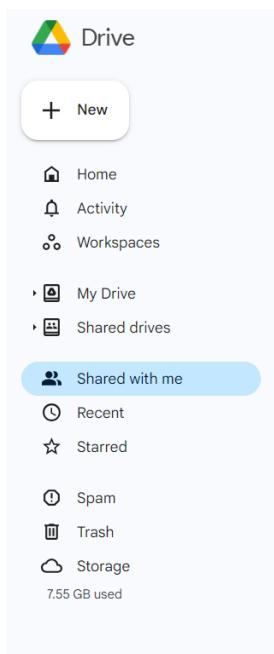


Submitting Monthly PCard Transaction log in Google

Finding your Drive

Each site has their own individual drive. Purchasing, Accounts Payable and you are the only ones who have access to this drive.

Go to your **Google Drive**, Then, go to the **Shared with Me**. Find your **site shared drive**



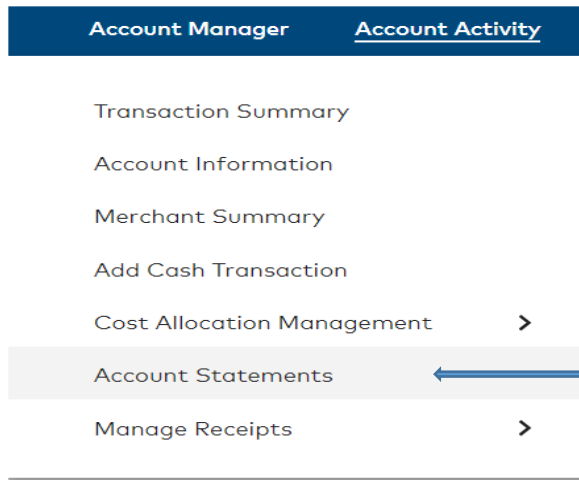
Download your Chase Statement

Log onto [Chase J.P. Morgan Website](#).

The monthly statement can be found under Account Activity.

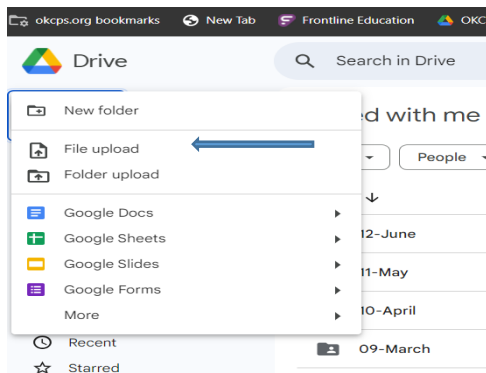
Select Account Statements choose the appropriate month then Download and Save as a PDF.

J.P.Morgan



Upload your Chase Statement

1. Find the appropriate month folder in your Site drive
2. Click on new located right under the drive logo on the left-hand side. Then click **File Upload**, and click **on the statement wherever it was saved.**



Once selected the statement will be added to the folder. Rename it 03 – Statement xx.xxxx (month.year)

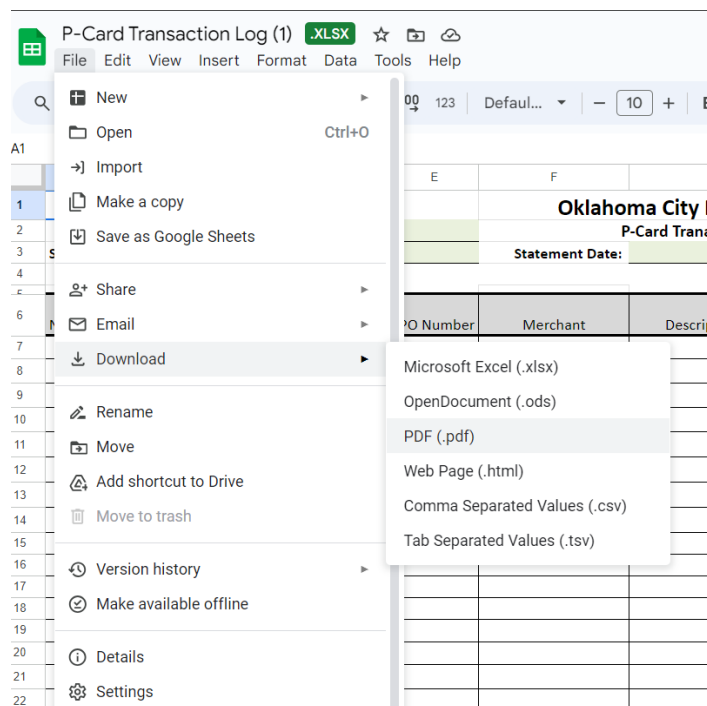
Run a ZMM97TD Report

The ZMM97TC report should be used to match with the Chase statement. Confirm there is a PO for every charge, GR all PCard purchases, and email purchasing to reduce and close any remaining balances on the PO if needed. Save as 04 – ZMM97TD xx.xxxx (month.year)

Complete the Monthly Transaction Log

Complete transaction log, and verify using your chase statement. Make sure it is completely filled out. Once complete save original Excel version as 01 – Transaction Log xx.xxxx (month.year) Excel. Then download into a PDF and send off for signatures. Once the PDF is complete with signatures, save as 02 – Transaction Log xx.xxxx signed.

File>download>pdf



Once finished upload the signed version back into your google folder.

New>file upload

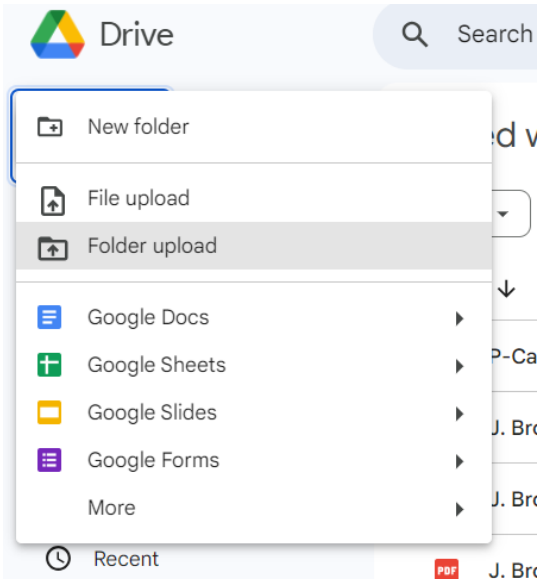
Please keep the original transaction log in your folder as well

Uploading Receipts

Receipts can be uploaded anytime in the appropriate month. Scan your receipts into your computer and save them as a PDF. Label each receipt as follows PO# company name Date

i.e. (4524002524 Sams 072323)

1. Click on **New** located under the drive logo on the left side, choose **file upload**, and choose the receipt saved on your computer



Save each receipt as its own file. Do Not upload multiple receipts to one file.

Drive Maintenance

Accounts Payable will move the receipts into the appropriate monthly files as needed.

Completed Folder

Once you have completed all of these steps your folder should have the following:

01 - Transaction Log 02.2024 (Excel Version)

02 - Transaction Log 02.2024 (signed PDF)

03 - Statement 02.2024

04 - ZMM97TD 02.2024

Receipts for each transaction

45240002525 Walmart 013124 (example)

Discussion/Questions??

Folder Naming?

Possible loss of pcard privileges