

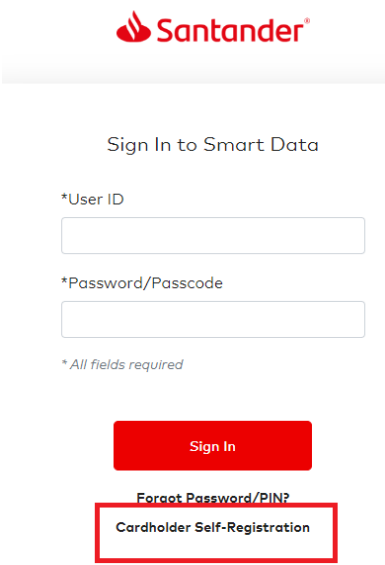
October 2023

Santander Commercial Card

Smart Data Expense Report Management Guide
For Cardholders

1 Getting Started with Smart Data

You may have been provided with a user ID and password by your program administrator, if not you will need to self-register.

	Action/Information
1	<p>Once you receive your card go to: smartdata@santanderbank.com and click Cardholder Self Registration below the sign-in window</p> 

Action/Information

2 Enter the following in the Account Information fields and click **Next**

- Account Number: Enter your 16-digit card number.
- Company Registration Code: Enter the code provided by your program administrator.

CARDHOLDER SELF-REGISTRATION

ACCOUNT INFORMATION

* Account Number	●●●●●●●●●●
* Company Registration Code	123456789

3 Complete the User Information fields and click **Register Account** to save your credentials.

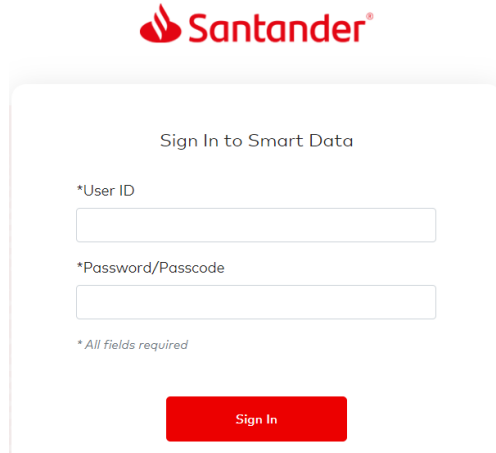
Cardholder Self-Registration

USER INFORMATION

*User ID	<input type="text" value="card12hold"/>
*First Name	<input type="text" value="CARD"/>
*Last Name	<input type="text" value="HOLDER"/>
*E-mail Address	<input type="text" value="cardholder@company.com"/>
*Confirm E-mail Address	<input type="text" value="cardholder@company.com"/>
*Password	<input type="password" value="●●●●●●●●"/> <small>(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)</small>
*Confirm Password	<input type="password" value="●●●●●●●●"/>
*Security Question	Your childhood pet's name? <input type="button" value="v"/>
*Security Answer	<input type="text" value="Spot"/>

