

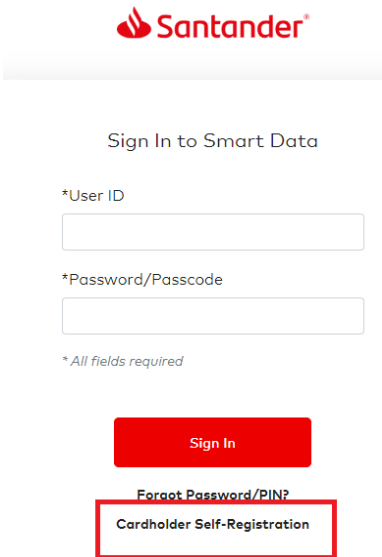
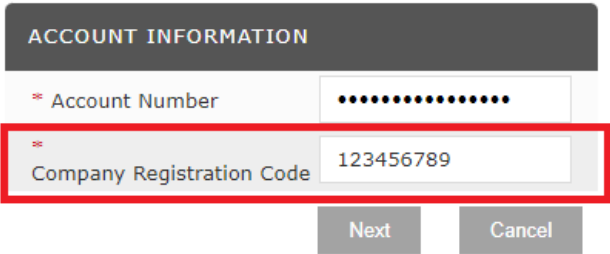
October 2023

Santander Commercial Card

Smart Data Review and Approve 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.

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. 

Action/Information

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

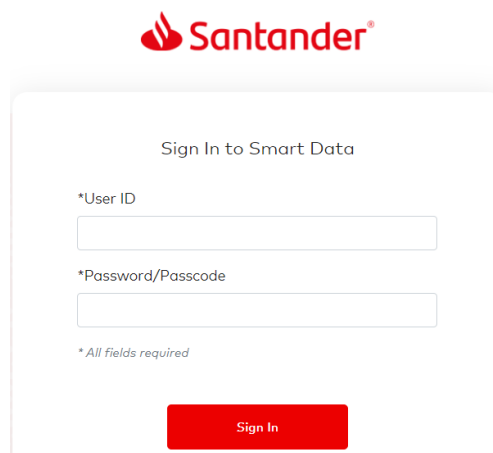


The screenshot shows a 'Cardholder Self-Registration' form with the following fields and values:


USER INFORMATION	
*User ID	card12hold
*First Name	CARD
*Last Name	HOLDER
*E-mail Address	cardholder@company.com
*Confirm E-mail Address	cardholder@company.com
*Password	***** (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	*****
*Security Question	Your childhood pet's name? [v]
*Security Answer	Spot

Buttons: Register Account, Cancel

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



The screenshot shows the 'Sign In to Smart Data' form with the following fields:




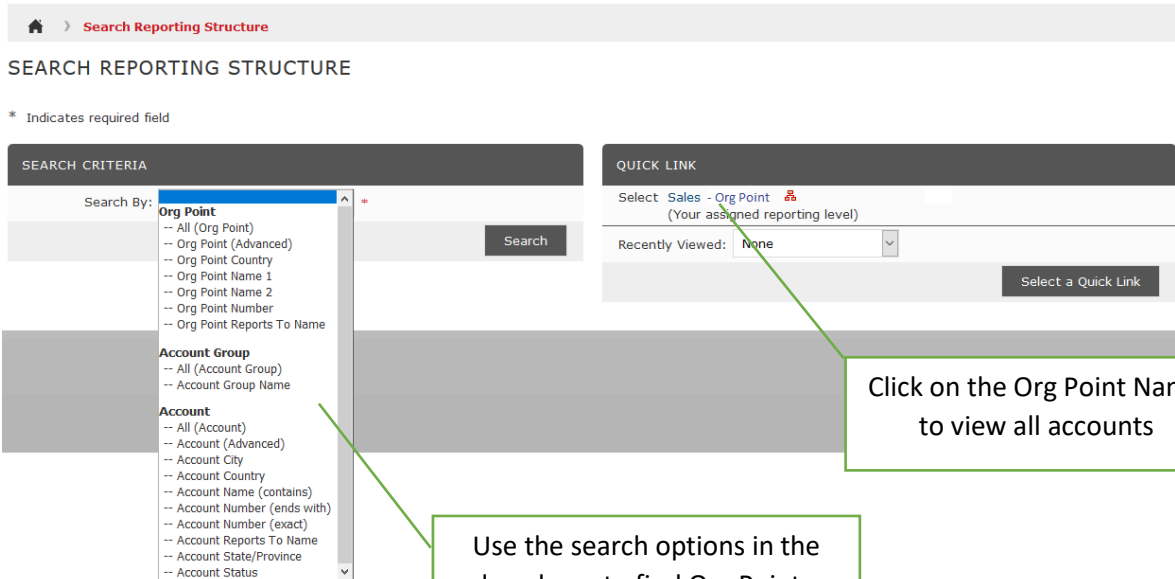
Sign In to Smart Data

*User ID

*Password/Passcode

* All fields required

2 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> 

Action/Information

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

[Advanced Search](#)

