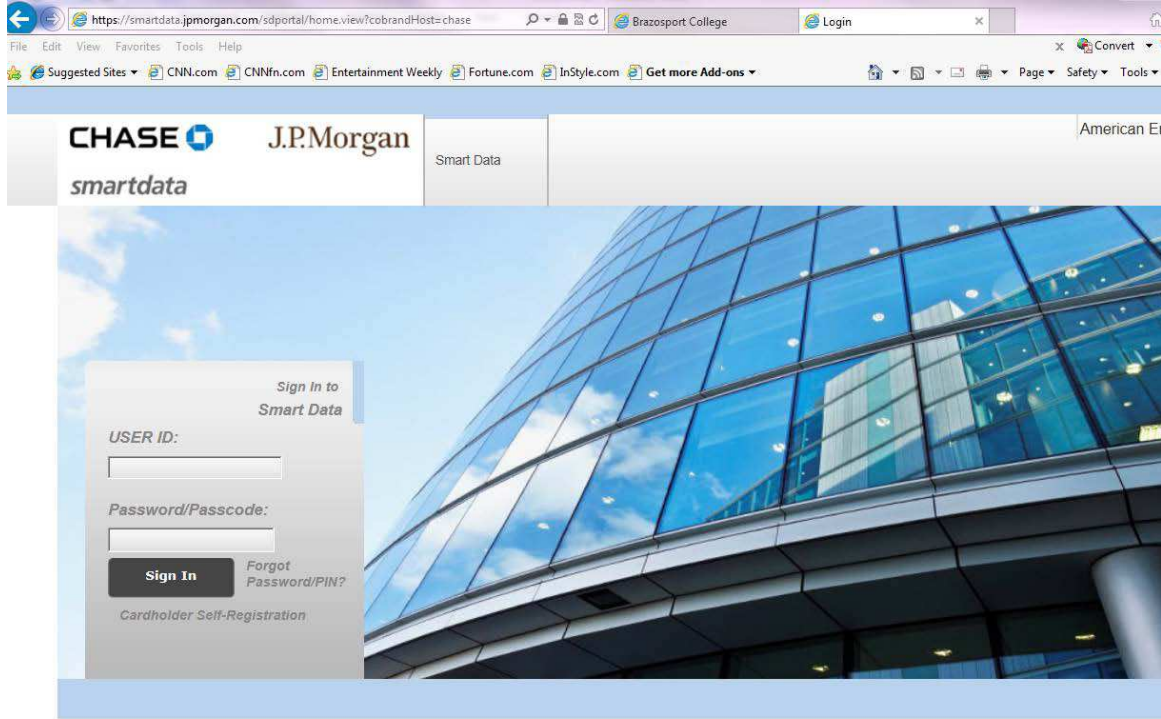


## JPMorgan Chase Procurement Card Users Guide

The website URL is: <https://smartdata.jpmorgan.com>



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User ID: \_\_\_\_\_

Password: \_\_\_\_\_

Select any three Challenge questions and note your response. Remember the answers are case sensitive.



MAINTAIN CHALLENGE QUESTIONS	
Challenge Question:	--- Please select a question ---
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	--- Please select a question ---
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>
Challenge Question:	--- Please select a question ---
Response:	<input type="text"/>
Confirm Response:	<input type="text"/>

Save

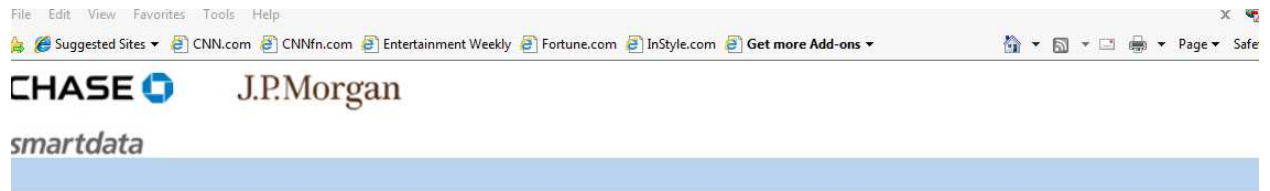
Use the spaces below to write your answers. The response is case sensitive.

