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# RECONCILING IN SMARTDATA

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A GUIDE FOR ALL USERS



AUGUST 30, 2016  
ARIZONA WESTERN COLLEGE  
By Peggy Hayes

# RECONCILING IN SMARTDATA

Once you are logged in to SmartData, you will see your Home Screen. If you have multiple roles in the system, such as Cardholder, Reconciler and Approver, you are going to have a drop down box for user role. Always make sure you are in the right role for the action you are trying to achieve. The things you can do are directly tied to the role you are logged in as. Use the drop down arrow to change roles to achieve different functions.

The screenshot displays the SmartData interface. At the top left, the logos for CHASE and J.P.Morgan are visible. On the top right, there are links for Help, My Profile, Contact Us, and Log, along with the smartdat logo. A navigation bar below the logos contains links for Home, My Profile, Account Manager, and Account Activity. Below the navigation bar, the 'User Role' is set to 'Cardholder - XXXXXXXXXXXX8942 - PURCHASING2 CARD' with a dropdown arrow. The main content area is divided into several sections: 'ACTIVITY' with alerts and notifications, 'REPORTS & DATA FILES' with scheduled and completed reports, 'NEWS', 'LINKS', and 'RESOURCE CENTER'. A 'REVIEW REQUIRED' section is highlighted, showing a transaction for 'GEORGE PATTON ASSOCIAT' with a value of USD 2,438.19 and a date of 08/22/2016. A 'More' button is present next to this transaction. Below the review section is a 'SNAPSHOTS' section with a 'Total Spend' chart. Blue arrows point from the text above to the user role dropdown and the 'More' button in the 'Review Required' section.

Items waiting for a review will be seen in the lower portion of the screen under Review Required. Click on the “More” button to view those items.

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On the next screen, you will select the Reporting Cycle you wish to view. Click on the drop down to view the selection choices.

The screenshot shows the 'Transaction Summary' page. At the top, there is a navigation bar with 'Home', 'My Profile', 'Account Manager', and 'Account Activity'. Below this is a breadcrumb trail: 'Transaction Summary'. The main heading is 'TRANSACTION SUMMARY', followed by account details: 'PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO BOX 929 • YUMA, AZ 853660929'. A 'SEARCH CRITERIA' section is highlighted with a dark background. It contains a radio button for 'Reporting Cycle' which is currently selected, and a dropdown menu that is open, showing a list of options. Below this, there is a 'Date Range' section with 'From' and 'To' date pickers set to 07/31/2016 and 08/30/2016 respectively, and a 'Date Type' dropdown set to 'Posting Date'. A 'Search' button is located at the bottom right of the search criteria section. A blue arrow points from the text above to the dropdown menu.

Once selected, you will see it in the box. Next, click on the “Search” button.

This screenshot shows the same 'Transaction Summary' page, but the 'Reporting Cycle' dropdown menu is now closed. The selected option is 'August 2016', and the date range below it is '(07/12/2016 to 08/10/2016)'. The 'Date Type' is still 'Posting Date'. The 'Date Range' section below it is now unselected. The 'Search' button is now highlighted with a dark background. Two blue arrows point from the text above to the 'August 2016' dropdown and the 'Search' button.

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Once you hit Search, you will get the screen below. Notice, that since I selected the month of August, the charge which was showing on my home screen does not show up here. That is because that charge is pending for the next cycle which will end on Sept. 10<sup>th</sup>. It occurred after the August cycle which ended Aug. 10<sup>th</sup>. It is very important to always view these screens by selecting the correct cycle so you are working with current information.

**Transaction Summary**

PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO BOX 929 • YUMA, AZ 853660929

**SEARCH CRITERIA** [Advanced Search](#)

Reporting Cycle: August 2016  
07/12/2016 to 08/10/2016  
Date Type: Posting Date

Date Range: From: 07/12/2016  
To: 08/10/2016  
Date Type: Posting Date  
Data available starting: 08/30/2013

**SEARCH RESULTS**

Expand All | Collapse All Search Total: 661.86

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
		<input checked="" type="checkbox"/>	07/28/2016	07/26/2016	UNITED AIRLINES 800-932-2732, TX -77002	661.86	

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Expand All | Collapse All Search Total: 661.86

Notice on the Search Results, this charge is showing a lock. That is because it has been reviewed and approved. Once those two actions have happened, the system locks them from being altered. An administrator can unlock them for you if you discover errors you need to correct. After corrections are made, you will need to have your approver go in and reapprove the line you have edited. Once we are past the approval period there is a limited time for any additional changes to be made. Once the statements have all been received and reviewed in AP, all charges are locked against any further changes and the final download is processed to the General Ledger.