Action/Information

4 Click Return to Login Screen, enter your user ID and password, and click **Sign In**.



Santander

Sign In to Smart Data

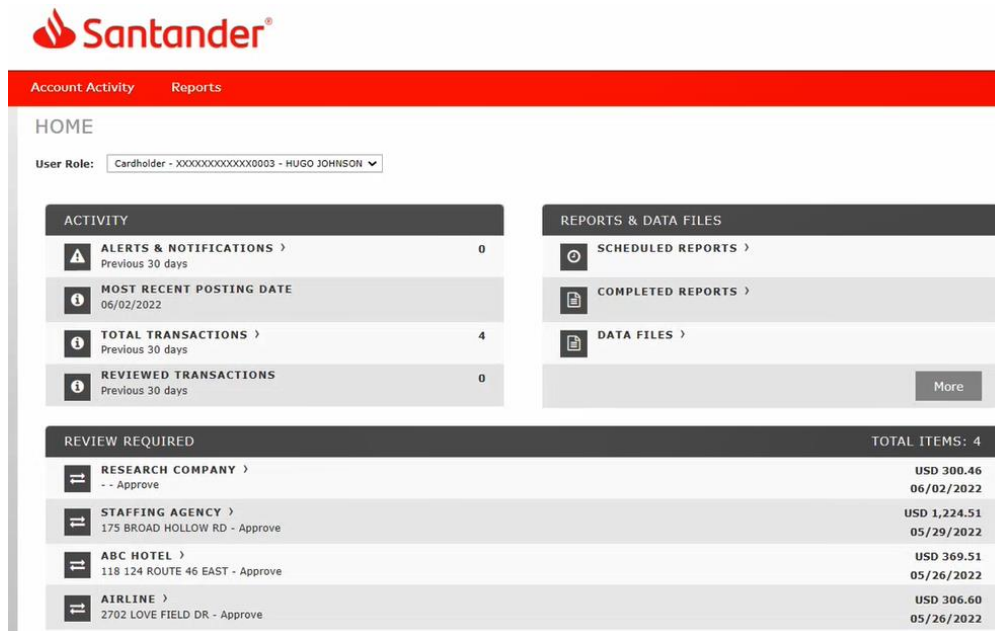
*User ID

*Password/Passcode

** All fields required*

Sign In

5 On your home screen you will be able to see an overview of your program, e.g., how many transactions have posted in the last 30 days, which ones are still outstanding to be reviewed.



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Account Activity Reports

HOME

User Role: Cardholder - XXXXXXXXXXXXXXX003 - HUGO JOHNSON

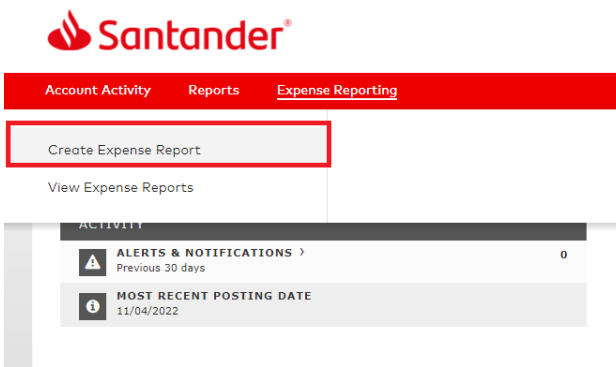
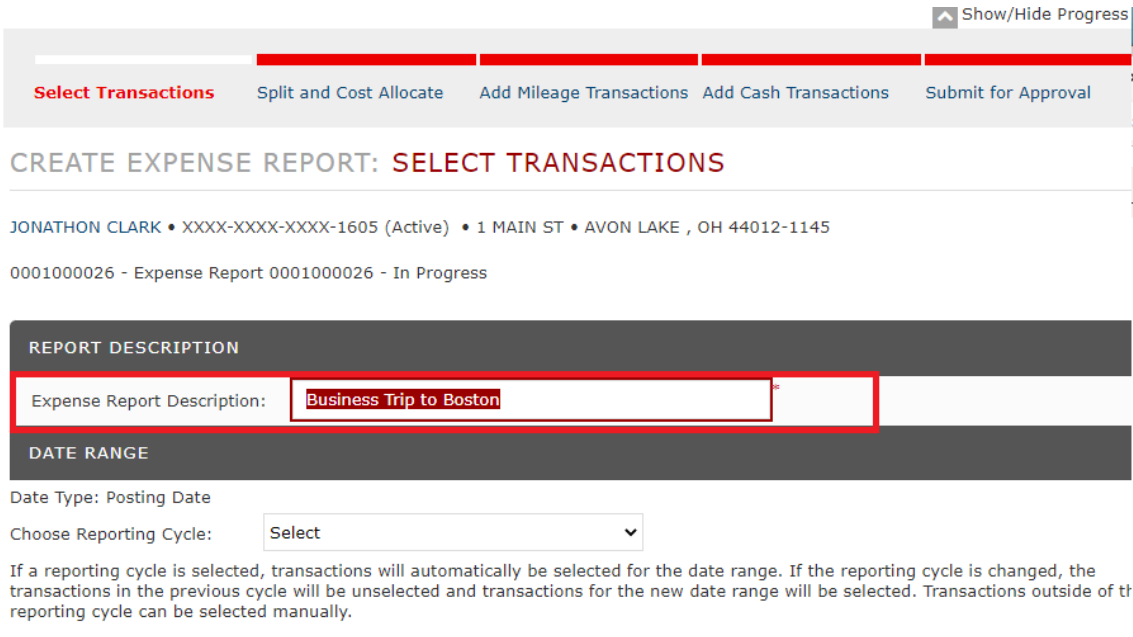
ACTIVITY		REPORTS & DATA FILES	
ALERTS & NOTIFICATIONS >	0	SCHEDULED REPORTS >	
Previous 30 days		COMPLETED REPORTS >	
MOST RECENT POSTING DATE		DATA FILES >	
06/02/2022			More
TOTAL TRANSACTIONS >	4		
Previous 30 days			
REVIEWED TRANSACTIONS	0		
Previous 30 days			

