

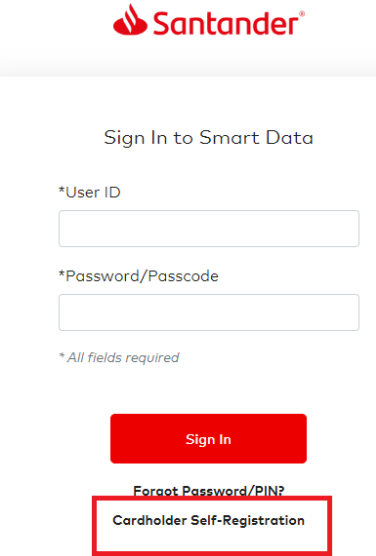
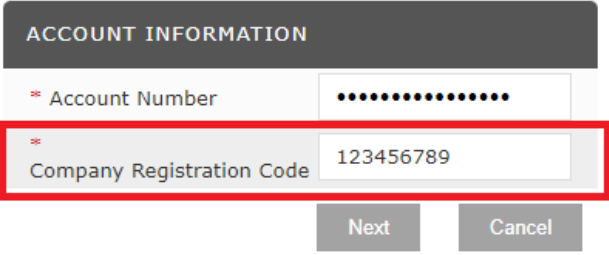
October 2023


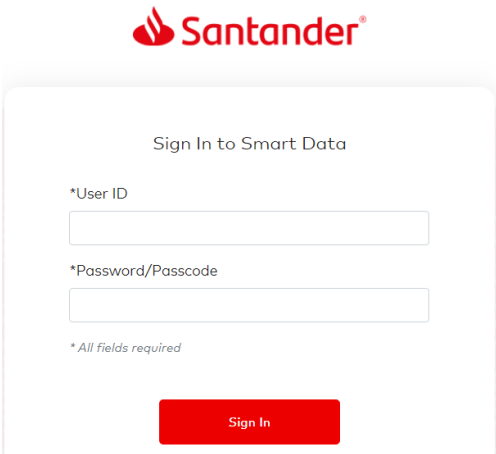
Santander Commercial Card

Smart Data Expense Management Guide
For Level Managers (Approvers)

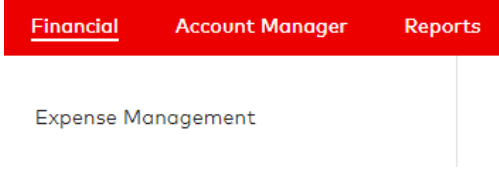
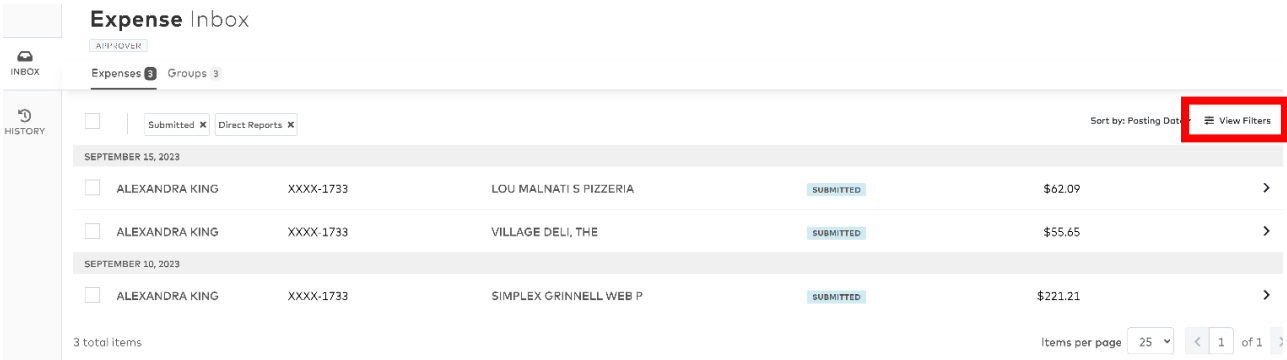
1 Getting Started with Smart Data

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

Step	Action/Information
1	<p>Go to: smartdata@santanderbank.com and click Cardholder Self Registration below the sign-in window</p> 
2	<p>Enter the following in the Account Information fields and click Next</p> <ul style="list-style-type: none"> Account Number: Enter your 16-digit card number. Company Registration Code: Enter the code provided by your program administrator. 

