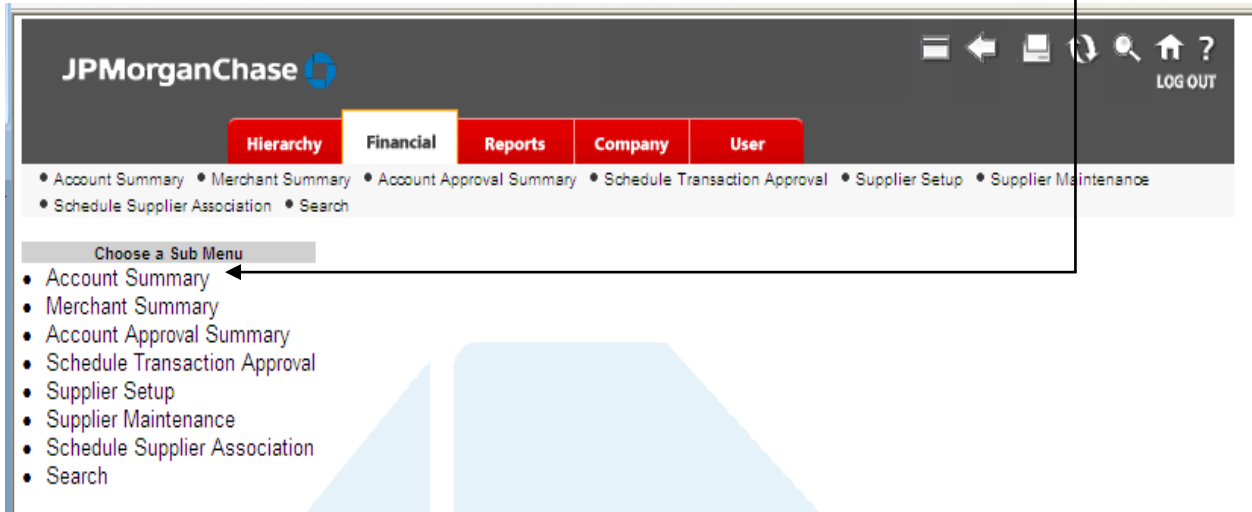
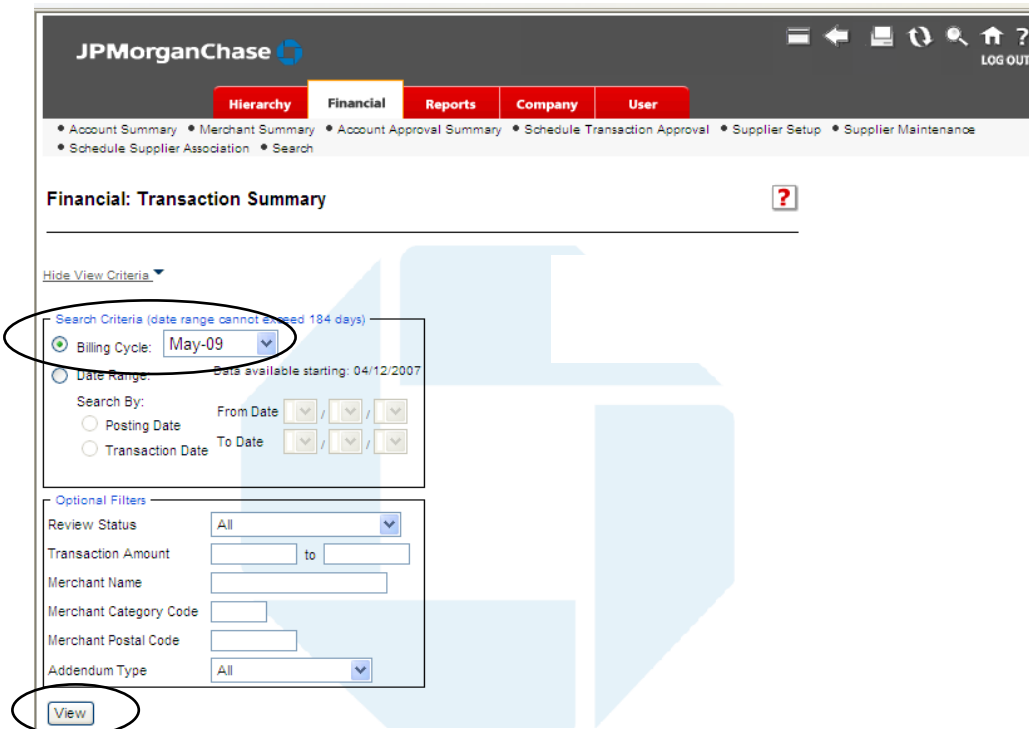