REVIEW REQUIRED		TOTAL ITEMS: 4
RESEARCH COMPANY >	USD 300.46	
-- Approve	06/02/2022	
STAFFING AGENCY >	USD 1,224.51	
175 BROAD HOLLOW RD - Approve	05/29/2022	
ABC HOTEL >	USD 369.51	
118 124 ROUTE 46 EAST - Approve	05/26/2022	
AIRLINE >	USD 306.60	
2702 LOVE FIELD DR - Approve	05/26/2022	

2 Create an Expense Report

Transactions in Smart Data are the activity a cardholder has had on their account or cash (out-of-pocket) transactions entered by the user. Cardholders can validate the charge, split, cost allocate, attach receipts and mark transactions as reviewed.

The transaction summary screen is where a cardholder can view the activity posted to the account.

Action/Information	
1	<p>From the Home page, select the Expense Reporting Menu then Create Expense Report</p> 
2	<p>Give the expense report a name.</p> 

Action/Information

3 Include transactions in the expense report. Select the transactions to include in the expense report by clicking on the box next to the transactions and click the next button at the bottom of the screen.

REPORT DESCRIPTION

Expense Report Description:

DATE RANGE

Date Type: Posting Date
 Choose Reporting Cycle:

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

	<input type="checkbox"/>	Posting Date	Transaction Date	Description	Transaction Amount
1	<input checked="" type="checkbox"/>	10/07/2022	10/05/2022	CONTINENTAL	373.80
2	<input checked="" type="checkbox"/>	10/13/2022	10/12/2022	APPLEBEE'S MAS94204237	35.38
3	<input checked="" type="checkbox"/>	10/19/2022	10/17/2022	T J APPLEBEES #22	20.87
4	<input checked="" type="checkbox"/>	10/23/2022	10/22/2022	TPT*AP270601VN78N62Z	7.00


Page 1 of 1

Page 1 of 1

3 Splitting a Transaction

Splitting a transaction allows you to allocate portions of a single transaction to different GLs, Branches, Departments, etc. Splitting is optional.



Action/Information


1 From the transaction list screen, click on the  icon for the transaction to split.

TRANSACTION SUMMARY

BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

SEARCH CRITERIA [Advanced Search](#)


Date Range: From:  To: 













Date Type: 

Data available starting: 10/23/2012

SEARCH RESULTS

[Expand All](#) | [Collapse All](#) Search Total: 8,125.06

Page 1 of 2 

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/24/2015	05/23/2015	ABC HOTEL FAIRFIELD, NJ -07004	389.51		
	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2015	05/24/2015	DELIVERY COMPANY 800-811-1648, GA -30328	24.09		
	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2015	05/24/2015	STAFFING AGENCY 631-844-7010, NY -11747	1,024.51	65.90	
	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		
	<input type="checkbox"/>	<input type="checkbox"/>	05/28/2015	05/27/2015	DELIVERY COMPANY 800-811-1648, GA -30328	34.09		
	<input type="checkbox"/>	<input type="checkbox"/>	05/30/2015	05/29/2015	RAIL COMPANY DALLAS, TX -75235	316.60		

Action/Information

2 Enter the number splits you would like in the **Split(s)** field and click on **Add**.

SPLIT TRANSACTION
 BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

Financial Detail | Split Detail

Navigation: < > Save Refresh

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		326.60	

Split(s): **Add**

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
This transaction does not have any splits defined.				
Totals:				

