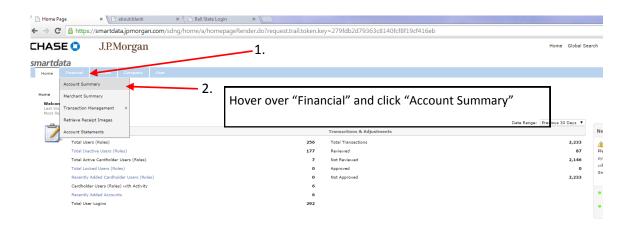
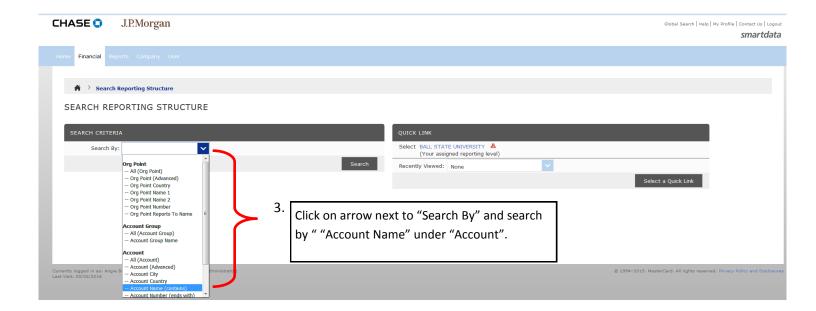
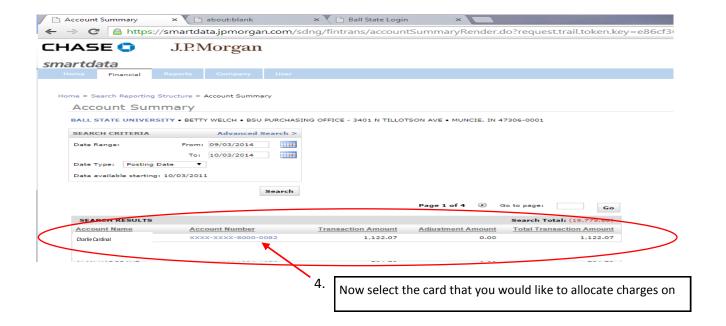
If you are having problems logging into smart data, please contact purchasing services at 285-1532 or email <a href="mailto:pcard@bsu.edu">pcard@bsu.edu</a>. Smart Data is designed for the departments who utilize more than one FOAPAL for credit card purchases. Utilizing Smart Data Online to allocate 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 <a href="mailto:pcard@bsu.edu">pcard@bsu.edu</a> 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:.

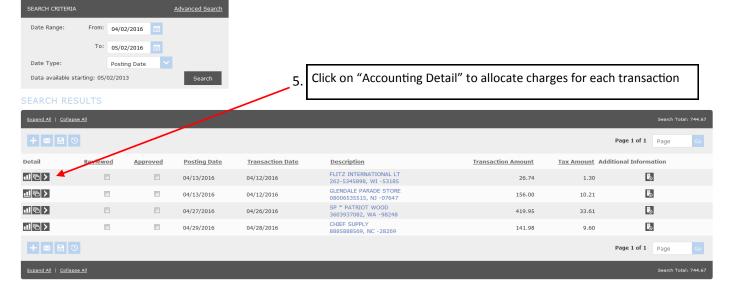


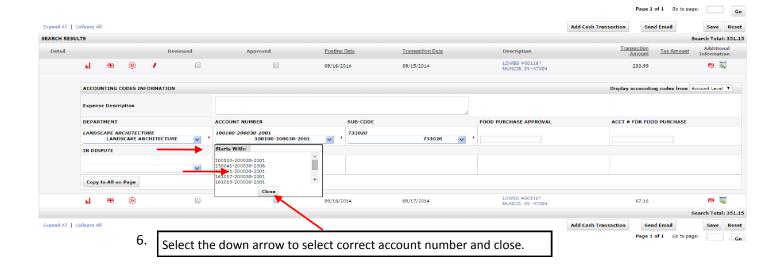


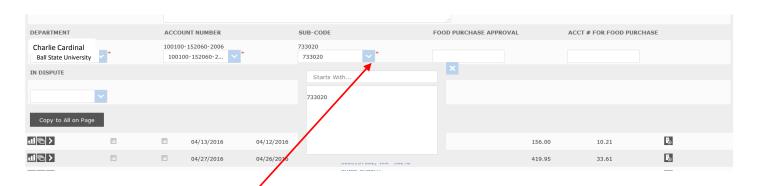


★ > Search Reporting Structure > Transaction Summary TRANSACTION SUMMARY

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







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

