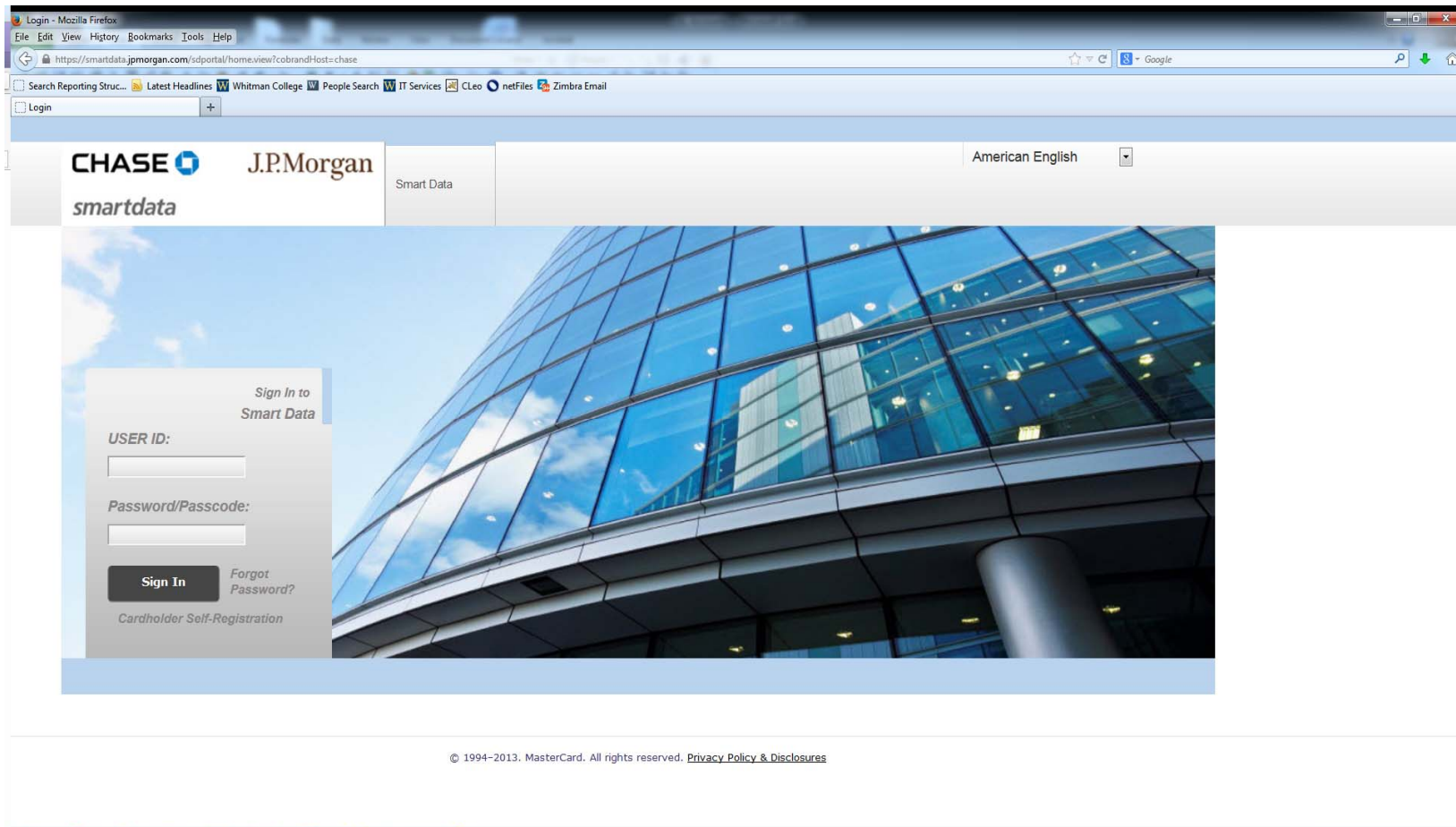


Smart Data Training

Logging in: Go to web address: **https://smartdata.jpmorgan.com**

Log in screen:



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `https://smartdata.jpmorgan.com/sdportal/home.view?cobrandHost=chase`. The page header includes the Chase and J.P. Morgan logos, the text "Smart Data", and a language dropdown set to "American English". The main content area features a large background image of a modern glass skyscraper. Overlaid on the left is a login form titled "Sign In to Smart Data". The form contains two input fields: "USER ID:" and "Password/Passcode:". Below these is a "Sign In" button, a link for "Forgot Password?", and a link for "Cardholder Self-Registration". At the bottom of the page, a copyright notice reads: "© 1994-2013. MasterCard. All rights reserved. [Privacy Policy & Disclosures](#)".

Enter USER ID (usually your Whitman e-mail address without the @whitman.edu)

Enter password.

Click on “Sign In”.

Answer security questions. (You will set these up the first time you log in.)

The Home screen will appear. This screen is used to navigate from for reconciliations, reports, etc.

The screenshot shows the J.P. Morgan SmartData dashboard. The browser address bar displays the URL <https://smartdata.jpmorgan.com/sdportal/dashboard.view>. The page features a navigation bar with links for Home, Financial, Reports, Company, and User. The main content area is divided into several sections:

- ACTIVITY**: A list of activity items with icons and counts.

Activity Item	Count
ALERTS & NOTIFICATIONS > Previous 30 days	0
MOST RECENT POSTING DATE 02/12/2015	
TOTAL USERS > Previous 30 days	60
TOTAL LOCKED USERS > Previous 30 days	0
RECENTLY ADDED ACCOUNTS > Previous 30 days	13
RECENTLY ADDED CARDHOLDER USERS > Previous 30 days	0
- REPORTS & DATA FILES**: A list of reports and data files.