Navigation: < > Save Refresh

3 Enter a description and amount for each split and click to save

SPLIT TRANSACTION
 BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

Financial Detail | Split Detail

Navigation: < > Save Refresh

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		326.60	


Split(s): **Add**

Remove **Expand All** | **Collapse All** Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> Airfare	61.73	<input type="text" value="201.60"/>	<input type="text" value="0.00"/>	108.87
<input type="checkbox"/> Upgrade to First Class	30.62	<input type="text" value="100.00"/>	<input type="text" value="0.00"/>	108.87
<input type="checkbox"/> Luggage Fee	7.65	<input type="text" value="25.00"/>	<input type="text" value="0.00"/>	108.86
Totals:	100.00	326.60	0.00	326.60

Navigation: < > Save Refresh


Action/Information


4 The Splits will be saved, and each will show a  Cost Allocate icon so it can be coded.

SPLIT TRANSACTION

BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENS WORTH, CT 06425




Financial Detail
Split Detail




Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		326.60	

Split(s): Add

Remove
Expand All | Collapse All
Split By: Amount Split and Balance To: Total Transaction Amount

<input type="checkbox"/>	Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> 	Airfare	61.73	201.60	0.00	201.60
<input type="checkbox"/> 	Upgrade to First Class	30.62	100.00	0.00	100.00
<input type="checkbox"/> 	Luggage Fee	7.65	25.00	0.00	25.00
Totals:		100.00	326.60	0.00	326.60



Action/Information

5 Code and save the changes for each split and/or click on the **Transaction Summary** link to return to the transaction list.

[Home](#) > [Search Reporting Structure](#) > [Account Summary](#) > [Transaction Summary](#) > **Split Transaction**

✓ Financial Transaction successfully modified.

SPLIT TRANSACTION

BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

Financial Detail | **Split Detail**

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		326.60	<input type="button" value="📄"/>

Split(s):


Split By: Split and Balance To:

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> <input type="button" value="▶"/> Airfare	61.73	201.60	0.00	201.60
<input type="checkbox"/> <input type="button" value="▶"/> Upgrade to First Class	30.62	100.00	0.00	100.00
<input type="checkbox"/> <input type="button" value="▶"/> Luggage Fee	7.65	25.00	0.00	25.00
Totals:	100.00	326.60	0.00	326.60

4 Transaction Review and Cost Allocating

Cost Allocation in Smart Data is the process by which a Cardholder codes transactions to the appropriate Department, General Ledger, Project, etc

Action/Information

1 From the Transaction Summary or Split Transaction screen, click on the  Cost Allocate icon for the transaction or split you wish to code. It is also here that that the cardholder can review (and approve if configuration permits) the transactions.

TRANSACTION SUMMARY
 BEN SMITH • XXXX-XXXX-3153-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

SEARCH CRITERIA Advanced Search

Date Range: From:

To:





























Date Type:


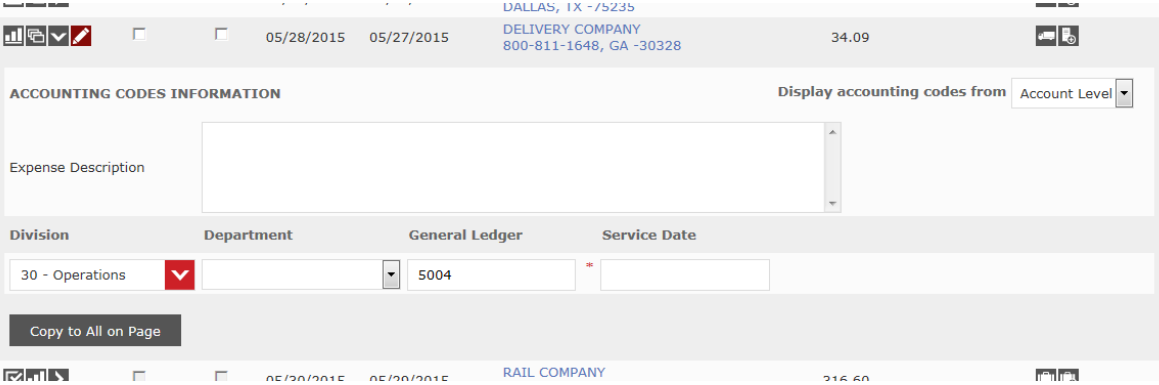
Data available starting: 10/23/2012 Search

