

January 2023

Santander Commercial Card

Smart Data Review and Approve Guide
For Program Administrators

1 Introduction

This guide is for Company Program Administrators who manage Review and Approve card programs in Smart Data.

Separate Guides are available for Account Management, Virtual Card, and Travel programs. Please access these from our Commercial Card Resource Center www.santanderbank.com/commercial-card or by contacting Client Service:

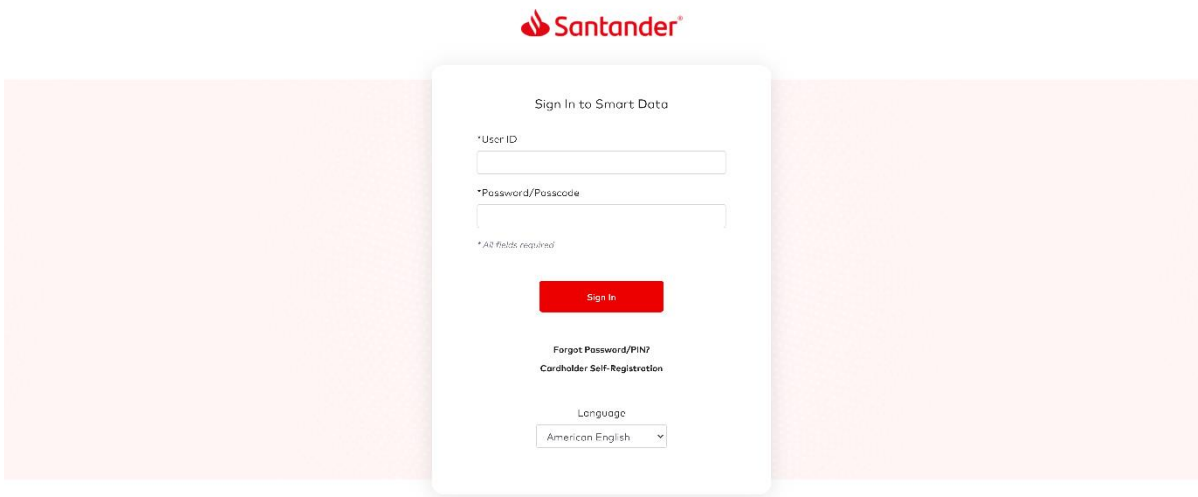
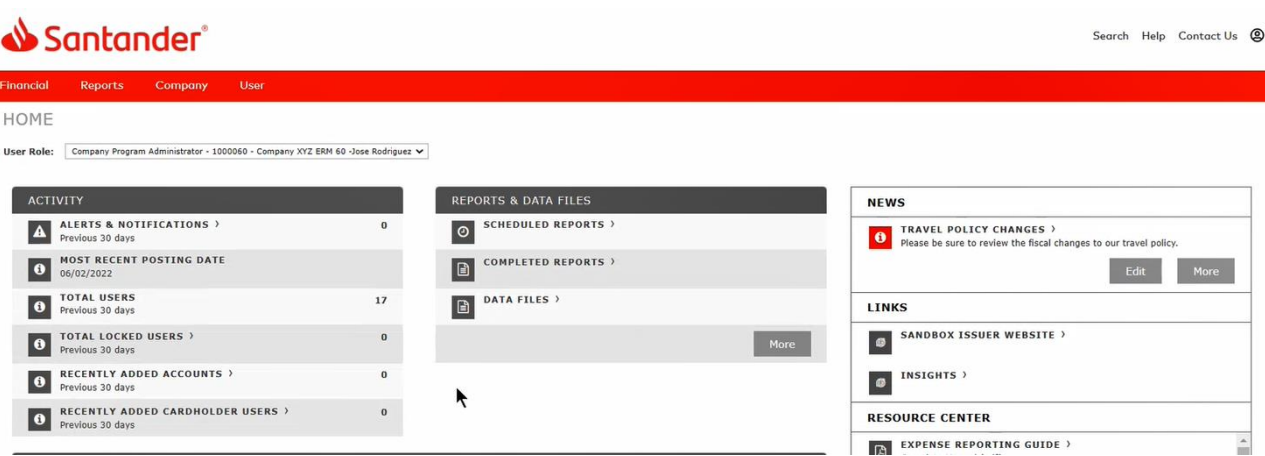


Santander Client Service is open Monday - Friday 7:30 AM – 6:00 PM ET
Program Administrator questions: 844-726-0095
For service after hours: 877-598-7799
By email: clientservice@santander.us

2 Getting Started with Smart Data – Company Program Administrators

As a Company Program Administrator, you will be sent two emails, one with your user ID and one with your password for Smart Data (cardholders are able to self-register).

Once you receive your credentials go to: smartdata@santanderbank.com


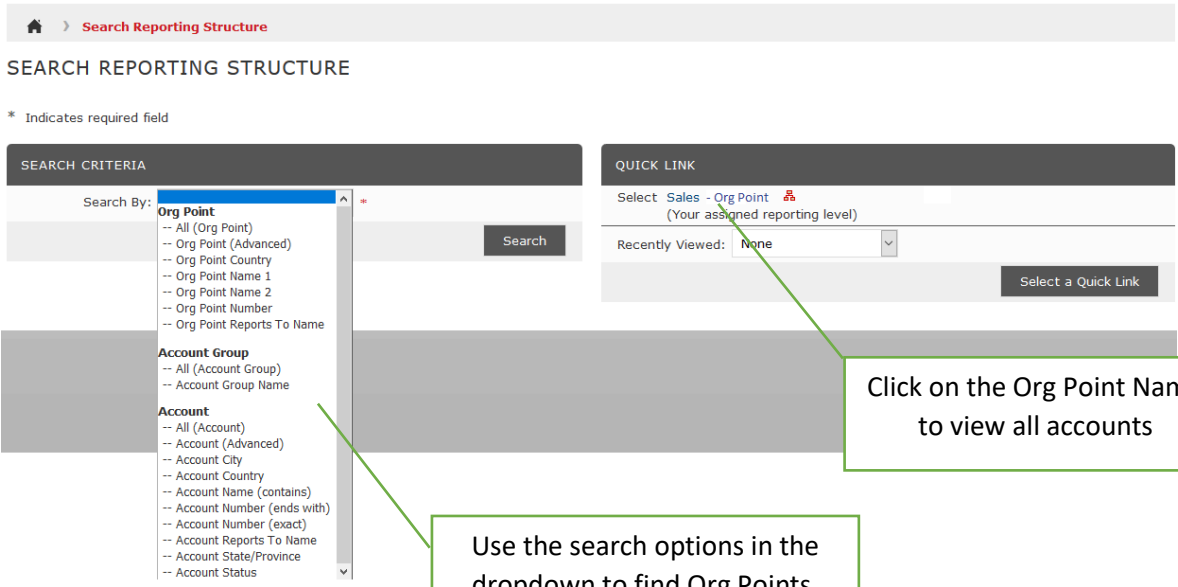
Action/Information	
1	<p>Enter the username and password and then set up a new password and security question.</p> 
2	<p>You will then arrive at the landing page.</p> 

Action/Information

3 If you have more than one security role in Smart Data, you can toggle between them from the dropdown box. To return to the home screen with this option, click on the Santander logo from any page.



3 Review and Approve

Action/Information	
1	<p>From the Home page, select the Financial menu then the Account Summary option.</p> 
2	<p>You will be presented with a search screen. This allows you to view all the accounts in your Org Point or search for a specific account. Your search options will depend on what access has been granted.</p>  <p>Click on the Org Point Name to view all accounts</p> <p>Use the search options in the dropdown to find Org Points, Account Groups or Accounts</p>

Action/Information

3 Select the date range you would like to work on and click **Search**

SEARCH CRITERIA [Advanced Search](#)

Reporting Cycle : Select

Select

March 2019

April 2019

May 2019

June 2019

July 2019

Date Range : From*:

To*:

Date Type : Posting Date

Data available starting: 04/28/2016

Select a Reporting Cycle

or

Enter a custom date range

4 The system will display the list of accounts that have activity in the date range selected. Click on the account to view its transactions.