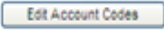


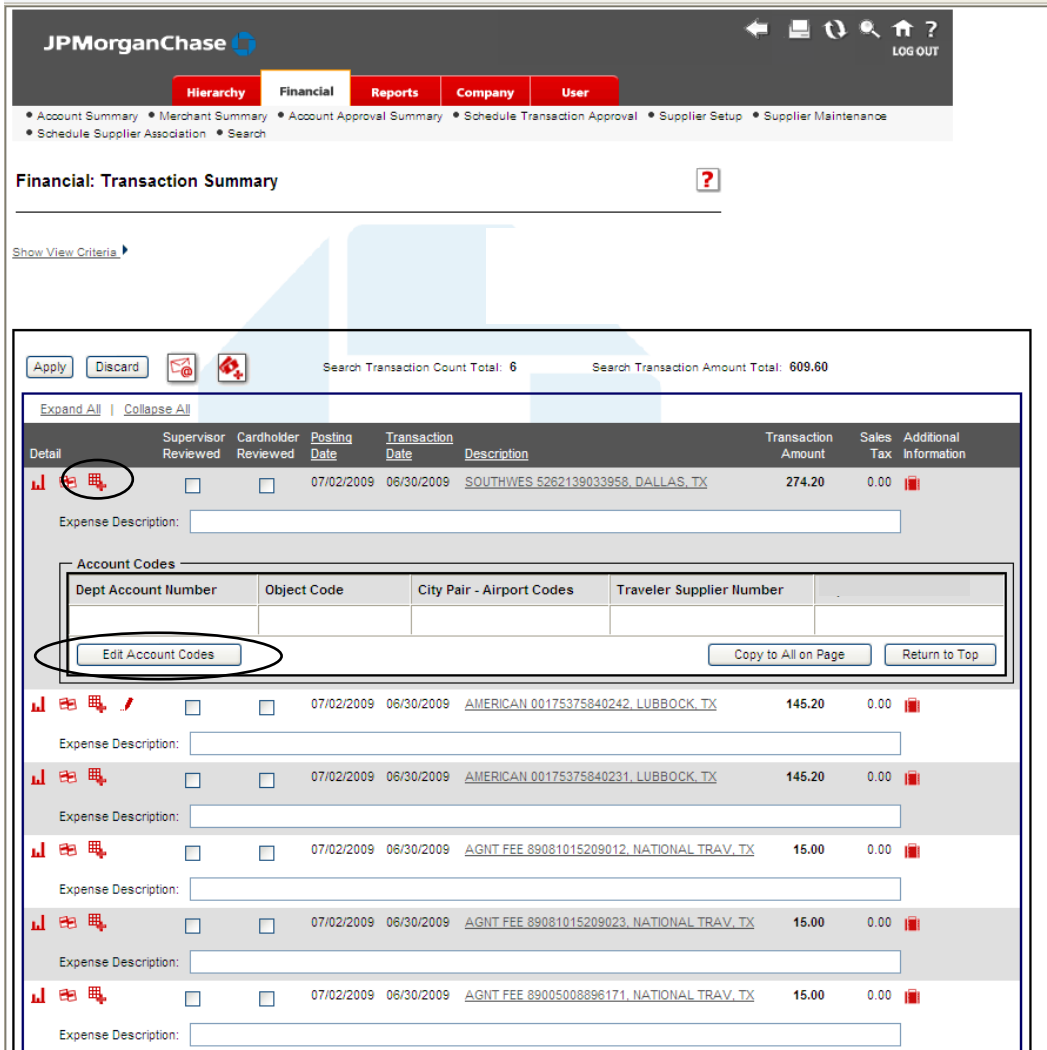
1. Go to <http://sdol.jpmorganchase.com/Screen/Login> and enter your User ID and Password.
NOTE: The system will lock you out after 6 unsuccessful attempts. Contact the Travel Coordinator (Andrea Massey) for assistance with your log-in or password. JPMorgan will not be able to help you should you get locked out.
2. After you log-in to SDOL, click on the **Financial** Tab, and select **Account Summary** under the Sub Menu to access the Transaction Summary screen.



3. Click on the Billing Cycle radial button and select the month from the drop-down. Click the **View** button to see your transactions for the month you indicate.
















- Click on the icon for **“View Account Codes”**  and then the **“Edit Account Codes”** button  to enter your Dept Account Number, Object Code using the drop-down menu, City Pair and Traveler Supplier Number.