SEARCH RESULTS

Expand All | Collapse All Search Total: 8,125.06


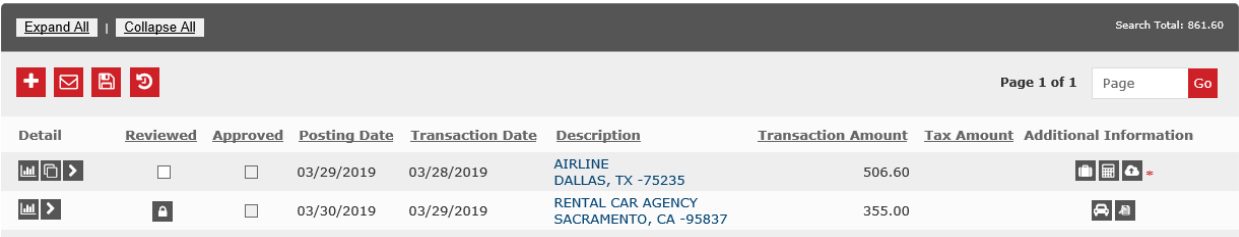
Page 1 of 2 Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
  	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/24/2015	05/23/2015	ABC HOTEL FAIRFIELD, NJ -07004	389.51		
  	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2015	05/24/2015	DELIVERY COMPANY 800-811-1648, GA -30328	24.09		 
  	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2015	05/24/2015	STAFFING AGENCY 631-844-7010, NY -11747	1,024.51	65.90	
  	<input type="checkbox"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		 
  	<input type="checkbox"/>	<input type="checkbox"/>	05/28/2015	05/27/2015	DELIVERY COMPANY 800-811-1648, GA -30328	34.09		 
  	<input type="checkbox"/>	<input type="checkbox"/>	05/30/2015	05/29/2015	RAIL COMPANY DALLAS, TX -75235	316.60		 

Action/Information	
2	<p>The Accounting code fields configured for your company and the Expense Description field will be displayed. Complete the fields based on your company policy and click  to save.</p> <ul style="list-style-type: none"> • Some fields may be pre-populated based on an Account or MCC default • Fields marked with an asterisk are required 

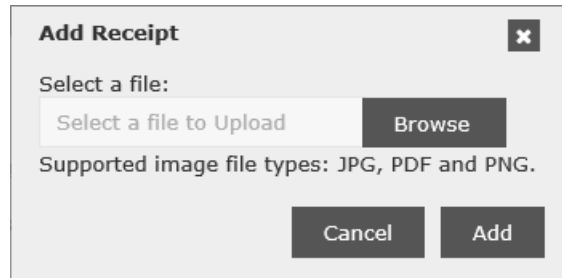
5 Attaching a Receipt

Receipts are attached to transactions as evidence of a charge that meets the company policy.

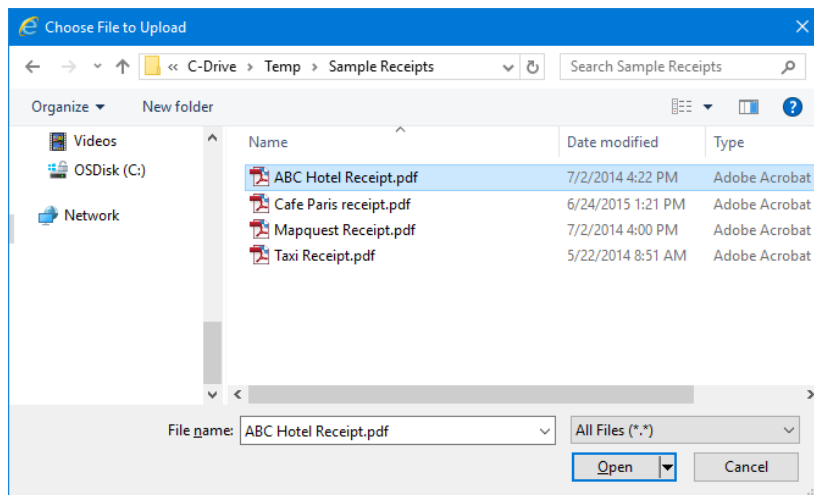
Action/Information	
1	<p>From the Transaction Summary screen, click on the  Attach Receipt icon for the transaction to which you wish to attach a receipt.</p> <p>NOTE: The image you are attaching should be on your computer or network drive. The image can be no larger than 4mb and must be in PDF, PNG or JPG format.</p> 