Reporting Cycle : Select

Select

March 2019

April 2019

May 2019

June 2019

July 2019

Select a Reporting Cycle

or

Date Range : From*:

To*:

Enter a custom date range

Date Type : Posting Date

Data available starting: 04/28/2016

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	Active
JAMES CADILLAC		XXXX-XXXX-XXXX-0004	KENSWORTH	CT	UNITED STATES	Sales East	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



Search Total: 9,282.50

Page 1 of 2

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
<input checked="" type="checkbox"/>	<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"/>	<input checked="" type="checkbox"/>	05/24/2015	05/23/2015	ABC HOTEL FAIRFIELD, NJ -07004	389.51		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2015	05/24/2015	DELIVERY COMPANY 800-811-1648, GA -30328	24.09		
<input checked="" type="checkbox"/>	<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"/>	<input type="checkbox"/>	05/26/2015	05/25/2015	AIRLINE DALLAS, TX -75235	326.60		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05/28/2015	05/27/2015	DELIVERY COMPANY 800-811-1648, GA -30328	34.09		
<input checked="" type="checkbox"/>	<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:


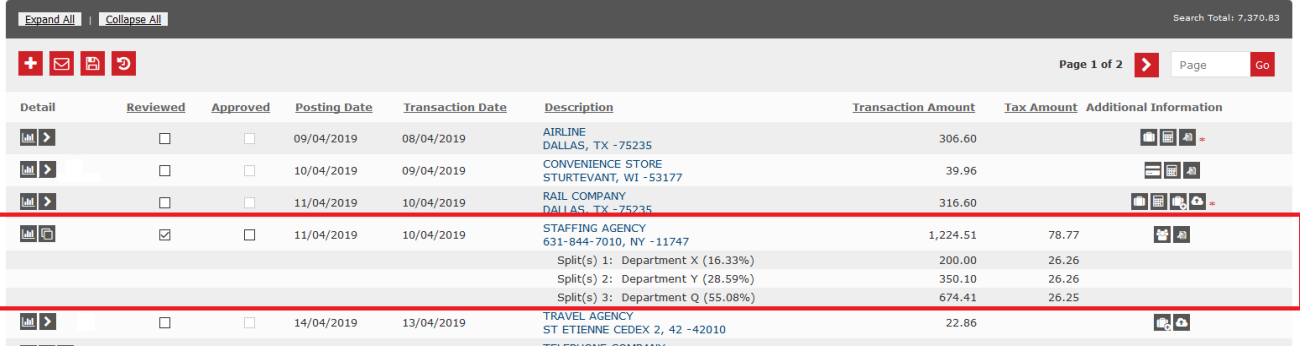
- Check the Approved box to indicate the transaction is completed correctly or
- Uncheck the Reviewed box and advise the cardholder of the corrections needed.
- Click on the  icon to save the changes

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


SEARCH RESULTS

Expand All		Collapse All		Search Total: 7,370.83							
+		✉		📄		🔄		Page 1 of 2		Page	Go
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		Industry Magazines									

3 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>	
		

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.

Financial Detail | Split Detail

Navigation icons: back, forward, print, refresh


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	

Expand All | Collapse All

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

Financial Detail | Split Detail

Navigation icons: back, forward, print, refresh

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	

Expand All | Collapse All

Description	Percent	Amount	Tax Amount	Net Amount
<input checked="" type="checkbox"/> Department X	16.33	200.00	26.26	173.74

ACCOUNTING CODES INFORMATION

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

Financial Detail | Split Detail

Navigation icons: back, forward, print, refresh

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	

Expand All | Collapse All

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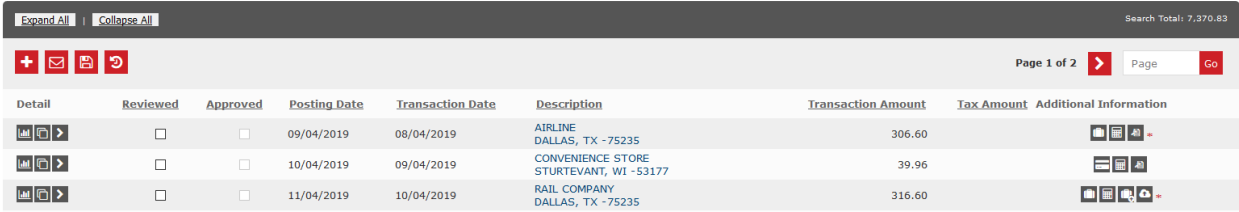




























