# RECONCILING IN SMARTDATA

By changing the Reporting Cycle in the drop down, and clicking on Search again, I get a different charge showing. This is the one I have pending for a charge that was processed by the vendor after the August 10<sup>th</sup> cycle closing date. This charge was made over the phone on Aug. 2<sup>nd</sup>, but did not get processed by the Vendor for some reason until August 20<sup>th</sup> and it posted against the card on August 22<sup>nd</sup>. It is important to track your charges so you always know what charges will be getting posted against your budget lines. The charges on your card do not hit your budget in Colleague until the download is processed. You want to be sure you have not spent your money twice.

## TRANSACTION SUMMARY

PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO BOX 929 • YUMA, AZ 853660929

**SEARCH CRITERIA** [Advanced Search](#)

Reporting Cycle: September 2016  
08/11/2016 to 09/12/2016

Date Type: Posting Date

Date Range: From: 08/11/2016 To: 09/12/2016  
Date Type: Posting Date

Data available starting: 08/30/2013 **Search**

**SEARCH RESULTS**

Expand All | Collapse All Search Total: 2,438.19

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2016	08/20/2016	GEORGE PATTON ASSOCIAT 800-572-2194, RI -02809	2,438.19	*

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To see and alter the details of the transaction, I will click on the details link here. If you hover your mouse over this icon, it will say "Transaction". If I want to see the details of the charge, I can click on the Expand All link. This will show me the details, but I cannot make changes here. I must click on the transaction button to go to a screen that will allow changes. I can also click on Edit Accounting Codes.

**ACCOUNTING CODES INFORMATION**

Expense Description

Location	Fund	Department Code	Object Code
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operational Supplies


**Edit Accounting Codes**

# RECONCILING IN SMARTDATA

Clicking on the Edit Accounting Codes takes me to this screen:

## SEARCH RESULTS

The screenshot shows a search results page with a table of transactions. The first transaction is highlighted, showing details like Posting Date (08/22/2016), Transaction Date (08/20/2016), Description (GEORGE PATTON ASSOCIAT 800-572-2194, RI -02809), and Transaction Amount (2,438.19). Below the table is the 'ACCOUNTING CODES INFORMATION' section, which includes an 'Expense Description' field and a table of codes for Location, Fund, Department Code, and Object Code. Blue arrows point from the text below to the 'Add Receipt' icon in the 'Additional Information' column, the 'Expense Description' field, and the dropdown menus for Location, Fund, Department Code, and Object Code.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	08/22/2016	08/20/2016	GEORGE PATTON ASSOCIAT 800-572-2194, RI -02809	2,438.19	

**ACCOUNTING CODES INFORMATION**

Expense Description

Location	Fund	Department Code	Object Code
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operational Supplies
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operation...

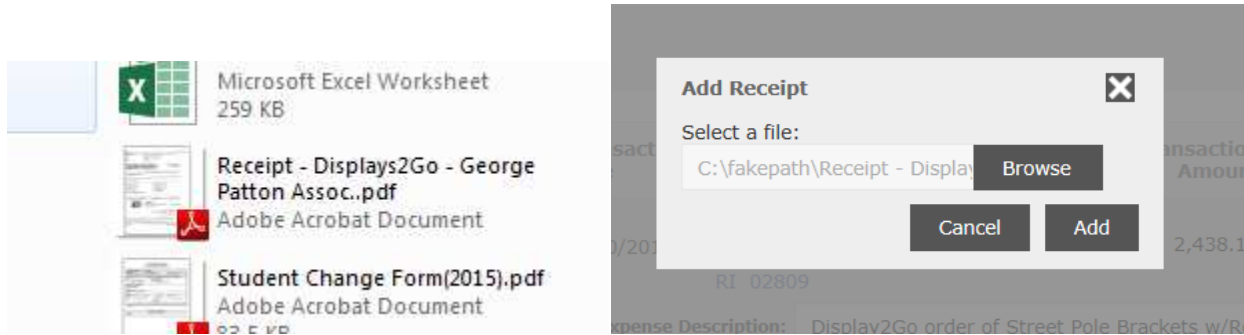
Copy to All on Page

I can now enter in my description and use the drop down arrows for Location, Fund, Department Code and Object Code to find the correct one to use. It is very important that you look closely at each of these codes to ensure the correct ones are being used. If you do not find the code you need, please notify a P-Card Administrator right away so we can correct the problem. Once you have verified that the information is correct, you will need to upload your receipt. You will need to have saved a PDF or JPG copy of the receipt in a file on your computer. By clicking on the Add Receipt Icon, I get the pop-up box below. I will click on Browse to find my file to upload.