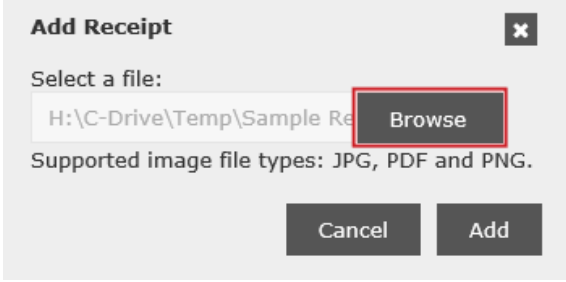


Action/Information

2 The **Add Receipt** dialog box is displayed. Click on the **Browse** button to search for the receipt image

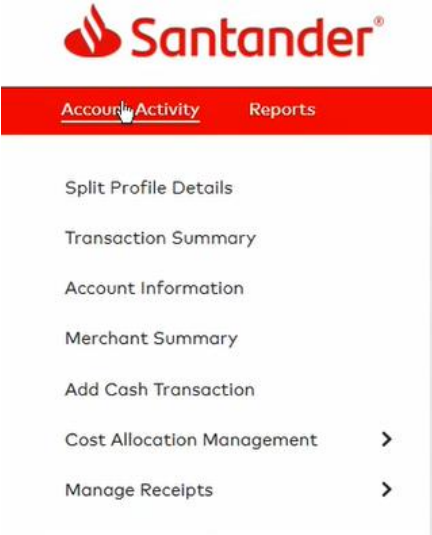


3 Select the image file and click on **Open**






Action/Information	
4	<p>Click on the Add button to complete the attachment</p> <div style="text-align: center;">  </div> <p>NOTE: After an image is attached to the transaction, the Attach Receipt icon  will be replaced by a View Receipt icon . Click on this icon to view or remove the attachment.</p>

6 Entering a Cash (Out of Pocket) Transaction

Action/Information	
1	<p>From the Home page, select the Account Activity menu then Add Cash Transaction</p> <div style="text-align: center;">  </div>

Action/Information

2 The Add Cash Transaction window is displayed

- Complete a row for each cash transaction you want to add
- You can add more rows if need by clicking the add icon .
- Click on the  Cost Allocate icon to code the transaction.
- Click on the  icon to save the changes