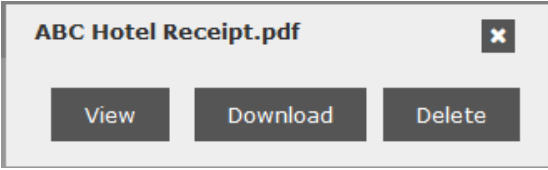
4 Viewing Cost Allocation

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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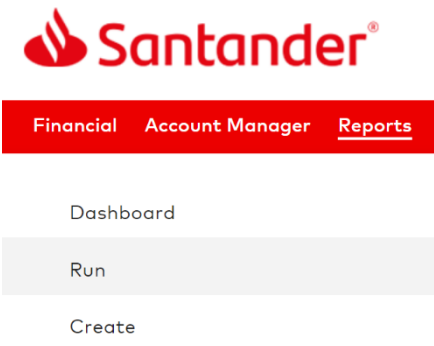
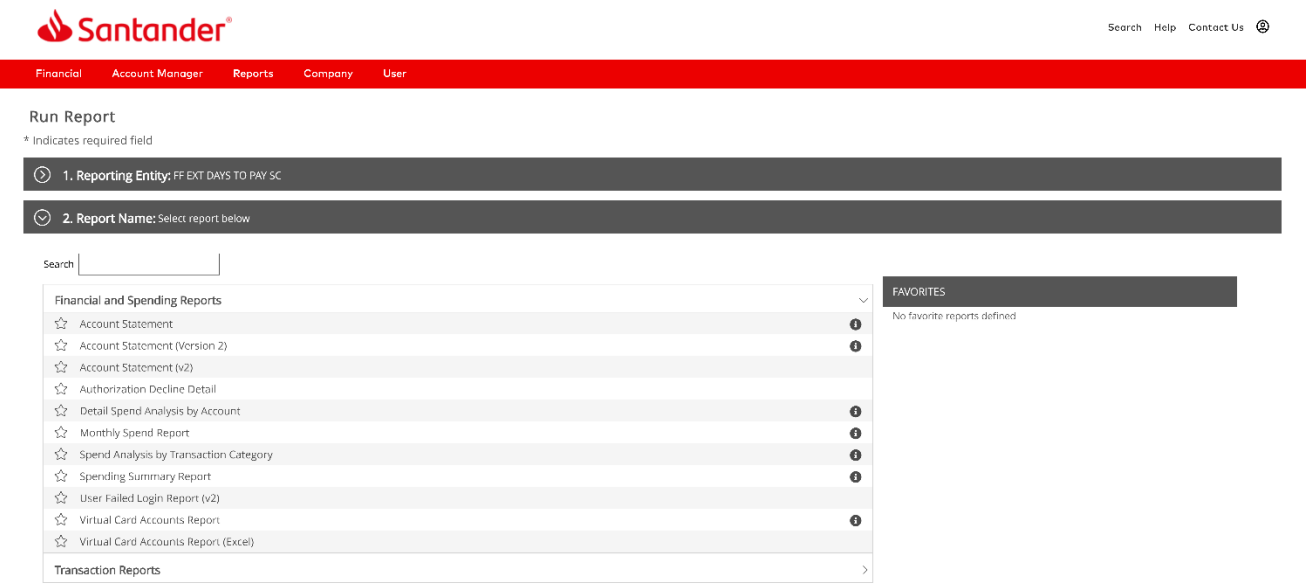
5 Viewing and Downloading Receipts

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  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. 																																				