Step	Action/Information
3	<p>Complete the User Information fields and click Register Account to save your credentials.</p> <div data-bbox="428 317 1333 947" data-label="Form">  </div>
4	<p>Click Return to Login Screen, enter your user ID and password, and click Sign In.</p> <div data-bbox="570 1115 1062 1566" data-label="Form">  </div>

2 Approving Expenses

Action/Information	
1	<p>From the home screen, choose Financial and Expense Management</p> 
2	<p>Your Expense Inbox will display all the transactions you need to approve. If you are an approver for multiple cardholders, you will see all their expenses here. If you want to view just one cardholder at a time, or for a specific date range, you can use the filter option on the right.</p> 

Action/Information

3

You can approve or reject multiple transactions at once by selecting all the ones you wish to action and clicking the **Approve** or **Reject** button. Alternatively you can work through each transaction one by one.

Expense Inbox

APPROVER

INBOX Expenses 3 Groups 3

HISTORY Submitted X Direct Reports X

Sort by: Posting Date View Filters

SEPTEMBER 15, 2023					
<input checked="" type="checkbox"/>	ALEXANDRA KING	XXXX-1733	LOU MALNATI S PIZZERIA	SUBMITTED	\$62.09
<input type="checkbox"/>	ALEXANDRA KING	XXXX-1733	VILLAGE DELI, THE	SUBMITTED	\$55.65
SEPTEMBER 10, 2023					
<input type="checkbox"/>	ALEXANDRA KING	XXXX-1733	SIMPLEX GRINNELL WEB P	SUBMITTED	\$221.21

3 total items

Items per page 25 < 1 of 1

Approve (1) Reject EDIT (1) Manage Log

4

To work through each transaction, click on the transaction to open the details. Review and either **Approve** or **Reject** the transaction. The system will then open the next transaction to review.

ALEXANDRA KING XXXX-1733

LOU MALNATI S PIZZERIA

\$62.09 SUBMITTED

Summary Cost Allocation Receipt

* Required

SUMMARY

Business Justification 18/255
Dinner with client

Transaction Date 09/11/2023 Posting Date 09/15/2023

Tax \$4.86

COST ALLOCATION

GL Code 19524685 - Truck Department
Project Location Chicago

Split

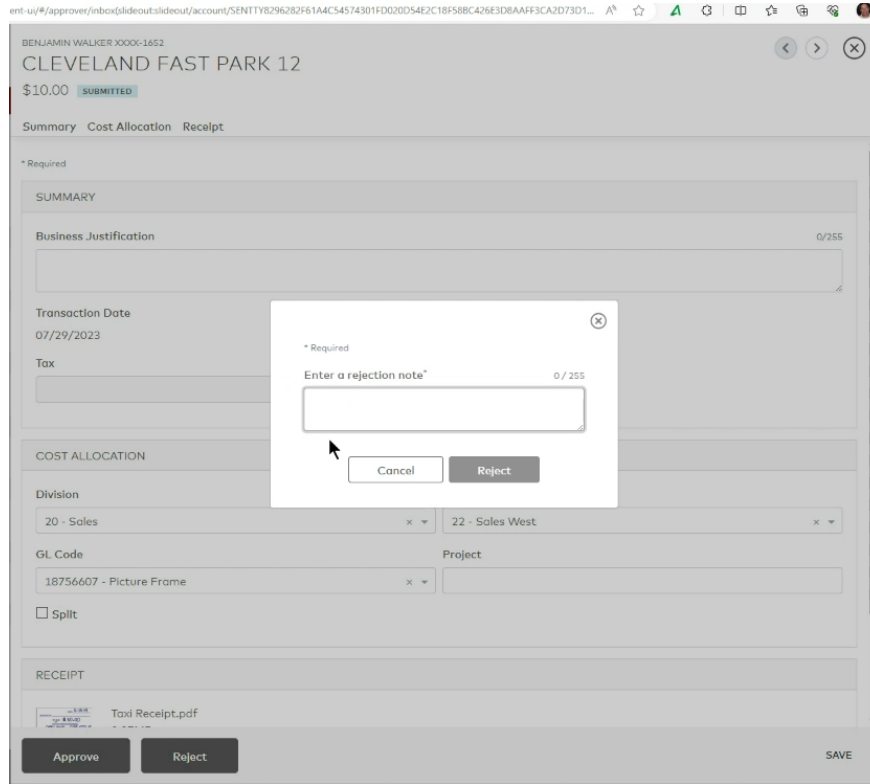
RECEIPT

No receipt attached

Approve Reject SAVE

Action/Information

- 5 If you reject a transaction, you will need to enter a rejection note. Once you click **Reject**, the transaction will be routed back to the Cardholder's inbox.



