

Cardholder/Supervisor Quick Glance Reconciliation Guide

LOG ON

- 1) Log into SmartData at:
<https://smartdata.jpmorgan.com/sdportal/home.view?cobrandHost=chase>
- 2) Enter the User ID and Password on the SmartData Sign-In Screen.



Current Users: Enter current User ID and password set up during training.

New Users: Click on *Cardholder Self-Registration* link – sign in with your 16 digit credit card number & the company ID password given to you by the Administrator.



- 3) Click “Sign In”.
- 4) **New Users** will be prompted to change their User ID and password and answer 3 security questions.
- 5) Click “Submit” to save settings.

VIEW TRANSACTIONS

- 1) From the home screen, select **Account Activity** then **Transaction Summary**.
- 2) In the Search Criteria box, select **Reporting Cycle**. Click the drop-down box to select the appropriate month. **DO NOT** select date range.
- 3) Click “Search”.

ALLOCATE TRANSACTIONS TO A COST CENTER AND ACCOUNT CODE

- 1) Use the **Transaction Summary** screen to compare the transaction details (e.g. amounts) with your receipts.

- 2) Click the > under Detail on the left side of the page to see accounting detail for each transaction.
- 3) Review default account code allocations & make any necessary changes to cost center, account code, fund code, & activity code fields. Note: Clicking **Copy to All on Page** will copy accounting codes to all transactions on that page). Choose Yes or No in the “Have Receipts” drop down box. All fields with a * must be reviewed & if needed changed.
- 4) In **Expense Description** enter detailed transaction information (Who, What, When, Where, Why).
- 5) If needing to split the transaction between several cost centers or accounts, BEFORE you Edit Account Codes, click on the **Split Transaction** icon  and enter appropriate number of splits, located to the right and hit the Plus icon. You can enter an amount or % of split.
- 6) Click “Save” icon.
- 7) Click  & enter description & amount of each split. Click “Save” icon.

REVIEW TRANSACTIONS AND EMAIL TO SUPERVISOR FOR APPROVAL

- 1) Review all transactions for accuracy.
- 2) Check the **Reviewed** box to denote that you, as the cardholder, have reviewed the statement and everything is correct.
- 3) Click on the **Send Email icon** to send an email to your supervisor asking for approval of your statement. You may draft a note and check the box to “save for future use” in subsequent months.
- 4) Your supervisor will approve your transactions and send you an email that the statement is approved. Then you must run the **Expense Report**.

SCHEDULE A REPORT

- 1) In order to run the required **Expense Report** for Accounts Payable, you must schedule the report to be run.
- 2) Select the **Reports** tab from the Main Menu & then **Run**. Click on the drop down arrow at far left for step **2 Report Name** and then click on **Travel Reports**.
- 3) Click on **Expense Report**. To make the report a favorite, click on the star.
- 4) Skip steps **3 Cost Allocation Scheme & 4 Filters**. Those steps are preset.
- 5) On step **5 Criteria**, check the box on right “**Include Split Transactions**” if you had transactions that had split coding.
- 6) Under Step **6 Frequency**, click on the arrow down then click on **Reporting Cycle**. From the drop down box, select the appropriate month for the report.
- 7) Step **7 Delivery Options & Notifications** should default to your Regent email address. Click **Submit Request**.
- 8) System will take a few minutes to compile the report. To see if report is scheduled, go back to **Reports** tab & select **Dashboard** then **Scheduled**. Once the **Expense Report** is complete, it shows up under the **Completed** tab. You will also get an email.
- 9) From the **Completed** tab, check the box next to the appropriate **Expense Report** & then click on the **Download** box found on the far right side of the page.
- 10) To open your **Expense Report** click on the file found on the bottom left of the screen. Print the **Expense Report** or save as a PDF file.
- 11) Send the printed **Expense Report** & all receipts to Accounts Payable (ADM 140) by the 10th of each month. Reports can also be e-mailed to ap@regent.edu. Receipts must be legible.

APPROVE TRANSACTIONS (FOR SUPERVISORS ONLY)

Supervisors: To approve card holders

- 1) From the **Home** screen, select **Financial tab** then **Account Summary**. Under **Quick Link**, click on your ID beside **Select**. Choose appropriate **Reporting Cycle** month & click search (all your assigned employees will come up).
- 2) Click on 1st employee account & then the **Expand All** icon ^ under **Search Results** (left side of page) to review all transactions. To make changes uncheck the **Reviewed** box, click save icon. Click on the **Edit Accounting Codes** detail box. Make necessary changes & click save icon.
- 3) Review all transactions for adherence to university policies & procedures. If any transactions are questionable, please speak to the employee and remind them of proper policy.
- 4) Check the **Approved** boxes for each transaction & then click on the save icon.
- 5) Click on the **Send** icon & send an email to the cardholder that all transactions have been approved.

DISPUTING TRANSACTIONS

Before you dispute a transaction, you must first attempt to resolve the issue directly with the merchant. If merchant does not contact you in a timely manner or does not resolve the issue within 30 days, contact JPMorgan Chase and dispute the transaction.

SmartData ONLINE SUPPORT

For information or for help with navigating within **SmartData** please reference the **Help Screen** within the Home page. If you are not able to resolve your problem please contact purchasing@regent.edu or call 352.4006 or 352.4007.

IMPORTANT DATES

Weekly reconciliation is highly encouraged for employees who have a high volume of transactions. Don't wait for the billing cycle to close on the 26th of each month. Once purchases are made, transactions are posted within 1 to 2 business days.

Recommended Timeline

- 5th of each month** – Cardholder should reconcile all transactions.
- 7th of each month** – Supervisor required to approve/revise cardholder(s) transactions.
- 8th-9th of each month** – **SAVE Expense Report as PDF**

Required

10th of each month – **Submit electronically** reconciled monthly statement (Expense Report) with receipts to Accounts Payable at ap@regent.edu.

CARDHOLDER SUPPORT

The Cardholder Support Team is available 24 hours a day for assistance at:

1-800-316-6056

Possible inquiries include:

- ▶ Reporting Lost/Stolen Cards
- ▶ Balance Inquiry
- ▶ Disputes Assistance
- ▶ Fraud Inquiry
- ▶ Declined Cards

Note: Cardholder Support will not be able to assist with **SmartData** system specific questions