



Corporate Card Payments and Credits

Purpose

This work instruction provides an overview of how to process corporate cards payments and credits.

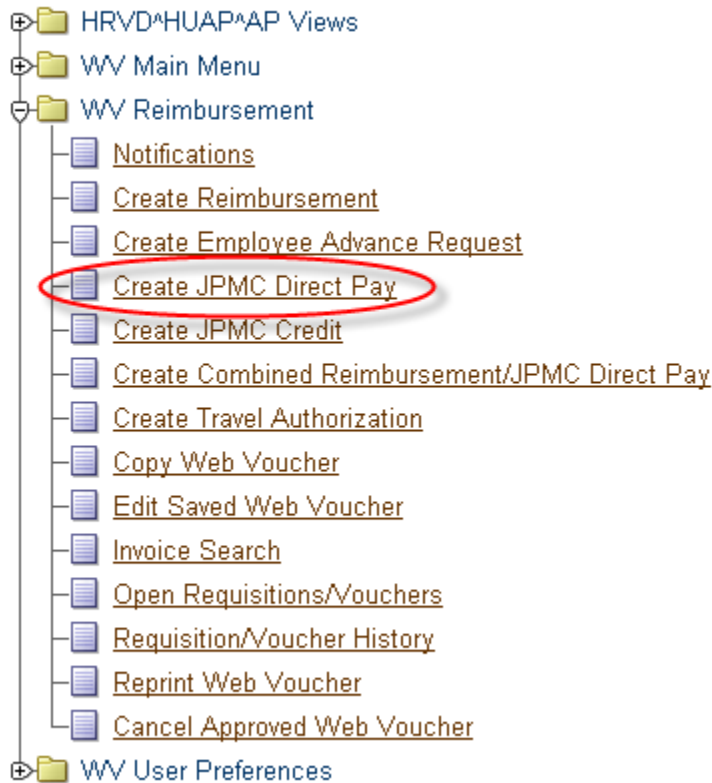
Prerequisites

- You have all the documentation needed to create a JPMC-related Web Voucher payment or credit
- You have a Web Voucher logon ID and password

How to Create a JPMC Direct Pay Voucher

1. Log into Oracle, select WV Reimbursements and click on the [Create JPMC Direct Pay](#) responsibility.

Navigator





You can find detailed information about Harvard's reimbursement policies at the [Travel and Reimbursement](#) website.



Direct Pay

Create JPMC Direct Pay

2. As required, complete or review the following fields for direct pay:

Field Name	Required/ Optional (R/O)	Description
Supplier	R	This must remain as the default entry "JP MORGAN CHASE"
Supplier Site	R	This must remain as the default entry "DIRECT PAY"
Invoice Total	R	Enter the total amount of work-related charges to be paid by the University. Charges must be reimbursable according to University policy. Any unauthorized or personal charges on the card must be paid to JP Morgan Chase directly by the cardholder. If any original receipts are unavailable you must submit a Missing Receipt Affidavit along with the JPMC statement.
Approver	R	Choose an approver from the list of values, or use



		your default approver. Preparers are not allowed to approve their own corporate card charges.
Note to Approver	O	An optional field for you to send a message to your approver.
Card Holder Name/HUID	R	Select the employee cardholder using the list of values. Double-check the HUID number before selecting a cardholder.
Business Purpose/Date	R	The business purpose must contain the following information: who incurred the expense, what the expense entailed, where and when the expense was incurred, and why this is a Harvard expense.  Click on the  to the right of the Business Purpose/Date field to open a dialog box for entering your business purpose. Business purposes are limited to 240 characters.
Description	R	Enter a description of the goods or services purchased. The information entered in this field will appear in the Detail Listing reports.
Amount	R	The total of all lines must equal the amount entered in the Invoice Total field.
Account Coding	R	Enter the chart of accounts coding associated with the JPMC charges. Travel expenses can be assigned to either detailed or general object codes. Detailed codes are broken down by type of expense (airfare, lodging, meals, etc.) while general codes combine these expense types into either domestic or foreign travel.

Corporate Card Credit

Welcome Harvard (TRAINER1), John

Transaction Type: **JPMC CREDIT**

Web Voucher Number: **3567804**

Supplier: JP MORGAN CHASE

Supplier Site: DIRECT PAY

Credit Total: 250.00

Preparer: Harvard (TRAINER1), John

Approver: Harvard (TRAINER2), Jane

Note to Approver: Conference canceled due to Hurricane

Card Holder Name/HUID: Harvard (TRAINER4), Joseph

Business Purpose/Date: Financial conference registration cancellation 4/23/2009

Line	Description on Detail Listing	Amount	Tub	Org	Object	Fund	Activity	Subactivity	Root	Copy	Delete
1	Conference registration	250.00	610	55850	7650	000001	780303	0000	00000	DP	1



Create a WV JPMC Credit

3. Use this process to assign any work-related credits that appear on a JPMC Corporate Card statement back to Harvard. Log into Oracle, select WV Reimbursements and click on the [Create JPMC Credit](#) responsibility.



Credits should only be taken after the original transaction has been paid. Once the credit is processed, the funds are deducted from the payment to JPMC and the tub is credited. The amount of the credit appears as a debit on the cardholder's next statement.

As required, complete or review the following fields for credits:

Field Name	Required/Optional (R/O)	Description
Supplier	R	This must remain as the default entry "JP MORGAN CHASE"
Supplier Site	R	This must remain as the default entry "DIRECT PAY"
Credit Total	R	The total f work-related credits to be assigned back to Harvard.
Approver	R	Preparers are not allowed to approve their own corporate card charges or credits.
Note to Approver	O	An optional field for you to send a message to your approver.
Card Holder Name/HUID	R	Select the employee cardholder using the list of values. Double-check the HUID number before selecting a cardholder.
Business Purpose/Date	R	For credits, the business purpose must contain the reason why the credit was issued by JPMC.  Click on the  to the right of the Business Purpose/Date field to open a dialog box for entering your business purpose. Business purposes are limited to 240 characters.
Description	R	Enter a description of the goods or services purchased. The information entered in this field will appear in the Detail Listing reports.
Amount	R	The total of all lines must equal the amount entered in the Invoice Total field.
Account Coding	R	Enter the chart of accounts coding associated with the JPMC credit. This should be the same as the account coding used for the original charges that the credits were issued against. Check with your local financial office for more information if necessary.