The screenshot shows a web browser window displaying a transaction approval page. The transaction details include: BENJAMIN WALKER XXXX-1652, CLEVELAND FAST PARK 12, \$10.00, and a status of SUBMITTED. The page has tabs for Summary, Cost Allocation, and Receipt. A modal dialog is open in the center, titled "Enter a rejection note*", with a character count of 0/255. The modal contains a text input field and two buttons: "Cancel" and "Reject". The background page shows sections for Business Justification, Transaction Date (07/29/2023), Tax, COST ALLOCATION (with dropdowns for Division: 20 - Sales, 22 - Sales West, and GL Code: 18756607 - Picture Frame), and RECEIPT (with a PDF receipt titled "Taxi Receipt.pdf"). At the bottom of the page, there are "Approve" and "Reject" buttons, and a "SAVE" button on the right.

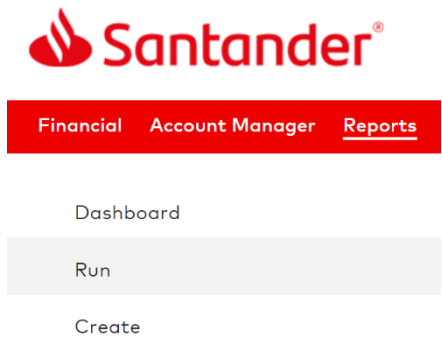
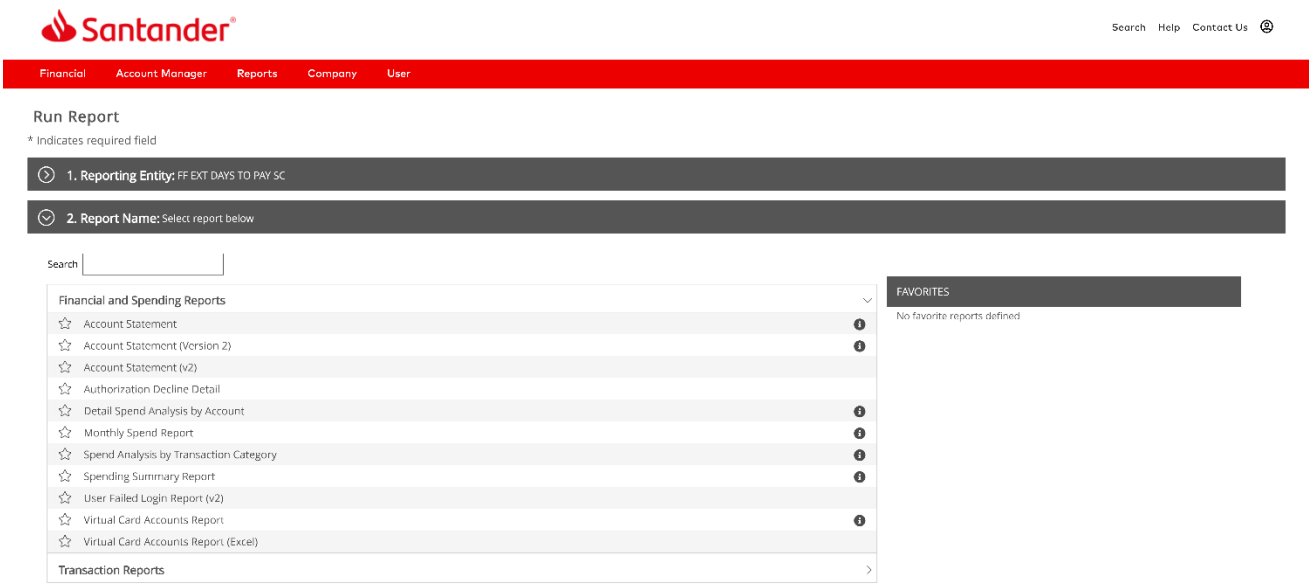
Action/Information

6 Once you approve or reject a transaction it will be removed from your Inbox. You can see historical transactions in the History tab.