Report/Files
SCHEDULED REPORTS >
COMPLETED REPORTS >
DATA FILES >
ACTIVE ACCOUNTS > Active accts 02/11/15 - 02/11/2015
USER INFORMATION REPORT > USER REPORT 02/04/15 - 02/04/2015
- REVIEW REQUIRED**: A table showing transactions requiring review.

Transaction Type	Total Items: 3924
TRANSACTIONS REVIEWED/NOT REVIEWED > Previous 30 days	424/1967
TRANSACTIONS APPROVED/NOT APPROVED > Previous 30 days	434/1957
- NEWS**: A section with news items and buttons for Edit and More.
- LINKS**: A section with links to SmartData Toolbox and SDRAM New Accounts Helpful Hints.
- RESOURCE CENTER**: A section with links to release notes, disputes, and user guides.

Reconciling transactions:

Hover over the “Financial” tab at the top left, following the menu down to “Transaction Management “.

Go right until you get to “Transaction Approval Summary”, then click.

The screenshot displays the J.P. Morgan SmartData dashboard. The top navigation bar includes 'Home', 'Financial', 'Reports', 'Company', and 'User'. The 'Financial' tab is selected, and a dropdown menu is open, showing options like 'Account Summary', 'Merchant Summary', 'Transaction Management', 'Retrieve Receipt Images', 'Account Statements', 'RECENTLY ADDED ACCOUNTS', and 'RECENTLY ADDED CARDHOLDER USERS'. The 'Transaction Management' option is highlighted, and a sub-menu is visible with 'Transaction Approval Summary' and 'Transaction Approval Processing'. The 'Transaction Approval Summary' option is selected, leading to the 'REVIEW REQUIRED' section. This section shows a table with two rows: 'TRANSACTIONS REVIEWED/NOT REVIEWED' with 425/1966 items, and 'TRANSACTIONS APPROVED/NOT APPROVED' with 444/1947 items. The 'REVIEW REQUIRED' section also includes a 'Total Items: 3913' label and a 'More' button. The right sidebar contains sections for 'NEWS', 'LINKS', and 'RESOURCE CENTER'.

CHASE J.P. Morgan

Global Search | Help | My Profile | Contact Us | Logout

smartdata

Home Financial Reports Company User

Account Summary
Merchant Summary
Transaction Management
Retrieve Receipt Images
Account Statements
Previous 30 days
RECENTLY ADDED ACCOUNTS
Previous 30 days
RECENTLY ADDED CARDHOLDER USERS
Previous 30 days

Transaction Approval Summary
Transaction Approval Processing
Reset Exported Status Processing
60
0
13
0

REPORTS & DATA FILES

SCHEDULED REPORTS
COMPLETED REPORTS
DATA FILES
ACTIVE ACCOUNTS
Active accts 02/11/15 - 02/11/2015
USER INFORMATION REPORT
USER REPORT 02/04/15 - 02/04/2015
More

REVIEW REQUIRED Total Items: 3913

TRANSACTIONS REVIEWED/NOT REVIEWED
Previous 30 days 425/1966

TRANSACTIONS APPROVED/NOT APPROVED
Previous 30 days 444/1947
More

SNAPSHOTS

NEWS

REVIEWED TRANSACTIONS ARE UNABLE TO BE APPROV...
Issue: Reviewed transactions are unable to be approved in the Transa...
RECEIPT UPLOAD AND VIEWING ISSUE
Please be advised we are aware of sporadic issues occurring when att...
Edit More

LINKS

SMARTDATA TOOLBOX
SDRAM NEW ACCOUNTS HELPFUL HINTS

RESOURCE CENTER

14.3 RELEASE NOTES
DISPUTES - HELPFUL HINTS
MANAGER USER'S GUIDE
Complete Manual
ACCOUNT USER'S GUIDE
Complete Manual
SAMPLE REPORTS GUIDE
Complete Manual

In the “Search Reporting Structure”, click the down arrow in the “Search By” under “Search Criteria”.

To select all cards you manage, click on “Org Point Name 1”.

To select an individual cardholder, select “Account Name (starts with)” (searches by first name) or use the Quick Link for names previously searched. Note: when using the Quick Link, you will need to refresh this when a card has been compromised.

Click on the “Search” button.

The screenshot displays the 'Search Reporting Structure' interface within the Chase J.P. Morgan SmartData portal. The page is titled 'SEARCH REPORTING STRUCTURE' and features two main sections: 'SEARCH CRITERIA' and 'QUICK LINK'.

SEARCH CRITERIA: This section includes a 'Search By:' dropdown menu. The dropdown is currently open, showing a list of search options categorized under 'Org Point' and 'Account'. The 'Org Point' category includes options like 'All (Org Point)', 'Org Point (Advanced)', 'Org Point Country', 'Org Point Name 1', 'Org Point Name 2', 'Org Point Number', and 'Org Point Reports To Name'. The 'Account' category includes options like 'All (Account)', 'Account (Advanced)', 'Account City', 'Account Country', 'Account Name (starts with)', 'Account Number (ends with)', 'Account Number (exact)', 'Account Reports To Name', and 'Account State/Province'. A 'Search' button is located to the right of the dropdown.

QUICK LINK: This section allows users to select a previously viewed reporting level. It shows 'WHITMAN COLLEGE' as the selected entity, with the note '(Your assigned reporting level)'. Below this, there is a 'Recently Viewed:' dropdown menu currently set to 'None', and a 'Select a Quick Link' button.

The page footer indicates the user is logged in as 'Kathy Yeager' and provides copyright information: '© 1994–2014. MasterCard. All rights reserved. Privacy Policy and Disclosures'.