The screenshot shows the JPMorgan Chase Financial: Transaction Summary page. At the top, there is a navigation bar with tabs for Hierarchy, Financial, Reports, Company, and User. Below this, there are links for Account Summary, Merchant Summary, Account Approval Summary, Schedule Transaction Approval, Supplier Setup, Supplier Maintenance, Schedule Supplier Association, and Search. The main heading is "Financial: Transaction Summary" with a help icon. A "Show View Criteria" link is visible below the heading.


The transaction list is displayed with columns for Detail, Supervisor Reviewed, Cardholder Reviewed, Posting Date, Transaction Date, Description, Transaction Amount, Sales Tax, and Additional Information. The first transaction is highlighted, and an "Account Codes" pop-up window is open over it. The pop-up window has a table with columns: Dept Account Number, Object Code, City Pair - Airport Codes, and Traveler Supplier Number. Below the table is an "Edit Account Codes" button, which is circled in red. Other buttons in the pop-up include "Copy to All on Page" and "Return to Top".

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information								
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	SOUTHWES 5262139033958, DALLAS, TX	274.20	0.00									
Expense Description: <input type="text"/>																
Account Codes																
<table border="1"> <thead> <tr> <th>Dept Account Number</th> <th>Object Code</th> <th>City Pair - Airport Codes</th> <th>Traveler Supplier Number</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>									Dept Account Number	Object Code	City Pair - Airport Codes	Traveler Supplier Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept Account Number	Object Code	City Pair - Airport Codes	Traveler Supplier Number													
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
<input type="button" value="Edit Account Codes"/> <input type="button" value="Copy to All on Page"/> <input type="button" value="Return to Top"/>																
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	AMERICAN 00175375840242, LUBBOCK, TX	145.20	0.00									
Expense Description: <input type="text"/>																
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	AMERICAN 00175375840231, LUBBOCK, TX	145.20	0.00									
Expense Description: <input type="text"/>																
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	AGNT FEE 89081015209012, NATIONAL TRAV, TX	15.00	0.00									
Expense Description: <input type="text"/>																
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	AGNT FEE 89081015209023, NATIONAL TRAV, TX	15.00	0.00									
Expense Description: <input type="text"/>																
	<input type="checkbox"/>	<input type="checkbox"/>	07/02/2009	06/30/2009	AGNT FEE 89005008896171, NATIONAL TRAV, TX	15.00	0.00									
Expense Description: <input type="text"/>																

5. Enter in the **Dept Account Number** using the format shown in the example below. Your dept account number will be unique to what the traveler enters on the ATA and depends on what has been approved by your department head. Number should be 2 digits, 3 digits, 2 digits, 4 digits, 8 digits and each separated by a period.
Ex: XX.XXX.XX.XXXX.XXXXXXXX = 11.800.30.1524.000000000
6. Next, select the correct **Object Code** from the choices provided on the drop-down menu.
7. The **City Pair – Airport Codes** can be found by clicking on the  icon under Additional Information.
 - a. For a **one-way trip**, example: Dallas to Austin one way would be DFW/AUS.
 - b. For a **round-trip**, example: Dallas to Austin and back would be DFW/AUS/DFW.
8. The **Traveler Supplier Number** is listed on the ATA – and can be found in Phoenix. If the Traveler does not have a Supplier Number, please contact the Controller’s Office to have the Traveler added to TWU’s Vendor files.
9. Finally, enter the trip destination and dates of travel in the **Expense Description** box.

The screenshot shows the JPMorgan Chase Financial Transaction Summary page. The page includes a navigation bar with tabs for Hierarchy, Financial, Reports, Company, and User. Below the navigation bar, there are several links for account summaries and approvals. The main content area displays a transaction summary for a transaction on 07/02/2009 for \$274.20. The transaction description is "SOUTHWES 5262139033958_DALLAS_TX". Below the transaction details, there is an "Expense Description" field containing "Austin conference 7/12 – 7/15". At the bottom of the page, there is a table for "Account Codes" with columns for Dept Account Number, Object Code, City Pair - Airport Codes, and Traveler Supplier Number. The values in the table are 11.890.30.1524.00000000, 7101.IN-STATE-TRAVEL (EMPLOYEES), DFWAUS/DFW, and 1492. Callouts point to the "Apply" button, the "Expense Description" field, the "City Pair - Airport Codes" field, and the "Object Code" field.

Dept Account Number	Object Code	City Pair - Airport Codes	Traveler Supplier Number
11.890.30.1524.00000000	7101.IN-STATE-TRAVEL (EMPLOYEES)	DFWAUS/DFW	1492

10. Once you are done entering information for the trip, click the  button.
11. After all charges have been allocated run an **Expense Report** to submit to the Controller’s Office with the ATAs.