SEARCH RESULTS

Page 1 of 1

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
BEN SMITH		XXXX-XXXX-XXXX-0001	KENSWORTH	CT	UNITED STATES	Sales	Active
CHARLOTTE FARADAY		XXXX-XXXX-XXXX-0007	KENSWORTH	CT	UNITED STATES	Sales East	Active
JAMES CADILLAC		XXXX-XXXX-XXXX-0004	KENSWORTH	CT	UNITED STATES	Sales West	Active
JOE BURKE		XXXX-XXXX-XXXX-0005	KENSWORTH	CT	UNITED STATES	Sales West	Active
KATE MORAN		XXXX-XXXX-XXXX-0010	KENSWORTH	CT	UNITED STATES	Sales West	Active

Page 1 of 1

5 The system will display a list of transactions for the selected account.

SEARCH RESULTS



Expand All | Collapse All Search Total: 9,282.50

Page 1 of 2

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	05/23/2015	05/22/2015	STAFFING AGENCY 631-844-7010, NY -11747	1,157.44	74.46	
	<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


6 Click on the corresponding Icon on the left of each transaction to view:

-  Splits
-  Accounting Detail

Click on the corresponding Icon on the right of each transaction to:











-  View/Download Receipt

When finished verifying the entries by the cardholder:

- Check the Approved box to indicate the transaction is completed correctly
or
- Uncheck the Reviewed box and advise the cardholder of the corrections needed.
- Click on the  icon to save the changes

(These steps may vary depending on how your company is configured)


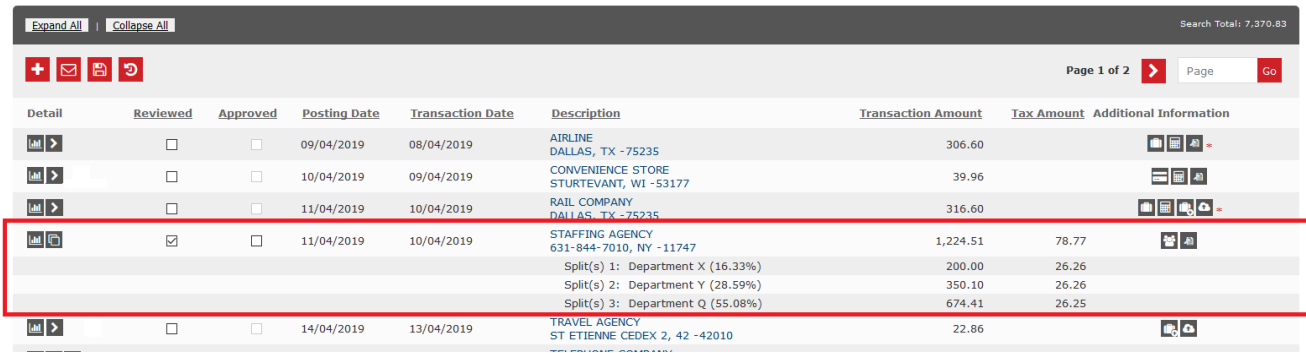
SEARCH RESULTS

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
 	<input type="checkbox"/>	<input type="checkbox"/>	09/04/2019	08/04/2019	AIRLINE DALLAS, TX -75235	306.60		  
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2019	09/04/2019	CONVENIENCE STORE STURTEVANT, WI -53177	39.96		 

ACCOUNTING CODES INFORMATION

Expense Description:

4 Viewing and Splitting Transactions

		Action/Information																																																																																	
1	<p>Splitting a transaction allows a cardholder to allocate portions of a single transaction to different GLs, Branches, Departments, etc. Splitting is optional.</p> <p>1. From the transaction list screen, click on the  icon for a transaction that has been split. A split transaction will display the splits beneath it.</p>	 <p>The screenshot shows a transaction list with columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, and Additional Information. A transaction for 'STAFFING AGENCY' is highlighted with a red box, showing its total amount of 1,224.51 and three splits: Department X (16.33%), Department Y (28.59%), and Department Q (55.08%).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Detail</th> <th>Reviewed</th> <th>Approved</th> <th>Posting Date</th> <th>Transaction Date</th> <th>Description</th> <th>Transaction Amount</th> <th>Tax Amount</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>09/04/2019</td> <td>08/04/2019</td> <td>AIRLINE DALLAS, TX - 75235</td> <td>306.60</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10/04/2019</td> <td>09/04/2019</td> <td>CONVENIENCE STORE STURTEVANT, WI - 53177</td> <td>39.96</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11/04/2019</td> <td>10/04/2019</td> <td>RAIL COMPANY DALLAS, TX - 75235</td> <td>316.60</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11/04/2019</td> <td>10/04/2019</td> <td>STAFFING AGENCY 631-844-7010, NY - 11747</td> <td>1,224.51</td> <td>78.77</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 1: Department X (16.33%)</td> <td>200.00</td> <td>26.26</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 2: Department Y (28.59%)</td> <td>350.10</td> <td>26.26</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 3: Department Q (55.08%)</td> <td>674.41</td> <td>26.25</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>14/04/2019</td> <td>13/04/2019</td> <td>TRAVEL AGENCY ST ETIENNE CEDEX 2, 42 -42010</td> <td>22.86</td> <td></td> <td></td> </tr> </tbody> </table>	Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information		<input type="checkbox"/>	<input type="checkbox"/>	09/04/2019	08/04/2019	AIRLINE DALLAS, TX - 75235	306.60				<input type="checkbox"/>	<input type="checkbox"/>	10/04/2019	09/04/2019	CONVENIENCE STORE STURTEVANT, WI - 53177	39.96				<input type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	RAIL COMPANY DALLAS, TX - 75235	316.60				<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	STAFFING AGENCY 631-844-7010, NY - 11747	1,224.51	78.77							Split(s) 1: Department X (16.33%)	200.00	26.26							Split(s) 2: Department Y (28.59%)	350.10	26.26							Split(s) 3: Department Q (55.08%)	674.41	26.25			<input type="checkbox"/>	<input type="checkbox"/>	14/04/2019	13/04/2019	TRAVEL AGENCY ST ETIENNE CEDEX 2, 42 -42010	22.86		
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Action/Information

2 The Split Details screen is shown. Click on the icon to view how each split was coded or click the Expand All link to view all at once.

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	STAFFING AGENCY 631-844-7010, NY -11747	1,224.51	78.77	1,145.74	

Description	Percent	Amount	Tax Amount	Net Amount
Department X	16.33	200.00	26.26	173.74
Department Y	28.59	350.10	26.26	323.84
Department Q	55.08	674.41	26.25	648.16
Totals:	100.00	1,224.5	78.77	1,145.74

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	STAFFING AGENCY 631-844-7010, NY -11747	1,224.51	78.77	1,145.74	

Description	Percent	Amount	Tax Amount	Net Amount
Department X	16.33	200.00	26.26	173.74

Division	Department	General Ledger	Service Date	CTA Field 1
20 - Sales	21 - Sales East	80010 - Postage and Delivery	04/01/2019	