Expense History						
APPROVER						
Submitted Date	Account Name	Account Number	Description	Status	Amount	
2021.01.12	ACCOUNT #3	XXXX-0003	Out of Pocket - Tolls	APPROVED	\$45.00	
2021.01.08	ACCOUNT #3	XXXX-0003	Out of Pocket - Tolls	APPROVED	\$8.00	
2021.01.08	ACCOUNT #1	XXXX-0001	FACEBK HXBSXU2AX2	APPROVED	310,78 SGD	
2021.01.06	ACCOUNT #3	XXXX-0003	AMZN Mktp US 0F6YV5G03	APPROVED	\$117.04	
2021.01.06	ACCOUNT #3	XXXX-0003	WESTIN POINSETT HOTEL	REJECTED	\$44.34	
2020.12.29	ACCOUNT #1	XXXX-0001	Out of Pocket - dinner	APPROVED	\$67.00	
2020.12.15	ACCOUNTHOLDER 1	XXXX-9597	Out of Pocket - Test Dinner	APPROVED	\$230.00	
2020.12.14	ACCOUNTHOLDER 1	XXXX-9597	Out of Pocket - Taxi - No Card Acceptor	APPROVED	\$10.00	
2020.12.10	ACCOUNTHOLDER 1	XXXX-9597	SOUTHERN CONNECTOR	APPROVED	\$200.00	
2020.12.04	ACCOUNT #3	XXXX-0003	AMZN Mktp US	APPROVED	-\$1077.87	
2020.12.04	ACCOUNT #3	XXXX-0003	Out of Pocket - tip to the busboy	REJECTED	\$5.00	

3 Reports

Reports are available in the Reports module.

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.**

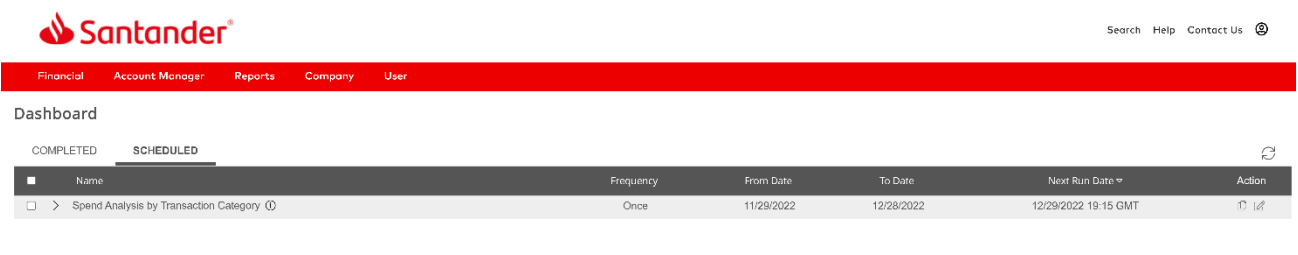
4 You can set the date range and report frequency under **4.Frequency.** Please note that if you choose today's date, the report will be scheduled to run at midnight.
 You may wish to Schedule Offset days so that you catch all transactions in your timeframe, even if they are posted a day or two later.
 Transactions are available for reports for three years.

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**.

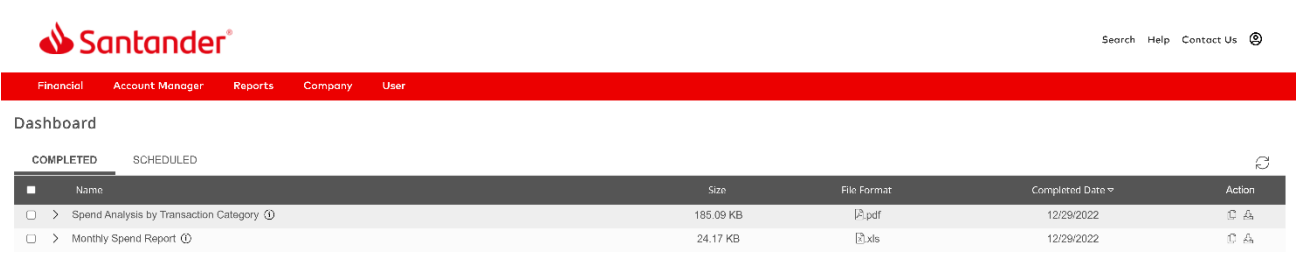


6 You will get a confirmation message and the **Dashboard** will open showing the report under **Scheduled**.



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