Click on the cardholder to reconcile and the “Transaction Approval Summary” screen will appear.
 Select “Reporting Cycle” in the “Search Criteria” box.
 Select the reporting cycle from the drop down menu.
 Click on the “Search” button.
 Scroll down and click on the cardholder name. This will bring up the transactions screen.

The screenshot shows a web browser window with the URL <https://smartdata.jpmorgan.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token.key=43f503bb077a00a9e486a5aff46ffda3>. The browser's address bar and tabs are visible at the top.

SEARCH CRITERIA

Reporting Cycle: JAN 2015
 12/21/2014 to 01/20/2015
 Date Type: Posting Date

Date Range: From: 12/21/2014 To: 01/20/2015
 Date Type: Posting Date
 Data available starting: 02/13/2012

SEARCH RESULTS

Expand All | Collapse All Search Total: 312.60

Page 1 of 1 Page Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	12/23/2014	12/22/2014	COX, MATTHEWS & ASSOC. 07033852981, VA -22030	295.00		
	<input type="checkbox"/>	<input type="checkbox"/>	01/02/2015	12/31/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	17.60	1.44	

Page 1 of 1 Page Go

Expand All | Collapse All Search Total: 312.60

Currently logged in as: Kathy Yeager (YEAGERKK, Company Program Administrator)
 Last Visit: 02/13/2015

© 1994–2014. MasterCard. All rights reserved. [Privacy Policy](#) and [Disclosures](#)

Here's what the three icons on the left mean:

- The first one is more information about the transaction.
- The second is to split a transaction between two or more GL accounts.
- The third is to modify a single GL account number.

The icons on the right (if any) are informational. For example, a car icon that will tell you more about the car rental or a bed icon will give more lodging detail.

In the future we may be able to use the “attach a receipt” function.

To modify a single account, click on the single arrow (third icon on the left) and change the account in the “GL Account Number” box.

If use tax is required, key in a “Y” in the WA SUT box directly to the left of the “GL Account Number”.

To enter additional descriptions, key the information into the “Expense Description” box.

Smart Data

https://smartdata.jpmorgan.com/sdng/fintrans/a/accountTransSummaryRender.do?request.trail.token=key=43f503bb077a00a9e486a5aff46fda3








Search Reporting Struc... Latest Headlines Whitman College People Search IT Services CLeo netFiles Zimbra Email

SEARCH RESULTS

Expand All | Collapse All

Search Total: 312.60

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
   			12/23/2014	12/22/2014	COX, MATTHEWS & ASSOC. 07033852981, VA -22030	295.00		

ACCOUNTING CODES INFORMATION

Display accounting codes from Account Level

Expense Description

Job Adverstising for SSRA Position








WA SUT

GL Account Number

19859400155200 -
Administrative recruiting
Services

19859400155200

Copy to All on Page

  			01/02/2015	12/31/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	17.60	1.44	 
---	---	---	------------	------------	--	-------	------	---

Page 1 of 1

Expand All | Collapse All

Search Total: 312.60

Currently logged in as: Kathy Yeager (YEAGERKR, Company Program Administrator)
Last Visit: 02/13/2015

© 1994-2014, MasterCard. All rights reserved. [Privacy Policy](#) and [Disclosures](#)

If this GL account number applies to all or most of the transactions and it's not the default account number, you can click on "Copy to All on Page" and it will apply this account to all transactions.

Splitting transactions: Splitting transactions takes more than one screen. To split a charge, click on the icon on the left that looks like three sheets of paper. This will bring up the Split Detail screen. Key in the number of splits in the Split(s) box at the right and click on “Add”.

The screenshot shows the 'Split Transaction' screen in the SmartData JPMorgan system. The breadcrumb trail indicates the path: Search Reporting Structure > Transaction Approval Summary > Transaction Summary > Split Transaction. The transaction is for DENNIS HOPWOOD, with details: XXXX-XXXX-2402-7660 (Active), Human Resources, 345 BOYER AVE, WALLA WALLA, WA 993622067.

The 'Split Detail' tab is active, showing a table with columns: Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Net Transaction Amount, and Additional Information. The main transaction is for 01/02/2015, dated 12/31/2014, for 'AMAZON.COM AMZN.COM/BILL, WA -98101' with a transaction amount of 17.60 and a tax amount of 1.44.

Below the main transaction, there is a 'Split(s):' box set to 2 and an 'Add' button. The 'Split By' dropdown is set to 'Amount', and the 'Split and Balance To' dropdown is set to 'Total Transaction Amount'.

The split details are shown in a table with columns: Description, Percent, Amount, Tax Amount, and Net Amount.

Description	Percent	Amount	Tax Amount	Net Amount
Split - Book Purchase-The Diversity Myth	50.00	8.80	0.72	8.08
Split - Book Purchase-The Diversity Myth	50.00	8.80	0.72	8.08
Totals:	100.00	17.60	1.44	16.16

The footer of the screen shows the user is logged in as Kathy Yeager (YEAGERKR, Company Program Administrator) and the last visit was on 02/13/2015. The copyright notice is © 1994-2014, MasterCard. All rights reserved.

Splits can be done by percent or by amount.

Use the “Split By:” drop down.

Leave the “Split and Balance To:” at Total Transaction Amount.

Check to see that the “Percent” equals “100” and the “Amount” equals the total amount of the charge.

The “Tax Amount” column is an information only column. If the sales tax needs to be charged to a different account than the actual cost, just split those amounts under the “Amount” column.

When finished entering the split amounts or percentages, click on the “Save” icon at the top or bottom right.

Enter the GL accounts by clicking on the single arrow icon on the left for each split.