3 Click on the **Transaction Summary** link at the top of the page to return to the transaction list.

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

SPLIT TRANSACTION


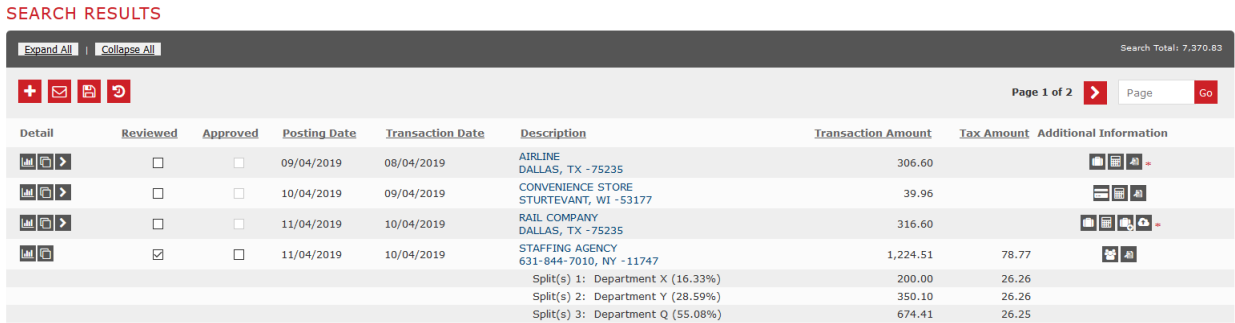
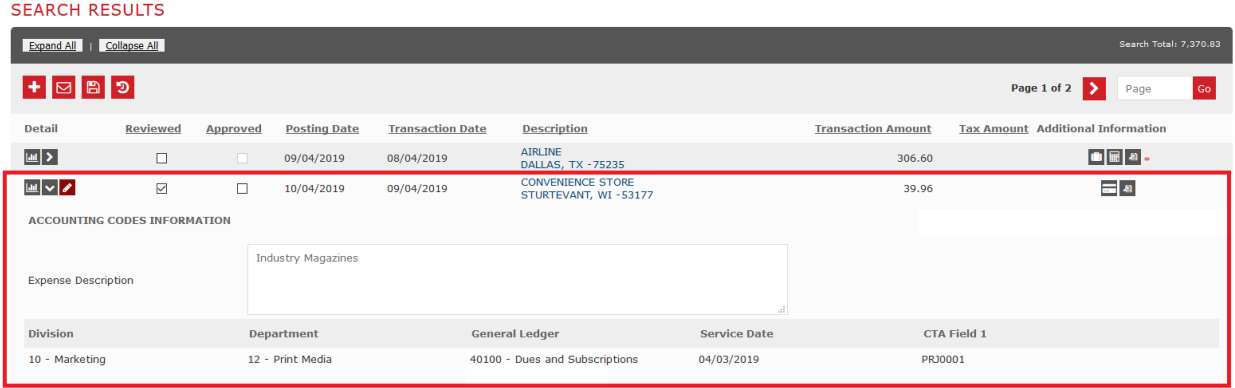
BEN SMITH • XXXX-XXXX-XXXX-0001 (Active) • Sales • 1 MAIN ST • KENSWORTH, CT 584563

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	STAFFING AGENCY 631-844-7010, NY -11747	1,224.51	78.77	1,145.74	

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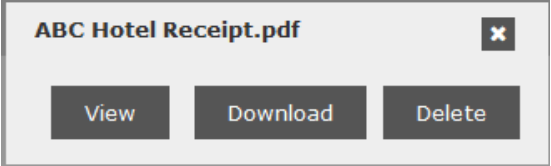
5 Viewing Cost Allocation

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	<p>From the Transaction Summary or Split Transaction screen, click on the  Cost Allocate icon to view how the transaction was coded or click the Expand All link to view all at once.</p>  <p>SEARCH RESULTS</p> <p>Expand All Collapse All Search Total: 7,370.83</p> <p>Page 1 of 2 Page Go</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Reviewed</th> <th>Approved</th> <th>Posting Date</th> <th>Transaction Date</th> <th>Description</th> <th>Transaction Amount</th> <th>Tax Amount</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>09/04/2019</td> <td>08/04/2019</td> <td>AIRLINE DALLAS, TX -75235</td> <td>306.60</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10/04/2019</td> <td>09/04/2019</td> <td>CONVENIENCE STORE STURTEVANT, WI -53177</td> <td>39.96</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11/04/2019</td> <td>10/04/2019</td> <td>RAIL COMPANY DALLAS, TX -75235</td> <td>316.60</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11/04/2019</td> <td>10/04/2019</td> <td>STAFFING AGENCY 631-844-7010, NY -11747</td> <td>1,224.51</td> <td>78.77</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 1: Department X (16.33%)</td> <td>200.00</td> <td>26.26</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 2: Department Y (28.59%)</td> <td>350.10</td> <td>26.26</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Split(s) 3: Department Q (55.08%)</td> <td>674.41</td> <td>26.25</td> <td></td> </tr> </tbody> </table>	Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information		<input type="checkbox"/>	<input type="checkbox"/>	09/04/2019	08/04/2019	AIRLINE DALLAS, TX -75235	306.60				<input type="checkbox"/>	<input type="checkbox"/>	10/04/2019	09/04/2019	CONVENIENCE STORE STURTEVANT, WI -53177	39.96				<input type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	RAIL COMPANY DALLAS, TX -75235	316.60				<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	STAFFING AGENCY 631-844-7010, NY -11747	1,224.51	78.77							Split(s) 1: Department X (16.33%)	200.00	26.26							Split(s) 2: Department Y (28.59%)	350.10	26.26							Split(s) 3: Department Q (55.08%)	674.41	26.25	
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2	<p>The Accounting code fields for the selected transaction and the Expense Description field will be displayed.</p>  <p>SEARCH RESULTS</p> <p>Expand All Collapse All Search Total: 7,370.83</p> <p>Page 1 of 2 Page Go</p> <table border="1"> <thead> <tr> <th>Detail</th> <th>Reviewed</th> <th>Approved</th> <th>Posting Date</th> <th>Transaction Date</th> <th>Description</th> <th>Transaction Amount</th> <th>Tax Amount</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>09/04/2019</td> <td>08/04/2019</td> <td>AIRLINE DALLAS, TX -75235</td> <td>306.60</td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10/04/2019</td> <td>09/04/2019</td> <td>CONVENIENCE STORE STURTEVANT, WI -53177</td> <td>39.96</td> <td></td> <td></td> </tr> </tbody> </table> <p>ACCOUNTING CODES INFORMATION</p> <p>Expense Description: <input type="text" value="Industry Magazines"/></p> <table border="1"> <thead> <tr> <th>Division</th> <th>Department</th> <th>General Ledger</th> <th>Service Date</th> <th>CTA Field 1</th> </tr> </thead> <tbody> <tr> <td>10 - Marketing</td> <td>12 - Print Media</td> <td>40100 - Dues and Subscriptions</td> <td>04/03/2019</td> <td>PRJ0001</td> </tr> </tbody> </table>	Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information		<input type="checkbox"/>	<input type="checkbox"/>	09/04/2019	08/04/2019	AIRLINE DALLAS, TX -75235	306.60				<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/04/2019	09/04/2019	CONVENIENCE STORE STURTEVANT, WI -53177	39.96			Division	Department	General Ledger	Service Date	CTA Field 1	10 - Marketing	12 - Print Media	40100 - Dues and Subscriptions	04/03/2019	PRJ0001																																			
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6 Viewing and Downloading Receipts