---

---

---

You will now have to enter your First and Last Name and select a security question and enter the response. Again, remember the system is case sensitive. Note your response below.



### Personal Information

Please update the required information.

*First Name	<input type="text"/>	The above field is required.
*Last Name	<input type="text"/>	The above field is required.
*Security Question	<input type="text"/>	The above field is required.
*Security Answer	<input type="text"/>	The above field is required.

Write your response below. Remember the response is case sensitive.

---

The home page contains some general data, including your last five transactions. This is where your expense report will be sent each month. There is also a link to a Web tutorial, if interested. **Note: The screenshot below is of my site – which is different than what you will have. Don't worry!**

The screenshot shows the SmartData dashboard interface. At the top, there is a navigation bar with 'Home', 'Financial', 'Reports', 'Company', and 'User' options. The main content area is divided into several sections:

- ACTIVITY:** A list of activity items including Alerts & Notifications (1), Most Recent Posting Date (11/17/2014), Total Users (142), Total Locked Users (0), Recently Added Accounts (3), and Recently Added Cardholder Users (5).
- REPORTS & DATA FILES:** A list of reports and data files including Scheduled Reports, Completed Reports, Data Files, and Expense Reports for October 2014 - 11/18/2014.
- REVIEW REQUIRED:** A section showing items requiring review, with a total of 803 items. It includes Transactions Reviewed/Not Reviewed (309/247) and Transactions Approved/Not Approved (0/556).
- SNAPSHOTS:** Two charts: 'Spend By Category' (a donut chart) and 'Total Spend' (a bar chart).
- NEWS:** A section with news items such as 'Reviewed Transactions are Unable to be Approved', 'Welcome to the Newly Redesigned SmartData!', 'SmartData 14.3 Release', and 'Receipt Upload and Viewing Issue'.
- LINKS:** A section with links to 'SmartData Toolbox', 'SDRAM New Accounts Helpful Hints', 'Web Tutorial', 'Company User's Guide', and 'Manager User's Guide'.
- RESOURCE CENTER:** A section with resource center items like '14.3 Release Notes', 'Disputes - Helpful Hints', 'Web Tutorial', 'Company User's Guide', and 'Manager User's Guide'.

You will select "Transaction Summary" under the Account Activity tab. Remember the college only uses "Reporting Cycle". After selecting "Reporting Cycle", click on the drop down arrow and select the appropriate report cycle. Click the "Search" button.

The screenshot shows a web browser window with several tabs open: Suggested Sites, CNN.com, CNNfn.com, Entertainment Weekly, Fortune.com, InStyle.com, and Get more Add-ons. The browser's address bar is partially visible. Below the browser, the J.P. Morgan Chase logo is displayed on the left, and the text "Home Help My Pi" is on the right. The "martdata" logo is prominently displayed in the center. Below the logo, there are two tabs: "My Profile" and "Account Activity", with "Account Activity" being the active tab.

Home > Transaction Summary

## Transaction Summary

EMILY LILES • XXXX-XXXX-1135-9953 (Active) • CBIT • 500 COLLEGE DRIVE • LAKE JACKSON, TX 775663136

SEARCH CRITERIA		<a href="#">Advanced Search &gt;</a>
<input checked="" type="radio"/>	Reporting Cycle:	<b>AUG. 2014 BILLING</b> ▼ (08/06/2014 to 09/05/2014)
	Date Type:	Posting Date
<input type="radio"/>	Date Range:	From: 08/06/2014
		To: 09/05/2014
	Date Type:	Posting Date ▼
Data available starting: 04/25/2013		

Search

Currently logged in as: EMILY LILES (eliles\_bc, Cardholder)

The first icon shows vendor detail. If a transaction is disputed, you may be able to see the vendor's telephone number as well as some general company data.