Smart Data

https://smartdata.jpmorgan.com/sdng/splitttrans/a/maintainSplitTransactionRender.do?request.trail.token.key=43f503bb077a00a9e486a5aff46ffda3

Search Reporting Struc... Latest Headlines Whitman College People Search IT Services CLeo netFiles Zimbra Email

✓ Financial Transaction successfully modified.

SPLIT TRANSACTION

DENNIS HOPWOOD • XXXX-XXXX-2402-7660 (Active) • Human Resources • 345 BOYER AVE • WALLA WALLA, WA 993622067

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"/>	01/02/2015	12/31/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	17.60	1.44	17.60	

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"/> Split - Book Purchase-The Diversity Myth	50.00	8.80	0.72	8.08
<input type="checkbox"/> Split - Book Purchase-The Diversity Myth	50.00	8.80	0.72	8.08
Totals:	100.00	17.60	1.44	16.16

Currently logged in as: Kathy Yeager (YEAGERK, Company Program Administrator)
Last Visit: 02/13/2015

© 1994-2014. MasterCard. All rights reserved. Privacy Policy and Disclosure

Enter the GL Account Number for the first split and code WA SUT if applicable.
 Enter a description in the "Split" box.
 Click on "Save" at the bottom.
 Repeat for additional splits.

Smart Data

https://smartdata.jp.morgan.com/sdng/splittrans/a/maintainSplitTransactionRender.do?request.trail.token.key=43f503bb077a00a9e486a5aff46ffda3

Search Reporting Struc... Latest Headlines Whitman College People Search IT Services Cleo netFiles Zimbra Email

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"/>	01/02/2015	12/31/2014	AMAZON.COM AMZN.COM/BILL, WA -98101	17.60	1.44	17.60	

Split(s):

Expand All | **Collapse All**

Split By: Split and Balance To:

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> <input type="button" value="Split - Book Purchase-The Diversity Myth"/>	50.00	<input type="text" value="8.80"/>	<input type="text" value="0.72"/>	<input type="text" value="8.08"/>
<input type="checkbox"/> <input checked="" type="button"/> <input type="button" value="Split - Book Purchase-The Diversity Myth"/>	50.00	<input type="text" value="8.80"/>	<input type="text" value="0.72"/>	<input type="text" value="8.08"/>

ACCOUNTING CODES INFORMATION Display accounting codes from

WA SUT	GL Account Number
<input type="text"/>	19859400175300 - Staff development (PAC) Supplies
	<input type="text" value="19859400175300"/>

Totals: 100.00 17.60 1.44 16.16

Currently logged in as: Kathy Yeager (YEAGERKR, Company Program Administrator)
Last Visit: 02/13/2015

© 1994-2014. MasterCard. All rights reserved. [Privacy Policy](#) and [Disclosure](#)

When completed coding this transaction, click on the “Save” icon at the top or bottom right.

Click in the “Approved” box and click on “Save”. This will show the item has been reconciled.

If you need to change something after you have “Approved” the transaction, simply click in the “Approved” box again to uncheck the approval, then click on the “Save” at the top or bottom left of the screen. (The system needs to know something has changed on that screen.) Make any changes to the transaction and repeat the save, approved, save steps.

Running reports:

Several reports have been set up in SmartData that will provide information in an Excel format. If a custom report is needed, contact the Data Manager (Kathy Yeager yeager@whitman.edu or Ext. 5130).

Four standard pre-set reports that are helpful are:

- Report for Offices, which provides transaction information
- Report for Cardholders, less information than Report for Offices
- Monthly Export Template, which provides more detailed merchant information
- Transaction Report with Merchant Prompt, lets you select a particular merchant and get the credit card payment history within date ranges

Any of these reports can be run by billing cycle or transaction dates. Running the report by billing cycle will allow you to match to the monthly billing statements. For longer periods or transactions that cross the billing cycle, use the date range option.

To run a report:

Hover over the “Reports” tab.

Click on “Schedule Report”.

The screenshot shows the J.P. Morgan SmartData dashboard. The top navigation bar includes 'Home', 'Financial', 'Reports', 'Company', and 'User'. The 'Reports' tab is selected, and a dropdown menu is visible with the following options: 'User Audit Exports', 'Schedule Summary', 'Schedule Report', 'Create Report', 'Maintain My Reports', 'Completed Reports', 'Scheduled Reports', and 'Analytics'. The 'Schedule Report' option is highlighted. The dashboard also features a 'REVIEW REQUIRED' section with 'TRANSACTIONS REVIEWED/NOT REVIEWED' (425/1966) and 'TRANSACTIONS APPROVED/NOT APPROVED' (444/1947). The 'REPORTS & DATA FILES' section includes 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'DATA FILES', 'ACTIVE ACCOUNTS', and 'USER INFORMATION REPORT'. The 'NEWS' section contains a message about 'REVIEWED TRANSACTIONS ARE UNABLE TO BE APPROVED'. The 'LINKS' section includes 'SMARTDATA TOOLBOX' and 'SDRAM NEW ACCOUNTS HELPFUL HINTS'. The 'RESOURCE CENTER' section includes '14.3 RELEASE NOTES', 'DISPUTES - HELPFUL HINTS', 'MANAGER USER'S GUIDE', 'ACCOUNT USER'S GUIDE', and 'SAMPLE REPORTS GUIDE'.