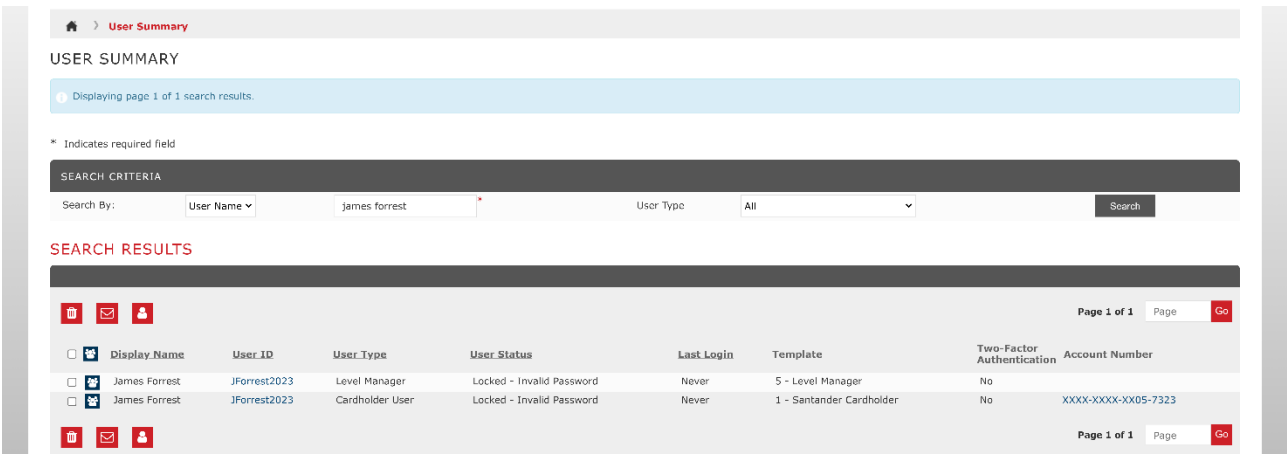
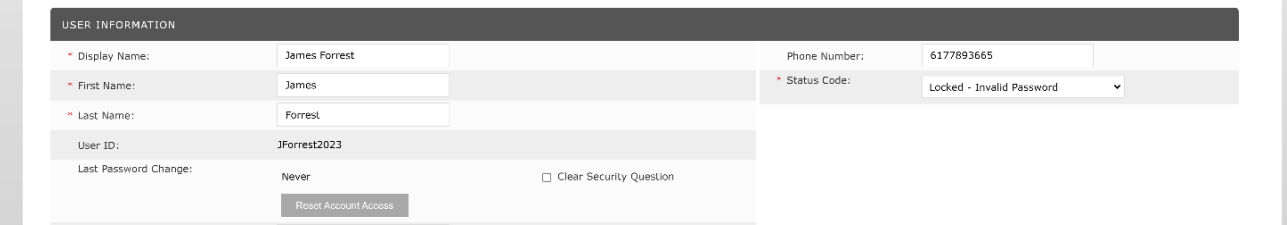
Receipts are attached to transactions as evidence of a charge that meets the company policy.

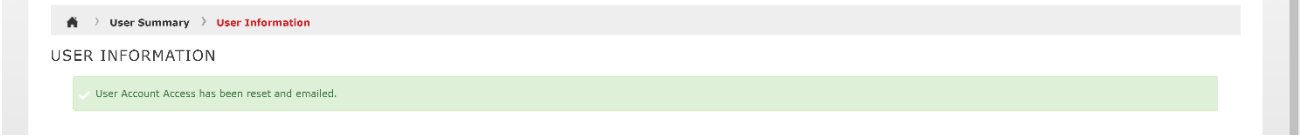
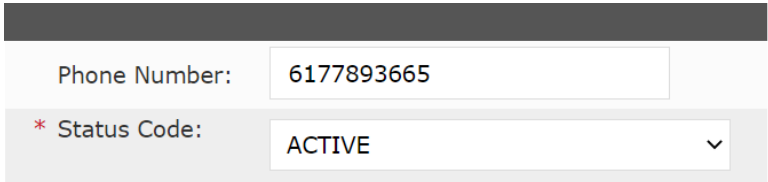
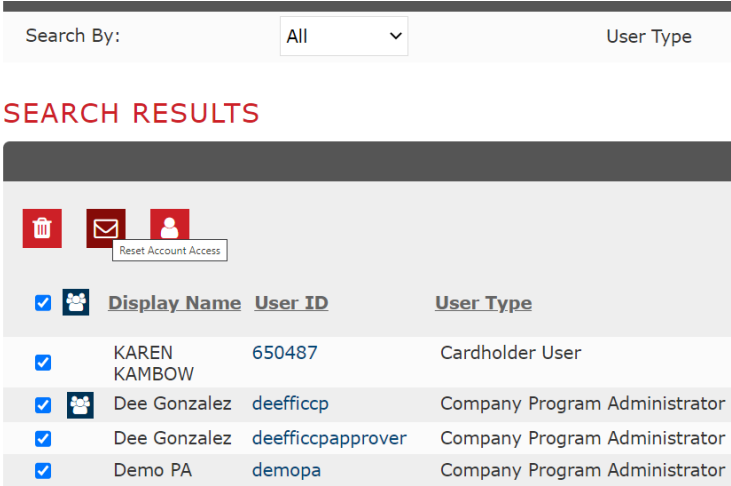
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1	<p>From the Transaction Summary screen, click on the  View Receipt icon for the transaction to which you would like to view or download a receipt.</p>	 <table border="1"> <thead> <tr> <th>Detail</th> <th>Reviewed</th> <th>Approved</th> <th>Posting Date</th> <th>Transaction Date</th> <th>Description</th> <th>Transaction Amount</th> <th>Tax Amount</th> <th>Additional Information</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>09/04/2019</td> <td>08/04/2019</td> <td>AIRLINE DALLAS, TX - 75235</td> <td>306.60</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10/04/2019</td> <td>09/04/2019</td> <td>CONVENIENCE STORE STURTEVANT, WI - 53177</td> <td>39.96</td> <td></td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11/04/2019</td> <td>10/04/2019</td> <td>RAIL COMPANY DALLAS, TX - 75235</td> <td>316.60</td> <td></td> <td></td> </tr> </tbody> </table>	Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information		<input type="checkbox"/>	<input type="checkbox"/>	09/04/2019	08/04/2019	AIRLINE DALLAS, TX - 75235	306.60				<input type="checkbox"/>	<input type="checkbox"/>	10/04/2019	09/04/2019	CONVENIENCE STORE STURTEVANT, WI - 53177	39.96				<input type="checkbox"/>	<input type="checkbox"/>	11/04/2019	10/04/2019	RAIL COMPANY DALLAS, TX - 75235	316.60		
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2	<p>The View & Download Receipt dialog box is displayed. The Delete action will be enabled or not depending on the user rights. Click on the button for the action you wish to perform.</p>	 <ul style="list-style-type: none"> • View – Will open the image in a new window • Download – Will trigger your browser's download function allowing you to save the file. • Delete – Will remove the image from the transaction. 																																				

7 User Administration


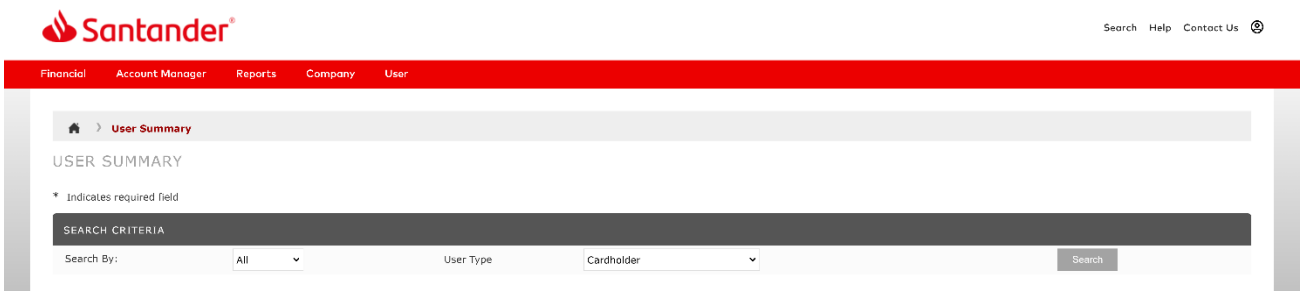
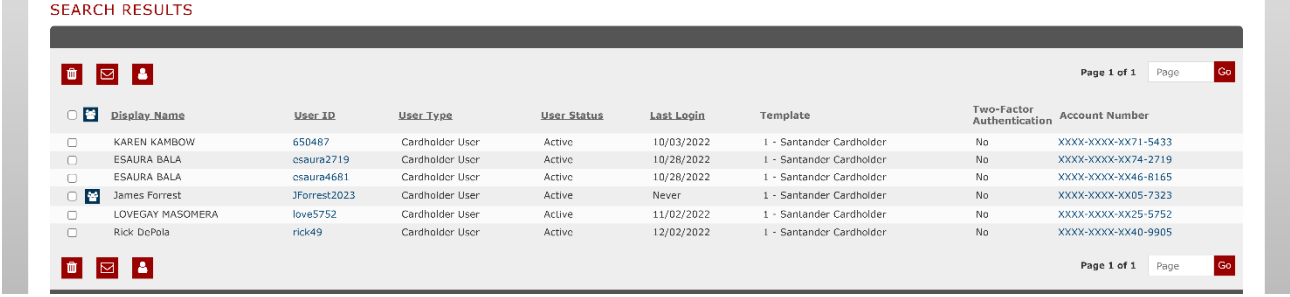
7.1 Reset User's Password / Unlock User