The second icon is a split transaction icon. Create your splits. You will have to enter an expense description and then save. You can enter the amount of a split by percentage or actual dollar amount. You will then need to allocate the charges to the appropriate accounts and then check the reviewed box. Always save your data!

The third icon is for allocating your charges. Remember to select only an account within your department. The "Fund" is a drop down box. It list every fund within the college. The "Dept" is a data entry field. The "Account" is also a drop down box. There is a "Starts With" line at the top. If you enter the first couple of numbers, the system will direct the search to that sequence. Remember, this drop down box list the accounts for the entire college. Make certain that you select an account within your area.

After you allocate a charge you will need to click in the check box under "Reviewed". You will then need to click on the "Save" button. This will save your data. Do not check the box "Approved". This box is used for e-mailed reports only. The college does not use this function.

I cannot encourage each of you enough to allocate your charges throughout the month. This step will greatly speed up the month-end process.

Home > Transaction Summary

### Transaction Summary

EMILY LILES • XXXX-XXXX-1135-9953 (Active) • CBIT • 500 COLLEGE DRIVE • LAKE JACKSON, TX 775663136

**SEARCH CRITERIA** [Advanced Search >](#)

Reporting Cycle: AUG. 2014 BILLING  
08/06/2014 to 09/05/2014

Date Type: Posting Date

---

Date Range: From: 08/06/2014 To: 09/05/2014

Date Type: Posting Date

Data available starting: 04/25/2013

Page 1 of 1 Go to page:

Expand All | Collapse All

SEARCH RESULTS		Search Total: 5,069.10						
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	08/07/2014	08/06/2014	ACADEMY SPORTS #44 LAKE JACKSON, TX -77566	643.24	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/07/2014	08/06/2014	TRACTOR-SUPPLY-CO #046 LAKE JACKSON, TX -77566	139.98	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/07/2014	08/06/2014	ACADEMY SPORTS #44 LAKE JACKSON, TX -77566	674.87	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/08/2014	08/07/2014	ACADEMY SPORTS #44 LAKE JACKSON, TX -77566	127.78	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/08/2014	08/07/2014	ACADEMY SPORTS #44 LAKE JACKSON, TX -77566	9.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/11/2014	08/09/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	145.13	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	08/14/2014	08/12/2014	QUILL CORPORATION 6800780865 TX -60060	19.30	0.00	

To run your monthly report you will click on "Account Activity" tab. Select "Schedule Report" and then click on "Expense Report".

The screenshot shows the Chase J.P.Morgan smartdata interface. At the top, there is a navigation bar with the Chase and J.P.Morgan logos, and links for Home, Help, My Profile, Contact Us, and Logout. Below this is a sub-navigation bar with 'My Profile' and 'Account Activity' tabs. The main content area is titled 'Schedule Report: Choose Report' and includes a progress indicator for 'Step 1' and a 'Select Report' section. A list of report types is displayed: Expense Report, Travel Reports, and System (Adobe PDF). The page also features a search bar and dropdown menus for 'Group By' and 'Show'.

If not already selected, select J0200 Brazosport College and click "Next"

The screenshot shows the Chase J.P.Morgan smartdata interface at the 'Schedule Report: Select Cost Allocation Scheme' step. The progress indicator shows 'Step 2 of 5'. The 'Select Report' section is completed, showing 'Expense Report' selected. The 'Select Scheme' section is active, displaying a list of schemes defined for the entity 'EMILY LILES'. The 'J0200 BRAZOSPORT COLLEGE (ACTIVE)' scheme is selected, with the note 'FUND, DEPT, ACCOUNT NUMBER, Disputed'. The 'None' option is also visible, with the note 'Include all transactions. Accounting code fields are not available.' The page includes 'Next' and 'Cancel' buttons at the bottom right.