CHASE J.P.Morgan

Global Search | Help | My Profile | Contact Us | Logout

smartdata

Home Financial Reports Company User

ACTIVITY

ACTIVITY	DESCRIPTION	COUNT
ALERTS Previous	Schedule Summary	0
MOST RECENT 02/12/2015	Schedule Report	0
TOTAL Previous	Create Report	60
TOTAL Previous	Maintain My Reports	60
TOTAL Previous	Completed Reports	0
RECENT Previous	Scheduled Reports	13
RECENT USERS Previous 30 days	Analytics	0

REVIEW REQUIRED Total Items: 3913

REVIEW REQUIRED	COUNT
TRANSACTIONS REVIEWED/NOT REVIEWED Previous 30 days	425/1966
TRANSACTIONS APPROVED/NOT APPROVED Previous 30 days	444/1947

More

REPORTS & DATA FILES

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES >
- ACTIVE ACCOUNTS > Active accts 02/11/15 - 02/11/2015
- USER INFORMATION REPORT > USER REPORT 02/04/15 - 02/04/2015

More

NEWS

- REVIEWED TRANSACTIONS ARE UNABLE TO BE APPROVED... > Issue: Reviewed transactions are unable to be approved in the Transa...
- RECEIPT UPLOAD AND VIEWING ISSUE > Please be advised we are aware of sporadic issues occurring when att...

Edit More

LINKS

- SMARTDATA TOOLBOX >
- SDRAM NEW ACCOUNTS HELPFUL HINTS >

RESOURCE CENTER

- 14.3 RELEASE NOTES >
- DISPUTES - HELPFUL HINTS >
- MANAGER USER'S GUIDE > Complete Manual
- ACCOUNT USER'S GUIDE > Complete Manual
- SAMPLE REPORTS GUIDE > Complete Manual

Click on the report you want.

In this example, "Report for Offices".

The screenshot shows a web browser window with the URL <https://smartdata.jpmorgan.com/sdng/report/schedule/entity/render.do?request.trail.token.key=6cd764d5a3908292891ca40d921be2d2>. The page header includes the Chase and J.P. Morgan logos, and navigation links for Global Search, Help, My Profile, Contact Us, and Logout. The main navigation bar has tabs for Home, Financial, Reports (selected), Company, and User.

The main content area is titled "PROGRESS - STEP 2 OF 4" and features a progress bar with four steps: "Select Report" (REPORT FOR OFFICES), "Select Entity" (No entity selected), "Report Criteria" (Additional Report Criteria), and "Frequency" (Run Once).

Below the progress bar, the section "SCHEDULE REPORT: ENTITY" is displayed. It includes a sub-header "Quick Links (1)" and a list of links, with "WHITMAN COLLEGE - Company" selected. Below this, there are two tabs: "Org Point" (selected) and "Account". The "Org Point" tab contains a search form with the following fields:

- Org Point Name:
- Org Point Name 2:
- Org Point Number:
- Org Point Country:
- Reports To:

A "Search" button is located next to the "Org Point Name" field. The footer of the page contains copyright information: "© 2008-2014 Morgan Stanley. All rights reserved. | Privacy Policy and Terms of Use".

Click on the Quick Link to get the entire department.

PROGRESS - STEP 3 OF 4

Select Report
REPORT FOR OFFICES

Select Entity
WHITMAN COLLEGE

Report Criteria
Additional Report Criteria

Frequency
Run Once

SCHEDULE REPORT: CRITERIA

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

Date Type: Posting Date

Review Status: All

Financials to Include: ☒ Both ☐ Non-Exported Financials ☐ Previously Exported Financials

Set Financial Export Flag: No

Description:

Notify Me At: YEAGER@WHITMAN.EDU

Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

On this screen, use the defaults for the “Date” and “Review Status” fields.
On “Financials to Include”, click on “Both”.
On “Set Financial Export Flag”, select “No”.
Enter a description (month for example).

Click “Next”.

The screenshot shows a web browser window with the URL <https://smartdata.jpmorgan.com/sdmg/report/schedule/frequency/render.do?request.trail.token=key=6cd764d5a3908292891ca40d921be2d2>. The page title is "Smart Data". Below the browser window, there is a heading "Choose the frequency and date range to use to schedule this report, then click Save to continue." followed by five radio button options: "Run Once", "Daily", "Weekly", "Monthly", and "Reporting Cycle". Each option has a corresponding form with date and frequency settings. The "Run Once" option is selected. At the bottom of the form, there are three buttons: "Back", "Save", and "Cancel".

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

☒ **Run Once**

From Date: 01/14/2015 To Date: 02/12/2015 Schedule Offset: 0 (in days)

☐ **Daily**

Start Date: 02/13/2015 Days to Run: 1 Schedule Offset: 0 (in days)

☐ **Weekly**

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

☐ **Monthly**

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

☐ **Reporting Cycle**

Date Type: Posting Date Reporting Cycle: Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

To match the statements, select “Reporting Cycle” at the bottom or Select “Run Once” and select a date range.

Click “Save” at the bottom.

This will take you back to the “Schedule Report” page.

Click on “Home”.

You will be notified by e-mail when your report is ready. The e-mail will come from “Online Reporting”.

To access your report, click on “Completed Reports” under “Reports & Data Files”.

FileEditViewHistoryBookmarksToolsHelp

Smart Data

https://smartdata.jpmorgan.com/sdportal/dashboard.view

Search

Search Reporting Struc...Latest HeadlinesWhitman CollegePeople SearchIT ServicesCLEonetFilesZimbra Email

CHASEJ.P.Morgan

Global Search | Help | My Profile | Contact Us | Logout

smartdata

HomeFinancialReportsCompanyUser

ACTIVITY

ALERTS & NOTIFICATIONS >

Previous 30 days

0

MOST RECENT POSTING DATE

02/12/2015

TOTAL USERS

Previous 30 days

60

TOTAL LOCKED USERS >

Previous 30 days

0

RECENTLY ADDED ACCOUNTS >

Previous 30 days

13

RECENTLY ADDED CARDHOLDER USERS >

Previous 30 days

0

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

DATA FILES >

ACTIVE ACCOUNTS >

Active accts 02/11/15 - 02/11/2015

USER INFORMATION REPORT >

USER REPORT 02/04/15 - 02/04/2015

More

REVIEW REQUIRED

Total Items: 3913

TRANSACTIONS REVIEWED/NOT REVIEWED

Previous 30 days

425/1966

TRANSACTIONS APPROVED/NOT APPROVED

Previous 30 days

444/1947

More

SNAPSHOTS

NEWS

REVIEWED TRANSACTIONS ARE UNABLE TO BE APPROV... >

Issue: Reviewed transactions are unable to be approved in the Transa...

