

If you are having problems logging into smart data, please contact purchasing services at 285-1532 or email pcard@bsu.edu. Smart Data is designed for the departments who utilize more than one FOAPAL for credit card purchases. Utilizing Smart Data Online to allocate charges prior to the accounting cut off date, will eliminate the use of JV for credit card purchases. If you do not see the FOAPALS that you would like to allocate to in smart data please notify us at pcard@bsu.edu and we can make the requested changes.

After signing in to Smart Data login you can become to allocate charges by following the steps below:.

1. CHASE J.P.Morgan

2. Hover over "Financial" and click "Account Summary"

Account Summary

Merchant Summary

Transaction Management

Retrieve Receipt Images

Account Statements

Transactions & Adjustments	
Total Users (Roles)	256
Total Inactive Users (Roles)	177
Total Active Cardholder Users (Roles)	7
Total Locked Users (Roles)	0
Recently Added Cardholder Users (Roles)	0
Cardholder Users (Roles) with Activity	6
Recently Added Accounts	6
Total User Logins	292
Total Transactions	2,233
Reviewed	87
Not Reviewed	2,146
Approved	0
Not Approved	2,233

CHASE J.P.Morgan

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

smartdata

Home Financial Reports Company User

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA

Search By: [dropdown arrow]

- Org Point
 - All (Org Point)
 - Org Point (Advanced)
 - Org Point Country
 - Org Point Name 1
 - Org Point Name 2
 - Org Point Number
 - Org Point Reports To Name
- Account Group
 - All (Account Group)
 - Account Group Name
- Account
 - All (Account)
 - Account (Advanced)
 - Account City
 - Account Country
 - Account Name (contains)
 - Account Number (ends with)

QUICK LINK

Select BALL STATE UNIVERSITY (Your assigned reporting level)

Recently Viewed: None

Select a Quick Link

3. Click on arrow next to "Search By" and search by "Account Name" under "Account".

Currently logged in as: Angie B
Last Visit: 03/02/2016

administrato

© 1994-2015. MasterCard. All rights reserved. Privacy Policy and Disclosures

Account Summary

https://smartdata.jpmorgan.com/sdng/fintrans/accountSummaryRender.do?request.trail.token.key=e86cf3

CHASE **J.P.Morgan**
smartdata

Home Financial Reports Company User

Home > Search Reporting Structure > Account Summary

Account Summary

BALL STATE UNIVERSITY • BETTY WELCH • BSU PURCHASING OFFICE - 3401 N TILLOTSON AVE • MUNCIE, IN 47306-0001

SEARCH CRITERIA [Advanced Search >](#)

Date Range: From: 09/03/2014 To: 10/03/2014
Date Type: Posting Date
Data available starting: 10/03/2011

Search

Page 1 of 4 Go to page: Go

SEARCH RESULTS Search Total: (19,779.00)

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
Charlie Cardinal	XXXX-XXXX-8000-0082	1,122.07	0.00	1,122.07

4. Now select the card that you would like to allocate charges on

TRANSACTION SUMMARY

Charlie Cardinal XXXX-XXXX-1234-5678 (Active) Accounting Office—ADMIN BLDG G04 Muncie IN 473060001

SEARCH CRITERIA [Advanced Search](#)

Date Range: From: 04/02/2016 To: 05/02/2016
Date Type: Posting Date
Data available starting: 05/02/2013

Search

5. Click on "Accounting Detail" to allocate charges for each transaction

SEARCH RESULTS

Expand All | Collapse All Search Total: 744.67

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"/>	04/13/2016	04/12/2016	FLITZ INTERNATIONAL LT 262-5345898, WI - 53185	26.74	1.30	
	<input type="checkbox"/>	<input type="checkbox"/>	04/13/2016	04/12/2016	GLENDALE PARADE STORE 08006535515, NJ - 07647	156.00	10.21	
	<input type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	SP * PATRIOT WOOD 3603937082, WA - 98248	419.95	33.61	
	<input type="checkbox"/>	<input type="checkbox"/>	04/29/2016	04/28/2016	CHIEF SUPPLY 8885888569, NC - 28269	141.98	9.60	

Page 1 of 1 Page Go

Expand All | Collapse All Search Total: 744.67

Expand All | Collapse All

Page 1 of 1 Go to page: Go

Add Cash Transaction Send Email Save Reset

SEARCH RESULTS Search Total: 351.15

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	09/16/2014	09/15/2014	LOWES #00116* MUNCIE, IN -47304	283.99		

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description

DEPARTMENT: LANDSCAPE ARCHITECTURE

ACCOUNT NUMBER: 100100-200030-2001

SUB-CODE: 733020

FOOD PURCHASE APPROVAL

ACCT # FOR FOOD PURCHASE

IN DISPUTE

Starts With:

- 100100-200030-2001
- 158041-200030-2006
- 100100-200030-2001
- 161017-200030-2001
- 161019-200030-2001

Copy to All on Page

09/18/2014 09/17/2014 LOWES #00116* MUNCIE, IN -47304 67.16

Page 1 of 1 Go to page: Go

Add Cash Transaction Send Email Save Reset

6. Select the down arrow to select correct account number and close.

DEPARTMENT	ACCOUNT NUMBER	SUB-CODE	FOOD PURCHASE APPROVAL	ACCT # FOR FOOD PURCHASE
Charlie Cardinal Ball State University	100100-152060-2006	733020		

IN DISPUTE

Starts With...

733020

Copy to All on Page

<input type="checkbox"/>	<input type="checkbox"/>	04/13/2016	04/12/2016		156.00	10.21
<input type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016		419.95	33.61

7. Now select the down arrow under "SUB-CODE" to select correct "SUB-CODE" which is Ball State University Account Number.

Expand All | Collapse All

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"/>	04/13/2016	04/12/2016	FLITZ INTERNATIONAL LT 262-5345898, WI - 53185	26.74	1.30	

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level

Expense Description

DEPARTMENT: Charlie Cardinal
Ball State University

ACCOUNT NUMBER: 100100-152060-2006

SUB-CODE: 733020

FOOD PURCHASE APPROVAL

ACCT # FOR FOOD PURCHASE

IN DISPUTE

Copy to All on Page

<input type="checkbox"/>	<input type="checkbox"/>	04/13/2016	04/12/2016	GLENDALE PARADE STORE 0800653515, NJ - 07647	156.00	10.21
<input type="checkbox"/>	<input type="checkbox"/>	04/27/2016	04/26/2016	SP * PATRIOT WOOD 3603937082, WA - 98248	419.95	33.61
<input type="checkbox"/>	<input type="checkbox"/>	04/29/2016	04/28/2016	CHIEF SUPPLY 8885888569, NC - 28269	141.98	9.60

Page 1 of 1 Page Go

Expand All | Collapse All

Search Total: 744.67

Click on save (located on top or bottom of screen) to allocate charges