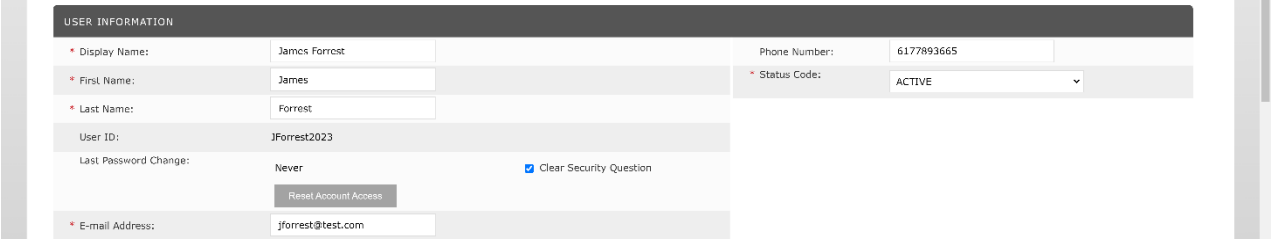
From the **User** menu, choose **User Summary** and search for the user who needs resetting.

	Action/Information
1	<p>Users cannot login if they are Inactive (not logged in for 90 days) or Locked (they have entered their password incorrectly multiple times). You can see this for the user under the User Status field.</p> 
2	<p>Note: The user cannot reset their password if they are Inactive or Locked. The user reset password function on the login screen only works if they are Active.</p> <p>You can reset account access by clicking on their User ID to open their profile, and then click on the Reset Account Access.</p> 

Action/Information																					
3	<p>You will see the confirmation message that account access has been reset and emailed. If they have multi-factor authentication, the email they receive will explain the reset process for RSA tokens (see Section 6 on RSA tokens).</p> 																				
4	<p>You must also change the status code to ACTIVE, or they will not be able to use the password reset email.</p> 																				
5	<p>The password reset link is valid for one week, HOWEVER, if the user was unable to login because they were Inactive (not logged in for 90 days) they need to login in the SAME DAY as you reset them to Active, or they will flip back to Inactive overnight.</p>																				
6	<p>There is the option to reset passwords for multiple users at once, say if you want all your user passwords reset. Check the top check box to select all, and then click on the Reset Account Access icon.</p>  <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Display Name</th> <th>User ID</th> <th>User Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>KAREN KAMBOW</td> <td>650487</td> <td>Cardholder User</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Dee Gonzalez</td> <td>deefficcp</td> <td>Company Program Administrator</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Dee Gonzalez</td> <td>deefficcpapprover</td> <td>Company Program Administrator</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Demo PA</td> <td>demopa</td> <td>Company Program Administrator</td> </tr> </tbody> </table>	<input checked="" type="checkbox"/>	Display Name	User ID	User Type	<input checked="" type="checkbox"/>	KAREN KAMBOW	650487	Cardholder User	<input checked="" type="checkbox"/>	Dee Gonzalez	deefficcp	Company Program Administrator	<input checked="" type="checkbox"/>	Dee Gonzalez	deefficcpapprover	Company Program Administrator	<input checked="" type="checkbox"/>	Demo PA	demopa	Company Program Administrator
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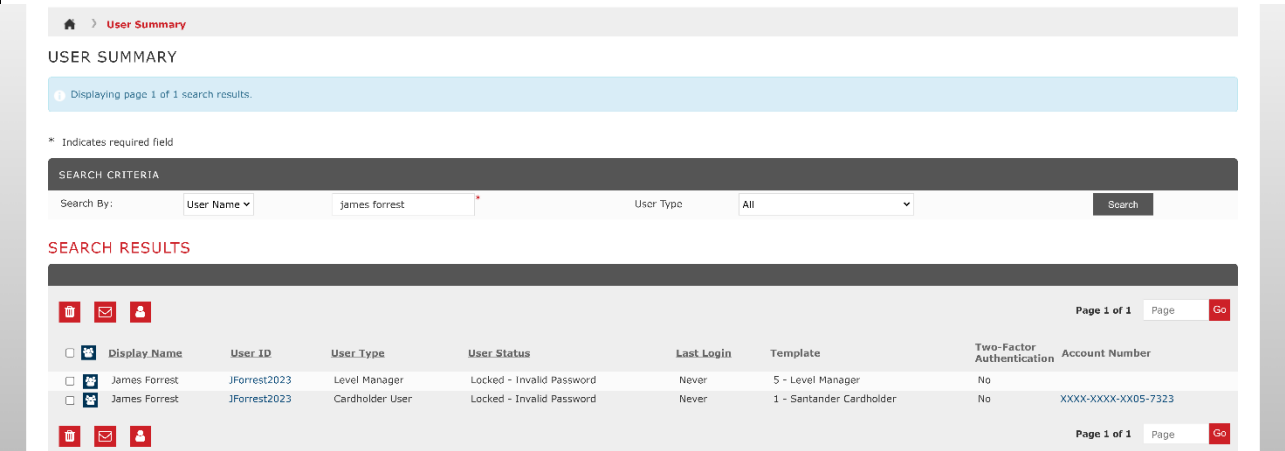
7.2 Reset User's Security Questions


Action/Information																																																																							
1	<p>Find the user from the User menu and User Summary option.</p>  <p>Financial Account Manager Reports Company <u>User</u></p> <p>User Summary</p>																																																																						
2	<p>Search for the user by their name, ID, or type.</p>  <p>Santander Search Help Contact Us</p> <p>Financial Account Manager Reports Company User</p> <p>User Summary</p> <p>SEARCH CRITERIA</p> <p>Search By: All User Type Cardholder Search</p>																																																																						
3	<p>Click on the User ID for the user you need to edit.</p>  <p>SEARCH RESULTS</p> <p>Page 1 of 1 Page Go</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th><input type="checkbox"/></th> <th>Display Name</th> <th>User ID</th> <th>User Type</th> <th>User Status</th> <th>Last Login</th> <th>Template</th> <th>Two-Factor Authentication</th> <th>Account Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>KAREN KAMBOW</td> <td>650487</td> <td>Cardholder User</td> <td>Active</td> <td>10/03/2022</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX71-5433</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>ESAURA BALA</td> <td>esaura2719</td> <td>Cardholder User</td> <td>Active</td> <td>10/28/2022</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX74-2719</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>ESAURA BALA</td> <td>esaura4681</td> <td>Cardholder User</td> <td>Active</td> <td>10/28/2022</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX46-8165</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>James Forrest</td> <td>JForrest2023</td> <td>Cardholder User</td> <td>Active</td> <td>Never</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX05-7323</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>LOVEGAY MASOMERA</td> <td>love5752</td> <td>Cardholder User</td> <td>Active</td> <td>11/02/2022</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX25-5752</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Rick DiPola</td> <td>rick49</td> <td>Cardholder User</td> <td>Active</td> <td>12/02/2022</td> <td>1 - Santander Cardholder</td> <td>No</td> <td>XXXX-XXXX-XX40-9905</td> </tr> </tbody> </table> <p>Page 1 of 1 Page Go</p>	<input type="checkbox"/>	<input type="checkbox"/>	Display Name	User ID	User Type	User Status	Last Login	Template	Two-Factor Authentication	Account Number	<input type="checkbox"/>	<input type="checkbox"/>	KAREN KAMBOW	650487	Cardholder User	Active	10/03/2022	1 - Santander Cardholder	No	XXXX-XXXX-XX71-5433	<input type="checkbox"/>	<input type="checkbox"/>	ESAURA BALA	esaura2719	Cardholder User	Active	10/28/2022	1 - Santander Cardholder	No	XXXX-XXXX-XX74-2719	<input type="checkbox"/>	<input type="checkbox"/>	ESAURA BALA	esaura4681	Cardholder User	Active	10/28/2022	1 - Santander Cardholder	No	XXXX-XXXX-XX46-8165	<input type="checkbox"/>	<input checked="" type="checkbox"/>	James Forrest	JForrest2023	Cardholder User	Active	Never	1 - Santander Cardholder	No	XXXX-XXXX-XX05-7323	<input type="checkbox"/>	<input type="checkbox"/>	LOVEGAY MASOMERA	love5752	Cardholder User	Active	11/02/2022	1 - Santander Cardholder	No	XXXX-XXXX-XX25-5752	<input type="checkbox"/>	<input type="checkbox"/>	Rick DiPola	rick49	Cardholder User	Active	12/02/2022	1 - Santander Cardholder	No	XXXX-XXXX-XX40-9905
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Action/Information	
4	<p>Check the Clear Security Question box and Save at the bottom of the screen. Note that updates made to the User Role Information section will only apply to the role selected.</p> 