RECEIPT UPLOAD AND VIEWING ISSUE >

Please be advised we are aware of sporadic issues occurring when att...

EditMore

LINKS

SMARTDATA TOOLBOX >

SDRAM NEW ACCOUNTS HELPFUL HINTS >

RESOURCE CENTER

15.1 RELEASE NOTES >

DISPUTES - HELPFUL HINTS >

MANAGER USER'S GUIDE >

Complete Manual

ACCOUNT USER'S GUIDE >

Complete Manual

SAMPLE REPORTS GUIDE >

Complete Manual

Page 18 of 24

CHASE J.P. Morgan

Global Search | Help | My Profile | Contact Us | Logout

smartdata

Home Financial Reports Company User

Report Summary
Failed Reports 0
Scheduled Reports 0

REPORT REQUESTS: COMPLETED REPORTS
Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system for your records.

Page 1 of 1 Page Go

	Name	File Size	Status	Completed
<input type="checkbox"/>	REPORT FOR OFFICES Report for Offices Sample	6.5 KB	Success	02/19/2015 07:55:39 PST
<input type="checkbox"/>	Month export template Final Jan 2015 Transactions	653.5 KB	Success	02/18/2015 07:56:29 PST
<input type="checkbox"/>	Active accounts Active accts 02/11/15	378 KB	Success	02/11/2015 15:08:45 PST
<input type="checkbox"/>	User Information Report USER REPORT 02/04/15	15.2 KB	Success	02/04/2015 10:18:09 PST

Click on the report you scheduled and you can download it into Excel.
To delete any old reports no longer needed, click in the box on the left of the report name.
Click on the trash can icon.

Printing Statements:

Hover over the “Financial” tab.

Go to “Account Statements” and click.

The screenshot displays the J.P. Morgan SmartData dashboard. The 'Financial' tab is selected, revealing a dropdown menu with options: Account Summary, Merchant Summary, Transaction Management, Retrieve Receipt Images, and Account Statements. The 'Account Statements' option is highlighted. Below the menu, the dashboard is divided into several sections:

- REPORTS & DATA FILES**: Includes links for SCHEDULED REPORTS, COMPLETED REPORTS, DATA FILES, ACTIVE ACCOUNTS, and USER INFORMATION REPORT.
- REVIEW REQUIRED**: A table showing the status of transactions reviewed and approved.
- SNAPSHOTS**: A section at the bottom of the dashboard.
- NEWS**: A section on the right side of the dashboard.
- LINKS**: A section on the right side of the dashboard.
- RESOURCE CENTER**: A section on the right side of the dashboard.

REVIEW REQUIRED		Total Items: 3913
TRANSACTIONS REVIEWED/NOT REVIEWED	425/1966	
TRANSACTIONS APPROVED/NOT APPROVED	444/1947	

REVIEW REQUIRED		Total Items: 3913
TRANSACTIONS REVIEWED/NOT REVIEWED	425/1966	
TRANSACTIONS APPROVED/NOT APPROVED	444/1947	

Under “Search Reporting Structure”, click the down arrow.
Select “Account Name (starts with)” to print one person’s statement.
Click on “All (Account)” or use the “Quick Link”.

CHASE J.P. Morgan

Global Search | Help | My Profile | Contact Us | Logout

smartdata

Home Financial Reports Company User

Search Reporting Structure

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search By: -- Account Name (starts with) yeager

Account

- All (Account)
- Account (Advanced)
- Account City
- Account Country
- Account Name (starts with)
- Account Number (ends with)
- Account Number (exact)
- Account Reports To Name
- Account State/Province
- Account Status

Search

QUICK LINK

Recently Viewed: None

Select a Quick Link

Currently logged in as: Kathy Yeager (YEAGERKJL, Company Program Administrator)
Last Visit: 02/13/2015

© 1994-2014, MasterCard. All rights reserved. Privacy Policy and Disclosures

Select the person you want to print the statement.
Select what month you want to print.

The screenshot shows a web browser window displaying the J.P. Morgan SmartData interface. The browser's address bar shows the URL: <https://smartdata.jpmorgan.com/sdng/onlinestatement/listStatementsRender.do?request.trail.token.key=d5c7849024e48a36e430911f09f266f8>. The page header includes the Chase and J.P. Morgan logos, a global search bar, and links for Help, My Profile, Contact Us, and Logout. The main navigation bar has tabs for Home, Financial, Reports, Company, and User. The breadcrumb trail indicates the user is in the 'Search Reporting Structure' section, specifically under 'Account Statements'. The main content area is titled 'ACCOUNT STATEMENTS' and features a table of account statements for 2014. The table has four columns: Description, File Size, View Status, and Delivered Date. The data rows show statements for February, May, July, August, and September 2014. The user is currently logged in as Kathy Yeager (YEAGERKR, Company Program Administrator), and the last visit was on 02/13/2015. The footer contains copyright information for 1994-2014, MasterCard, and links to Privacy Policy and Disclosures.