ADD CASH TRANSACTION











HUGO JOHNSON • XXXX-XXXX-XXXX-0003 (Active) • 3 MAIN ST • KENSWORTH , CT 584563

Save

Reset

Expand All | Collapse All

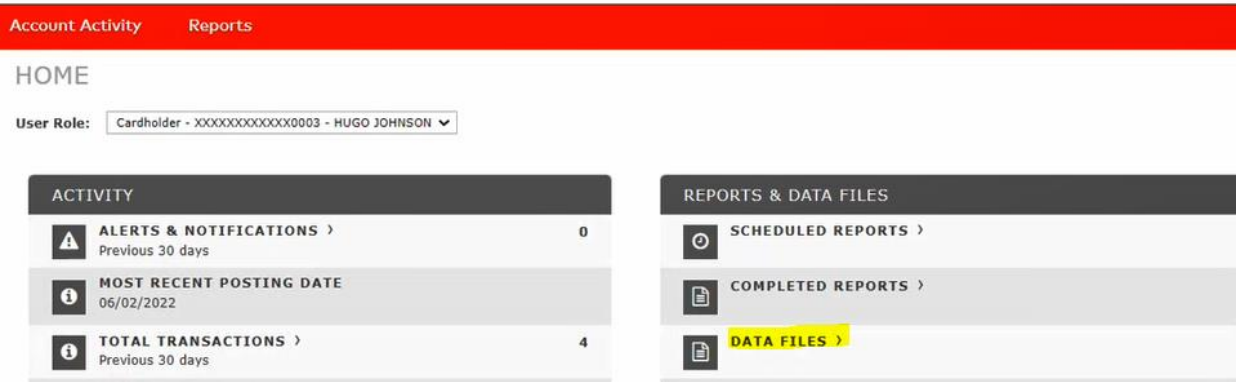
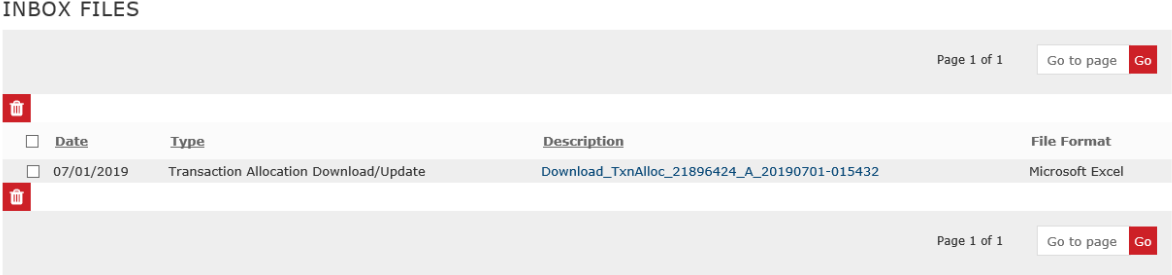
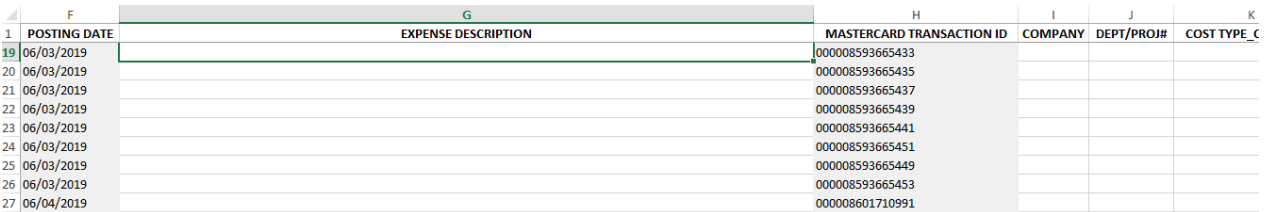
   


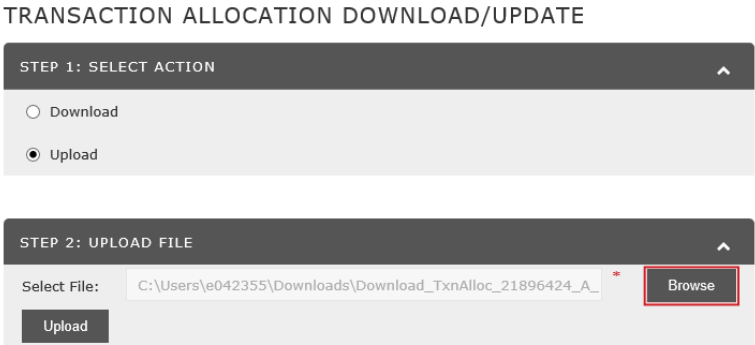
<input type="checkbox"/> Detail	Transaction Date	Description	Original Currency Amount	Original Currency	Tax Amount	Conversion Rate	Transaction Amount	Posted Currency
<input type="checkbox"/> 	04/28/2019 		0.00	U.S. DOLLAR	0.00		0.00	U.S. DOLLAR
<input type="checkbox"/> 	04/28/2019 		0.00	U.S. DOLLAR	0.00		0.00	U.S. DOLLAR
<input type="checkbox"/> 	04/28/2019 		0.00	U.S. DOLLAR	0.00		0.00	U.S. DOLLAR
<input type="checkbox"/> 	04/28/2019 		0.00	U.S. DOLLAR	0.00		0.00	U.S. DOLLAR
<input type="checkbox"/> 	04/28/2019 		0.00	U.S. DOLLAR	0.00		0.00	U.S. DOLLAR

3 Once added, Cash Transactions will appear in the Transaction Summary list where they can be edited like any other transaction.

Cash Transactions can also be added from the Transaction Summary list by clicking the  icon.