Do not fill in any information on this screen, simply click "Next"

CHASE J.P.Morgan Home Help My Profile Contact Us Logout

smartdata My Profile Account Activity

Home

**Progress - Step 3 of 5**

- Select Report  
Expense Report
- Select Scheme  
J0200 BRAZOSPORT COLLEGE
- Select Filters**  
No filters applied
- Report Options  
Customize your report
- Frequency  
Run Once

### Schedule Report: Filters

Select the field, type, and value. Click the Add button to add the filter.

Field  Type

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

Select All | Deselect All



If you have split any transactions, you must click in the “Include Splits” check box “ It is a good habit to always check this box. I recommend that you put the month and year in the Description text box. This is not mandatory, but will identify the report when it is sent to you. You will not change any other data on this screen. Click on “Next”.

ome

**Progress - Step 4 of 5**

**Select Report**  
Expense Report

**Select Scheme**  
J0200 BRAZOSPORT COLLEGE

**Select Filters**  
No filters applied

**Report Options**  
Customize your report

**Frequency**  
Run Once



### Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Additional Options:  Include Splits

Account Type: Include Account Financials Only

Description:

Notify Me At: EMILY.LILES@BRAZOSPORT.EDU

Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

Under "Schedule Report: Frequency" select "Reporting Cycle" (bottom of page) and then use the drop down menu to select the correct reporting cycle. Click the "Save " button.

Home

**Progress - Step 5 of 5**

**Select Report**  
Expense Report

**Select Scheme**  
J0200 BRAZOSPORT COLLEGE

**Select Filters**  
No filters applied

**Report Options**  
Customize your report

**Frequency**  
Run Once



### Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once  
From Date: 07/26/2014 To Date: 08/24/2014 Schedule Offset: 0 (in days)

Daily  
Start Date: 08/25/2014 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly  
From Day: Sunday Weeks to Run: 1  
To Day: Sunday Schedule Offset: 0 (in days)

Monthly  
From Day: 1 Months to Run: 1  
To Day: End of Month Schedule Offset: 0 (in days)

Reporting Cycle  
Date Type: Posting Date  
Reporting Cycle: AUG. 2014 BILLING (08/06/2014 - 09/05/2014)  
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

You will receive notification via e-mail that your report is ready to view. There will be a link in the e-mail. I recommend that you do not use this link. Log on to the actual website. Your report will appear under the “Inbox” section of your home page. You will open the report, print it out, attach all receipts, sign, and have the appropriate approvers sign the report. The report is due in Accounts Payable the 10<sup>th</sup> of each month.

The screenshot shows the SmartData dashboard interface. At the top, there is a navigation bar with the Chase and J.P. Morgan logos, and a search bar. Below the navigation bar, there is a main content area with several sections:

- ACTIVITY**: A list of activity items including Alerts & Notifications (1), Most Recent Posting Date (11/17/2014), Total Users (142), Total Locked Users (0), Recently Added Accounts (3), and Recently Added Cardholder Users (5).
- REPORTS & DATA FILES**: A section containing Scheduled Reports, Completed Reports, Data Files, and Expense Reports (October 2014 - 11/18/2014).
- REVIEW REQUIRED**: A section showing Total Items: 804, Transactions Reviewed/Not Reviewed (308/248), and Transactions Approved/Not Approved (0/556).
- NEWS**: A section with news items such as "Reviewed Transactions are Unable to be Approved...", "Welcome to the Newly Redesigned SmartData!", "SmartData 14.3 Release", and "Receipt Upload and Viewing Issue".
- LINKS**: A section with links to "SmartData Toolbox" and "SDRAM New Accounts Helpful Hints".
- RESOURCE CENTER**: A section with links to "14.3 Release Notes" and "Disputes - Helpful Hints".

A blue arrow points from a red text box at the bottom to the "Completed Reports" section in the "Reports & Data Files" area.

Monthly report will be in this area.

You can delete any reports located within the “Completed Reports” section. Check the report you want to delete and click on the trash can.