CHASE J.P. Morgan Global Search | Help | My Profile | Contact Us | Logout smartdata

Home Financial Reports Company User

Search Reporting Structure > Account Statements

ACCOUNT STATEMENTS

Description	File Size	View Status	Delivered Date
2014 September Statement	19.2 KB	Never Viewed	09/20/2014
2014 August Statement	18.9 KB	Viewed	08/20/2014
2014 July Statement	19.2 KB	Viewed	07/20/2014
2014 May Statement	18.9 KB	Viewed	05/20/2014
2014 February Statement	18.9 KB	Viewed	02/20/2014

Currently logged in as: Kathy Yeager (YEAGERKR, Company Program Administrator)
Last Visit: 02/13/2015

© 1994-2014, MasterCard. All rights reserved. [Privacy Policy](#) and [Disclosures](#)

Statement will open up in a pdf file.

Statement-20140520-4989911.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create

1 / 1 100%

Tools Fill & Sign Comment

JPMorganChase

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 05-20-14
NET CHARGES \$5.99

KATHERINE YEAGER
WHITMAN COLLEGE
345 BOYER AVE
WALLA WALLA WA 99362-2067

***NC001634

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: KATHERINE YEAGER CYCLE LIMIT: \$5,000
ACCOUNTING CODE: 10059400025300

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-23	04-22	05140484112720023643129	ALBERTSONS #225 WALLA WALLA WA	5.99
Total Purchasing Activity				5.99

FOR CUSTOMER SERVICE CALL: 1-800-316-6056
FOR LOST/STOLEN CARDS CALL: 1-800-316-6056

ACCOUNT NUMBER	ACCOUNT SUMMARY
[REDACTED]	PURCHASES & OTHER CHARGES 5.99
STATEMENT DATE:	

It is recommended to print statements using the Account Statements option instead of running the Account Statement (Version 2) report. The first version includes any sales tax information the vendor reports to Smart Data. If you choose to use the (Version 2) option please keep that one for yourself and submit the original statement to the Business Office.

MasterCard smartdata.gen2™

Helpful Hints for Initiating a Transaction Dispute

You can create a transaction dispute form directly from smartdata.gen2™. Please follow the steps below. Once completed, the form should be submitted to J.P. Morgan to initiate the dispute.

1. From the Transaction Detail screen of the charge that you wish to dispute, click the 'Dispute' button.

The screenshot shows the J.P. Morgan smartdata interface. At the top, there are logos for CHASE and J.P.Morgan, and navigation links: Home, Global Search, Help, My Profile, Contact Us, Logout. Below the logos is a breadcrumb trail: Home > Search Reporting Structure > Account Summary > Transaction Summary > Transaction Detail. The main heading is "Transaction Detail" followed by the account information: RYAN MARTIN • XXXX-XXXX-3060-2129 • 1 MAIN ST • AVON LAKE, OH 44012-1145. There are tabs for "Financial Detail" and "Split Detail". To the right of the tabs are buttons: "<< Previous Transaction", "Next Transaction >>", "Dispute" (circled in red), "Save", and "Reset". Below the tabs is a table with columns: Reviewed, Approved, Exported, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, Net Transaction Amount, and Additional Information. The first row shows a transaction on 05/07/2011 for 5.68 USD, with a tax of 0.39, resulting in a net of 5.29. Below the table is a section for "ACCOUNTING CODES INFORMATION" with fields for Test Field 1, Company (123 - sales), Department Code, and Test field. At the bottom, there is a "Receipt:" section with a dropdown menu. The bottom of the screen displays financial and tax information in two columns.

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"/>	05/07/2011	05/06/2011	F6877 MCDONALD'S Q17 RUSSELL, KS 67665	5.68	0.39	5.29	

Customer Code: Expense Description:

ACCOUNTING CODES INFORMATION

Test Field 1	Company	Department Code	Test field
abc abc	123 - sales	123 - sales	

Receipt:

Financial Information		Tax Information	
Processing Date:	05/07/2011	Tax Amount:	0.39
Billing Date:		Tax Source:	None Provided
Posted Currency Code:	USD (U.S. DOLLAR)	Estimated Tax Indicator:	Merchant Postal Code (2)
Original Currency:	5.68 USD (U.S. DOLLAR)	Tax Collected:	
Original Conversion Rate & Date:	12/31/1999	Tax Exempt Indicator:	

- On the 'Create Financial Transaction Dispute' screen, follow the instructions on the page and choose the applicable dispute reason.

Create Financial Transaction Dispute

CARDHOLDER INFORMATION

Cardholder Name 1

RYAN MARTIN

Cardholder Address:

1 MAIN ST

Account Number:

XXXXXXXXX30602123

TRANSACTION INFORMATION

Posting Date:

05/07/2011

Transaction Date:

05/06/2011

Merchant Name:

F6877 MCDONALD'S Q17

Transaction Amount:

5.68

Save

Reset

DISPUTE FORM

DISPUTE INSTRUCTIONS

Process Instructions 1:

If you believe that a transaction has been billed in error, you may use this form to contact us. Regulations require that you notify us in writing within 60 days from the statement billing date of the disputed sale. Any response received after this time may result in our inability to assist you with your dispute

Process Instructions 2:

Please be advised that M
with the merchant before

Process Instructions 3:

Please complete and mail
Services Attn: Commercial
Columbus OH 43272-5543

DISPUTE DETAILS

* Dispute Reason:

Duplicate Transaction

Paid By Other Means

Cancelled Services (Airline/Hotel Reservation)

Other

Services Not Rendered By Airline

Unauthorized Sale

Do Not Recognize

Request for Copy

Non-Receipt of Merchandise or Services

Cancelled Merchandise/Service (Not Travel Related)

Returned Merchandise

Billed For Incorrect Amount

Merchandise Defective or Not As Described

Chase Card

918

66-865-2293

Save

Reset

©2011 JPMorgan Chase & Co. All rights reserved. JPMorgan Chase Bank, N.A. Member FDIC. All services are subject to applicable laws and regulations and service terms.

