Monthly/Semi-monthly Reporting Procedures

Monthly and Semi-monthly procedures are required for payment-tracking and departmental charge distribution. These tasks are done on an online bank form. Access to PaymentNet is a prerequisite.

**Important**
The Card Program Manager will send an email notification to each Cardholder prior to the time to complete the Monthly and Semi-monthly tasks. A separate Monthly (End of Cycle) email notification will be sent to all Approving Supervisors alerting them of the need to review, sign and date the Baylor Transaction Detail (BTD) report by the end of the month. Also, JPMorgan will send daily emails when transactions need to be reviewed.

**SEMI-MONTHLY (Mid-cycle)**
This email will instruct the Cardholder to review, add notes and make changes to transactions.

**MONTHLY (End of Cycle)**

- For accounts with a balance, this email will instruct the Cardholder to review, add notes, make changes to any additional transactions, print the Memo Statement, along with the BTD report.
- For accounts with a zero balance, this email will instruct the Cardholder to print the BTD report containing the Cardholder’s First and Last names and cycle date range.

After reconciliation, the Cardholder must sign and date the BTD report and submit all documentation to the Approving Supervisor for signature validation of review and approval.

The Cardholder should take into consideration that sufficient time should be given to the Approving Supervisor to review all documentation before the deadline.

**APPROVER MONTHLY (End of Cycle)**

- For accounts with a balance, this email will instruct the Approving Supervisor to review transactions on the printed Memo Statement and the BTD report and verify that proper itemized documentation exists for each purchase.
- For accounts with a zero balance, this email will instruct the Approving Supervisor to review the BTD report containing the Cardholder’s First and Last names and cycle date range.
Approval **signature and date** will be required on all BTD reports. The documentation is then returned to the Cardholder to file.