The screenshot shows a pop-up box titled 'Add Receipt' with a close button (X) in the top right corner. The box contains the text 'Select a file:' followed by a text input field with the placeholder 'Select a file to Upload'. To the right of the input field is a 'Browse' button. Below the input field are two buttons: 'Cancel' and 'Add'.

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I go to where I saved my receipt and double click on it. It will populate the Select a file field of the pop-up box with the location of the file. I click on Add to attach it to the charge line.



Once this is done, I can save my changes by clicking on the Save Icon.

### TRANSACTION DETAIL

PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO BOX 929 • YUMA, AZ 853660929

Financial Detail | Split Detail

Save | Refresh

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/22/2016	08/20/2016	GEORGE PATTON ASSOCIAT 800-572-2194, RI 02809	2,438.19	2,438.19	

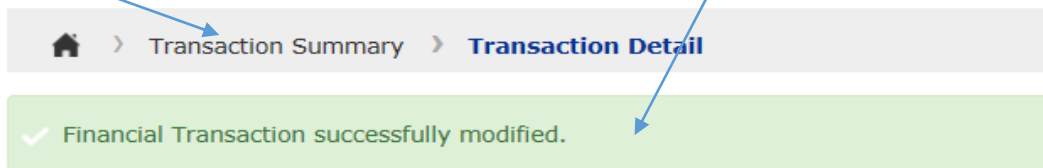
Customer Code:  \* Expense Description: Display2Go order of Street Pole Brackets w/Rods (13 sets)

#### ACCOUNTING CODES INFORMATION

Location	Fund	Department Code	Object Code
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operational Supplies
10 - Main Campus	0000 - General	31510 - Purchasing	5310 - Operation...

Financial Information

I know my changes saved successfully when it shows me this green banner at the top of the Transaction Detail. If I had more charges to modify, I would return to the previous screen by clicking on the Transaction Summary link at the top of the page. Never hit the back arrow of the page. This will cause an error.

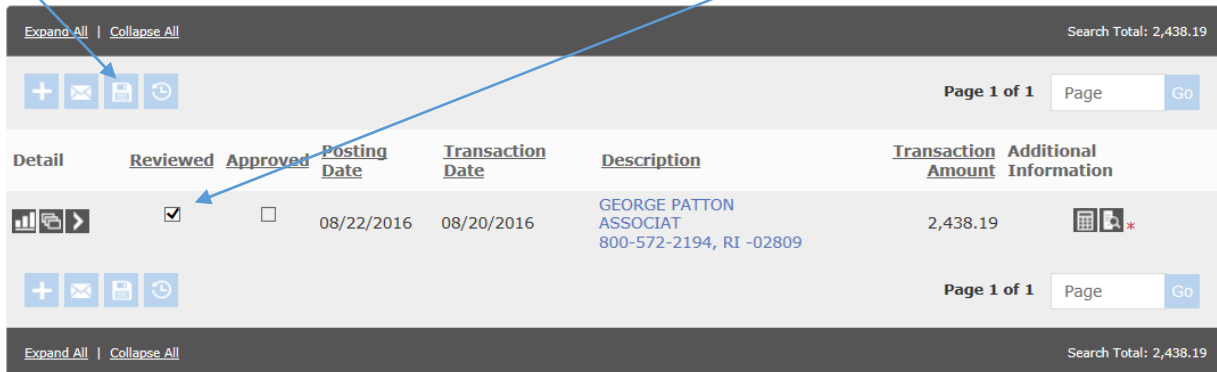


### TRANSACTION DETAIL

PURCHASING2 • XXXX-XXXX-1354-8942 (Active) • Director of Finance & Controller • PO E

## RECONCILING IN SMARTDATA

Once I am certain I am done with the transaction line, I will click the Reviewed Box and click on the Save Icon again.



Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08/22/2016	08/20/2016	GEORGE PATTON ASSOCIAT 800-572-2194, RI -02809	2,438.19	

It will again show the green banner at the top of the screen saying my Financial Transaction successfully modified. If you have multiple lines, just return to the Transaction Summary and repeat the process for each line. Once all lines have been modified and saved, you may proceed with running an Expense Report to put with the receipts to forward to your approver. Follow the instructions for running a report. (Separate Document located on the Purchasing Home Page.)