6 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.**

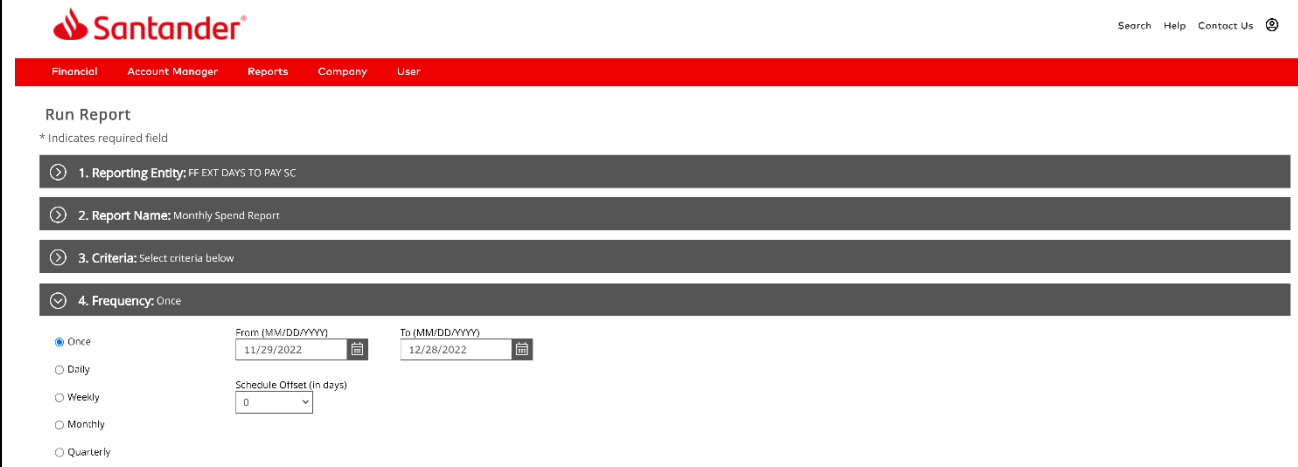


The screenshot shows the Santander 'Run Report' interface. At the top, there is a navigation bar with 'Financial', 'Account Manager', 'Reports', 'Company', and 'User'. Below this, the 'Run Report' section is displayed. A note indicates that an asterisk (*) denotes a required field. The first step, '1. Reporting Entity: FF EXT DAYS TO PAY SC', is highlighted. Below this step, there are tabs for 'ORG POINT', 'ACCOUNT GROUP', and 'ACCOUNT', with 'ORG POINT' selected. A 'RECENTLY VIEWED ENTITIES' button is visible on the right. The form includes fields for '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 the form.

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.



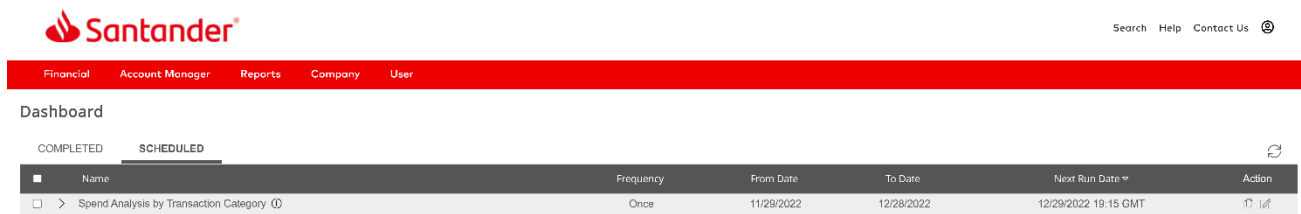
The screenshot shows the Santander 'Run Report' interface, specifically the '4. Frequency' step. The navigation bar and 'Run Report' header are consistent with the previous screenshot. The '4. Frequency: Once' step is highlighted. Below this step, there are radio buttons for 'Once', 'Daily', 'Weekly', 'Monthly', and 'Quarterly'. The 'Once' option is selected. To the right of 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 dzys)' 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**.

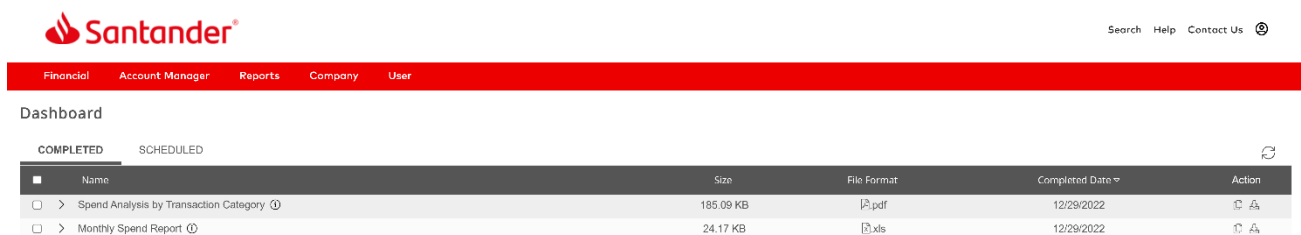


- 6 You will get a confirmation message and the **Dashboard** will open showing the report under **Scheduled**.



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 18:15 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