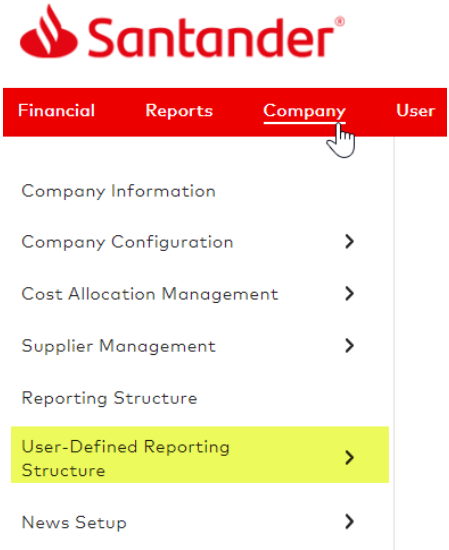
7.3 Update a User's Contact Details

Please note, these steps will only change their Smart Data user profile and will not update any details associated with their card account. Search for the user from the **User** menu and **User Summary** option.

Action/Information	
1	<p>Click on the user ID to open the User Information screen.</p> 

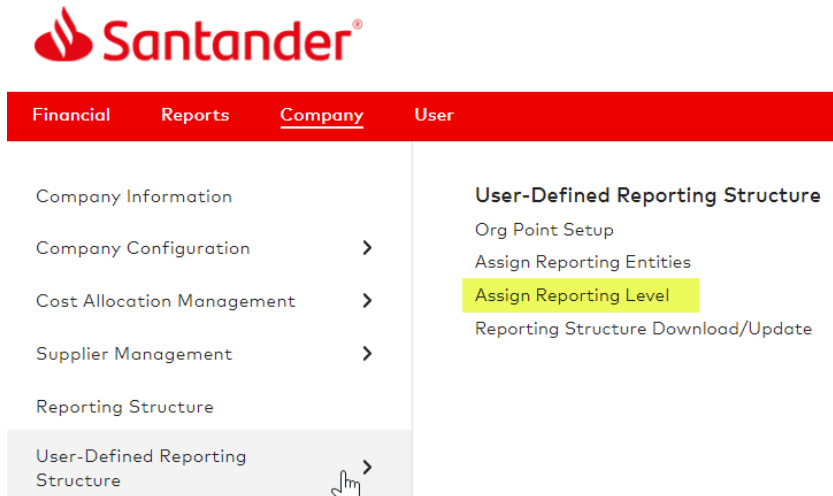
Action/Information	
2	<p>Update the user's email address or phone number and click Save.</p> 

7.4 Moving a User within the Organization

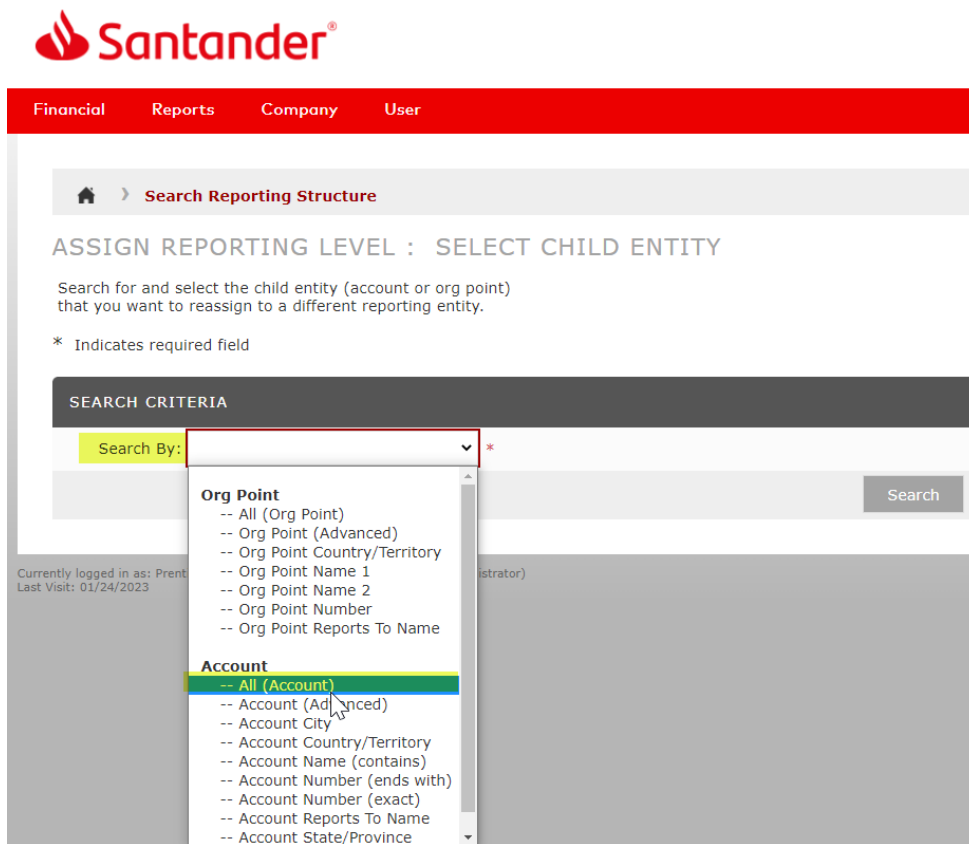
Action/Information	
1	<p>Place your cursor on Company.</p> 
2	<p>Use your cursor to hover over User-Defined Reporting Structure.</p> 

Action/Information

3 Within the *User-Defined Reporting Structure*, choose the option, which reads **Assign Reporting Level**.



4 In the next screen, the *Search Criteria* menu should appear. In the *Search By* menu, select "All Accounts" or (Child Entity).



Action/Information

5 Click on **Search** to navigate to the next screen.



Financial Reports Company User

Search Reporting Structure

ASSIGN REPORTING LEVEL : SELECT CHILD ENTITY

Search for and select the child entity (account or org point) that you want to reassign to a different reporting entity.

* Indicates required field

SEARCH CRITERIA

Search By: -- All (Account) *

Search

6 Find the *account (or Child Entity)* under the search results and **click on the name**.



Search Help Contact Us

Financial Reports Company User

Search Reporting Structure

Displaying page 1 of 1 search results.

ASSIGN REPORTING LEVEL : SELECT CHILD ENTITY

Search for and select the child entity (account or org point) that you want to reassign to a different reporting entity.

* Indicates required field

SEARCH CRITERIA

Search By: -- All (Account) *

Search

QUICK LINK

Recently Viewed: None

Select a Quick Link

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country/Territory	Reports To	Status
AIDEN HALL		XXXX-XXXX-XXXX-1671	AVON LAKE	OH	UNITED STATES	Sales	Active
ALEXANDRA KING		XXXX-XXXX-XXXX-1733	AVON LAKE	OH	UNITED STATES	--	Active
ALEXIS MOORE		XXXX-XXXX-XXXX-0546	AVON LAKE	OH	UNITED STATES	--	Active
ALLISON WRIGHT		XXXX-XXXX-XXXX-1726	AVON LAKE	OH	UNITED STATES	--	Active
ANNA LOPEZ		XXXX-XXXX-XXXX-1590	AVON LAKE	OH	UNITED STATES	--	Active

Page 1 of 1 Page Go

Action/Information

7 In the next screen, the search criteria will appear by which the Parent Entity should be chosen. In the **Search By** menu, select **Org Point**.