7 Uploading Transaction Allocations

Action/Information	
1	<p>Go to the Home Page and click on Data Files to open the inbox.</p> 
2	<p>Click on the file description to download it and save it on your PC. The steps will vary depending on the browser being used.</p> 
3	<p>Open the file you saved with Excel.</p> <ul style="list-style-type: none"> • Enter the Expense Description and Codes in the corresponding columns • Save the file. It's recommended you use Save As and do NOT overwrite the original file 

Action/Information	
4	<p>From the Home page, select the Account Activity Menu then Transaction Allocation Download/Update</p>  <p>The screenshot shows the Santander logo at the top. Below it is a red navigation bar with three tabs: 'Account Activity', 'Reports', and 'Expense'. The 'Account Activity' tab is selected and highlighted. A dropdown menu is open below the 'Account Activity' tab, listing several options: 'Split Profile Details', 'Account Information', 'Transaction Allocation Download/Update', 'Cost Allocation Management', and 'Manage Receipts'. The 'Transaction Allocation Download/Update' option is highlighted in grey.</p>
5	<p>Select Upload. Click the Browse button and search for and select the file you saved in step 5. Click on Upload</p>  <p>The screenshot shows the 'TRANSACTION ALLOCATION DOWNLOAD/UPDATE' interface. It has two main sections: 'STEP 1: SELECT ACTION' and 'STEP 2: UPLOAD FILE'. In 'STEP 1', there are two radio buttons: 'Download' (unselected) and 'Upload' (selected). In 'STEP 2', there is a 'Select File:' field containing the file path 'C:\Users\...Downloads\Download_TxnAlloc_21896424_A_'. To the right of the file path is a 'Browse' button, which is highlighted with a red box. Below the file path is an 'Upload' button.</p>

Action/Information

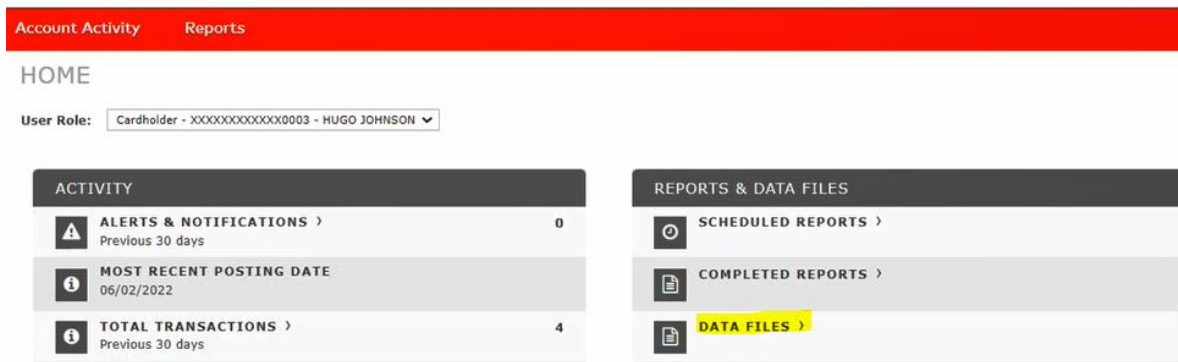
6 The System will process the file and update the transactions with the new codes. Upon completion the system will provide one of the following:

If there were no errors, Smart Data will respond with a notification in Alerts and Notifications indicating the process completed successfully. Click on the link to view and open the message



The screenshot shows the 'HOME' page of the Santander account activity dashboard. At the top, there is a red navigation bar with 'Account Activity' and 'Reports' tabs. Below this, the user role is identified as 'Cardholder - XXXXXXXXXXXX0003 - HUGO JOHNSON'. The dashboard is divided into two main sections: 'ACTIVITY' and 'REPORTS & DATA FILES'. In the 'ACTIVITY' section, the 'ALERTS & NOTIFICATIONS' link is highlighted in yellow, indicating a successful notification. Other activity items include 'MOST RECENT POSTING DATE' (06/02/2022) and 'TOTAL TRANSACTIONS' (4). The 'REPORTS & DATA FILES' section includes links for 'SCHEDULED REPORTS', 'COMPLETED REPORTS', and 'DATA FILES'.

7 If there were errors, Smart Data will respond with a file in the In Box. Open the file to view which rows contained errors.



This screenshot is identical to the one above, but with a key difference: the 'DATA FILES' link in the 'REPORTS & DATA FILES' section is highlighted in yellow, indicating that an error file has been generated and is available for review.