Page 2 of 5

3. Once the applicable dispute reason has been selected, you may be required to enter additional information.

TRANSACTION INFORMATION

Posting Date:	05/07/2011
Transaction Date:	05/06/2011
Merchant Name:	F6877 MCDONALD'S Q17
Transaction Amount:	5.68

DISPUTE FORM

DISPUTE INSTRUCTIONS

Process Instructions 1:
If you believe that a transaction has been billed in error, you may use this form to contact us. Regulations require that you notify us in writing within 60 days from the statement billing date of the disputed sale. Any response received after this time may result in our inability to assist you with your dispute

Process Instructions 2:
Please be advised that MasterCard requires you to attempt to resolve your dispute with the merchant before notifying us.

Process Instructions 3:
Please complete and mail, email, or fax this form to the following address: Chase Card Services Attn: Commercial Card Dispute Department OH1-0553 PO Box 182918 Columbus OH 43272-5543 Email: CCSColumbusDisputes@chase.com Fax: 866-865-2298

DISPUTE DETAILS

* Dispute Reason:

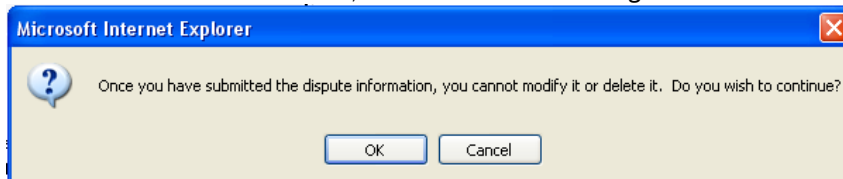
Reason Legal Text: I did not make or authorize the above mentioned charge. I have been in contact with the merchant.

* Location of credit card

* Merchant response

Save **Reset**

Once the information is entered, click 'Save'. The following confirmation message appears:



4. The dispute has been created and must be submitted for processing. Click on 'Printer Friendly Version' to print the form.

Home > Search Reporting Structure > Account Summary > Transaction Summary > Transaction Detail > Dispute Financial Transaction

Your dispute form has been created. Please submit.

View Financial Transaction Dispute

CARDHOLDER INFORMATION	
Cardholder Name 1	RYAN MARTIN
Cardholder Address:	1 MAIN ST
Account Number:	XXXXXXXXX30602123

TRANSACTION INFORMATION	
Posting Date:	05/07/2011
Transaction Date:	05/06/2011
Merchant Name:	F6877 MCDONALD'S Q17
Transaction Amount:	5.68

[Printer Friendly Version](#)

DISPUTE FINANCIAL TRANSACTION

DISPUTE INSTRUCTIONS

Process Instructions 1:

If you believe that a transaction has been billed in error, you may use this form to contact us. Regulations require that you notify us in writing within 60 days from the statement billing date of the disputed sale. Any response received after this time may result in our inability to assist you with your dispute

Process Instructions 2:

Please be advised that MasterCard requires you to attempt to resolve your dispute with the merchant before notifying us.

Process Instructions 3:

Please complete and mail, email, or fax this form to the following address: Chase Card Services Attn: Commercial Card Dispute Department OH1-0553 PO Box 182918 Columbus OH 43272-5543 Email: CCSColumbusDisputes@chase.com Fax: 866-865-2298

DISPUTE DETAILS

Disputed Date:	06/06/2011
Disputed Status:	Submitted
* Dispute Reason:	Unauthorized Sale
Reason Legal Text:	I did not make or authorize the above mentioned charge. I have been in contact with the merchant.
* Location of credit card	In my Wallet
* Merchant response	Tough Luck

[Printer Friendly Version](#)

5. Print and submit.

Dispute Financial Transaction Printer Friendly Version

CHASE  **J.P.Morgan** **Dispute Submission Form**

RYAN MARTIN
1 MAIN ST
AVON LAKE, OH 44012-1145 USA
XXXX-XXXX-3060-2123

Transaction Information
Posting Date 05/07/2011
Transaction Date 05/06/2011
Merchant Name F6877 MCDONALD'S Q17
Transaction Amount 5.68

Instructions
Process Instructions 1: If you believe that a transaction has been billed in error, you may use this form to contact us. Regulations require that you notify us in writing within 60 days from the statement billing date of the disputed sale. Any response received after this time may result in our inability to assist you with your dispute
Process Instructions 2: Please be advised that MasterCard requires you to attempt to resolve your dispute with the merchant before notifying us.
Process Instructions 3: Please complete and mail, email, or fax this form to the following address: Chase Card Services Attn: Commercial Card Dispute Department OH1-0553 PO Box 182918 Columbus OH 43272-5543 Email: CCSColumbusDisputes@chase.com Fax: 866-865-2298

Dispute Information
Status Submitted - 06/06/2011 09:32:28 CST
Disputed Date 06/06/2011
Unauthorized Sale I did not make or authorize the above mentioned charge. I have been in contact with the merchant.

If you have problems viewing the document in your default viewer, you may need to download updated imaging software. Please consult your company's technical support person.

6. Submit the printed form to J. P. Morgan for processing.

Please complete and mail, e-mail or fax the printed form to the following address:

- Chase Cards Services
Attn: Commercial Card Dispute Department OH1-0553
P.O. Box 182918
Columbus, OH 43272-5543
- E-mail to: CCSColumbusDisputes@chase.com
- Fax to: 866-865-2298

Please contact your J.P. Morgan service representative if you have questions.