Santander Search Help Contact Us

Financial Reports Company User

Home > Search Reporting Structure > Select Parent Entity

ASSIGN REPORTING LEVEL : SELECT PARENT ENTITY

Child Entity: ALEXANDRA KING (Account)
Search for and select the parent entity (org point or company) to which the child entity will be reassigned.

* Indicates required field

SEARCH CRITERIA

Search By: **Org Point** *

QUICK LINK

Select DEMO COMPANY 1 (Your assigned reporting level)

Recently Viewed: None

Currently logged in as: Prentis (Administrator) Last Visit: 01/24/2023 © 1994-2023. Mastercard. All rights reserved. Privacy Notice

8 Click on **Search** to navigate to the next screen.

Santander Search Help Contact Us

Financial Reports Company User

Home > Search Reporting Structure > Select Parent Entity

ASSIGN REPORTING LEVEL : SELECT PARENT ENTITY

Child Entity: ALEXANDRA KING (Account)
Search for and select the parent entity (org point or company) to which the child entity will be reassigned.

* Indicates required field

SEARCH CRITERIA

Search By: -- All (Org Point) *

QUICK LINK

Select DEMO COMPANY 1 (Your assigned reporting level)

Recently Viewed: None

Action/Information

9 Find the *Org Point* (or *Parent Entity*) under the search results and click on the name.

Financial Reports Company User

Home > Search Reporting Structure > Select Parent Entity

Displaying page 1 of 1 search results.

ASSIGN REPORTING LEVEL : SELECT PARENT ENTITY

Child Entity: ALEXANDRA KING (Account)
 Search for and select the parent entity (org point or company) to which the child entity will be reassigned.

* Indicates required field

SEARCH CRITERIA

Search By: -- All (Org Point) *

QUICK LINK

Select DEMO COMPANY 1 (Your assigned reporting level)

Recently Viewed: None

SEARCH RESULTS

Page 1 of 1 Page

Org_Point_Name_1*	Org_Point_Name_2	Org_Point_Number	Reports_To	Country/Territory
Collections		700	--	UNITED STATES
Customer Service		300	--	UNITED STATES
Information Technology		400	--	UNITED STATES
Marketing		200	--	UNITED STATES
Sales		100	Marketing	UNITED STATES

10 The next screen will appear indicating the **Successfully assigned reporting level.**

Financial Reports Company User

Home > Search Reporting Structure > Select Parent Entity > Assign Reporting Level

✓ Successfully assigned reporting level.

Reassign another reporting entity.

Or, view the reassigned child entity in the reporting structure tree.

Currently logged in as: Prentis Covington (N242159, Company Program Administrator)
 Last Visit: 01/24/2023

Action/Information

11

Click on the **View Reporting Structure Tree** icon to confirm the change has been completed.



Financial Reports Company User

Home > Reporting Structure Tree

REPORTING STRUCTURE TREE

Display: All Entities

Page 1 of 1

Go to page **Go**

Issuer: SANTANDER BANK N.A.

Company: DEMO COMPANY 1

- Marketing

+ Sales

• ALEXANDRA KING (XXXX-XXXX-XXXX-1733)(Active)

• ESTEBAN SANCHEZ (XXXX-XXXX-XXXX-1711)(Active)

• JOSE GONZALEZ (XXXX-XXXX-XXXX-1597)(Active)


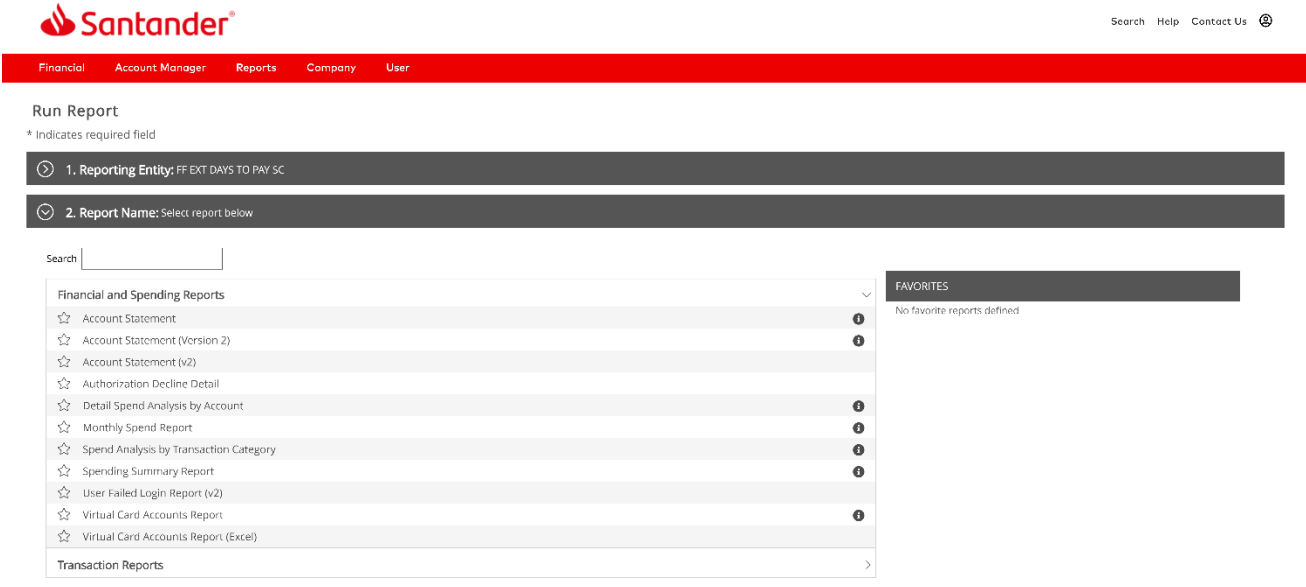
Page 1 of 1

Go to page **Go**

8 Reports

Reports are available in the Account Management module and in the Reports module.

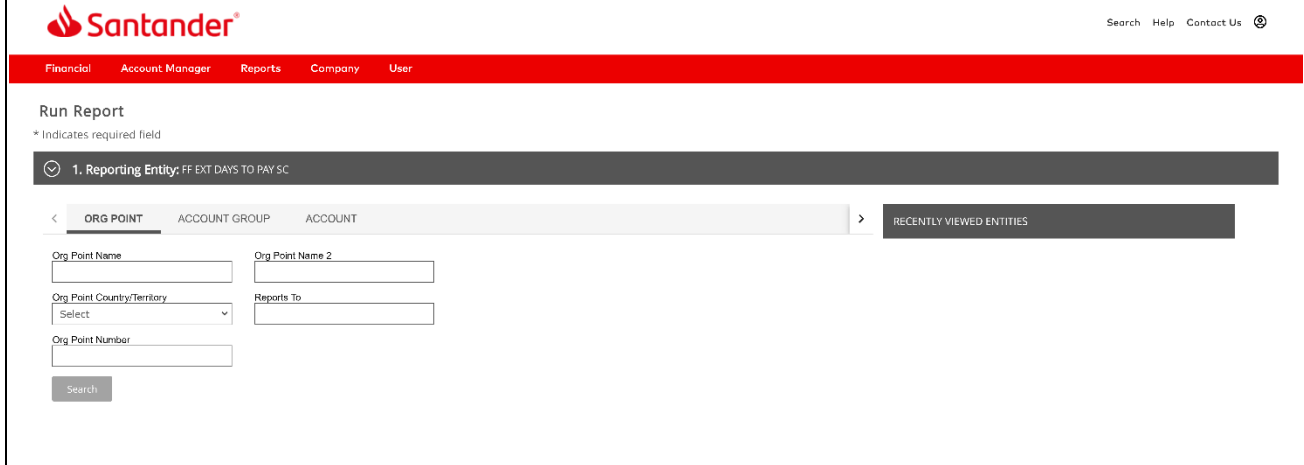
8.1 Running a Report

Action/Information	
1	<p>To run a report, choose the Reports menu and select the Run option.</p> 
2	<p>Choose the report you want to run.</p> 

Action/Information

3 You can now edit any of the following parameters by clicking on the arrow next to the feature.

If you do not want the report for the whole company you can specify the Org Point or Account under **1.Reporting Entity.**

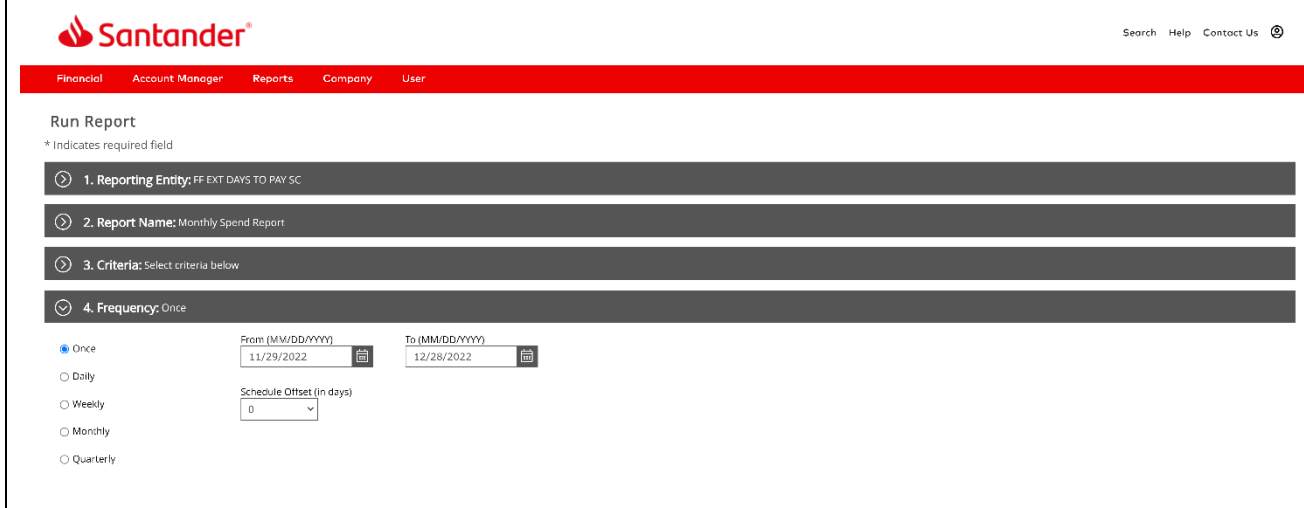


The screenshot shows the Santander 'Run Report' interface. At the top, there is a navigation bar with 'Financial', 'Account Manager', 'Reports', 'Company', and 'User'. Below this, the 'Run Report' title is displayed, followed by a note: '* Indicates required field'. The main section is titled '1. Reporting Entity: FF EXT DAYS TO PAY SC'. Below this, there are tabs for 'ORG POINT', 'ACCOUNT GROUP', and 'ACCOUNT', with 'ORG POINT' selected. To the right, there is a 'RECENTLY VIEWED ENTITIES' section. The 'ORG POINT' section contains several input fields: 'Org Point Name', 'Org Point Name 2', 'Org Point Country/Territory' (with a dropdown menu), 'Reports To', and 'Org Point Number'. A 'Search' button is located at the bottom left of this section.

4 You can set the date range and report frequency under **4.Frequency.** Please note that if you choose today's date, the report will be scheduled to run at midnight.

You may wish to Schedule Offset days so that you catch all transactions in your timeframe, even if they are posted a day or two later.


Transactions are available for reports for three years.



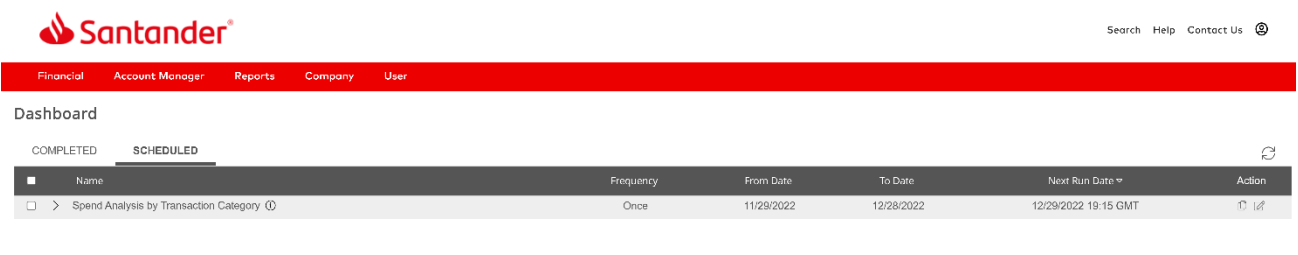
The screenshot shows the Santander 'Run Report' interface, focusing on the '4. Frequency' section. The navigation bar and 'Run Report' title are visible at the top. Below the title, there is a note: '* Indicates required field'. The main section is titled '4. Frequency: Once'. Below this, there are four numbered steps: '1. Reporting Entity: FF EXT DAYS TO PAY SC', '2. Report Name: Monthly Spend Report', '3. Criteria: Select criteria below', and '4. Frequency: Once'. Under '4. Frequency: Once', there are radio buttons for 'Once', 'Daily', 'Weekly', 'Monthly', and 'Quarterly'. The 'Once' option is selected. Below the radio buttons, there are two date pickers: 'From (MM/DD/YYYY)' with the value '11/29/2022' and 'To (MM/DD/YYYY)' with the value '12/28/2022'. Below the date pickers, there is a 'Schedule Offset (in days)' dropdown menu with the value '0'.

Action/Information

5 You can choose to have an email notification when the report is ready under **5. Delivery Options** and **Notifications**. Click **Submit Request**.

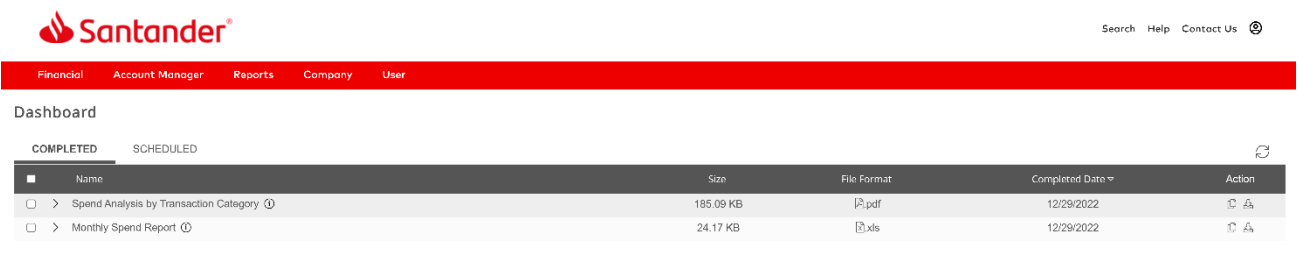


6 You will get a confirmation message and the **Dashboard** will open showing the report under **Scheduled**.



Name	Frequency	From Date	To Date	Next Run Date	Action
> Spend Analysis by Transaction Category	Once	11/29/2022	12/28/2022	12/29/2022 19:15 GMT	Download

7 When reports are ready, they will appear on the **Dashboard** under **Completed**. You can download these by clicking on the Download icon on the left.



Name	Size	File Format	Completed Date	Action
> Spend Analysis by Transaction Category	185.09 KB	pdf	12/29/2022	Download
> Monthly Spend Report	24.17 KB	xls	12/29/2022	Download

8.2 Creating Reports – User Defined Exports

If you require a report that is not listed under the standard reports this can be created as a User Defined Export using the Create Report tool. This tool has over 3,400 detail fields to choose from and supports:

- Custom header and trailers
- Custom fields
- Conditional fields
- Totals of numeric fields
- Field concatenation

If you require help with creating a report, please contact Client Service.

8.3 QuickBooks

Smart Data does not have QuickBooks integration, however, an export that is compatible with QuickBooks can be created. A user guide is available on our Resource Center: www.santanderbank.com/commercial-card