

# Commercial Card Program Automation

Moving from paper to electronic



*Presented by:* Tim Hill, VP, Relationship Management, Card Services  
*and*  
Audrey Flood, VP, Client Training Manager

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Amway Grand Plaza, Grand Rapids, Michigan

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# Discussion Objectives

- Review commercial card automation strategies
  - Review card management tool features and functions
  - Tips for online reconciliation and cardholder training
  - GL export for financial system integration
- Best Practices for Program Optimization



# Automation Strategies

# Common Automation Strategies

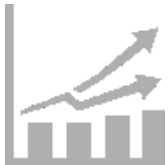


- Use the Bank provided system to automate your procurement card program: Smartdata
- Use your financial system to automate your procurement card program
- Third party expense reporting tool to automate your procurement card program

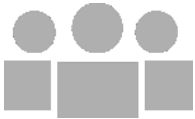
# Best Practice Topics for Discussion



- Online Transaction Review and Approval
  - Cost Allocation
  - Receipt Imaging
  - Importing Transaction Data into your ERP System



- Real Time Account Management
- Reporting
- Document Retention

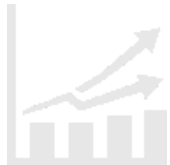


- Program Administration and Cardholder Training

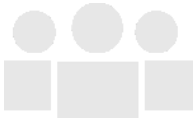
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- Real Time Account Management
- Reporting
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- Program Administration and Cardholder Training

# Online Transaction Review and Approval

Expand All | Collapse All Search Total: 40.28

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Page 1 of 1 Page  Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
   	<input type="checkbox"/>	<input type="checkbox"/>	04/01/2017	03/29/2017	OFFICEMAX CT*IN#181655 800-264-7370, IL -60143	40.28	  

**ACCOUNTING CODES INFORMATION** Display accounting codes from Account Level

Expense Description

REGION	DEPARTMENT	EXPENSE TYPE	JOB NUMBER
30 - WEST REGION	304 - West Maintenance	Office Supplies	
<input type="text" value="30 - WEST REGION"/>	<input type="text" value="304 - West Maint..."/>	<ul style="list-style-type: none"> <li>Entertainment</li> <li>Airlines</li> <li>Car Rental</li> <li>Cash Advances</li> <li>Catering</li> <li>Computer Supplies</li> <li>Fuel</li> <li>Internet Access Fees</li> <li>Lodging</li> <li>Maintenance Supplies</li> <li>Marketing Supplies</li> <li>Meals</li> <li>Mileage</li> <li>Miscellaneous</li> <li>Office Supplies</li> <li>Other Transportation</li> <li>Packaging Supplies</li> <li>Parking</li> <li>Personal Expenses</li> </ul>	<input type="text"/>

Copy to All on Page







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Expand All | Collapse All Search Total: 40.28

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# Receipt Imaging

	<input type="checkbox"/>	<input type="checkbox"/>	03/25/2017	03/23/2017	UNITED AIRLINES NASHVILLE, TN -60007	723.12	
	<input type="checkbox"/>	<input type="checkbox"/>	03/24/2017	03/23/2017	AMOCO OIL 05914353 HAYS, KS -67601	19.75	
	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2017	03/24/2017	HESSTON PRESTIGE PRINT HESSTON, KS -67062	64.27	

### Add Receipt ✕

Select a file:

Select a file to Upload Browse

Cancel Add

# Import Transaction Data into your ERP

PROGRESS - STEP 4 OF 6

Template:	Name:	Header Fields:	Detail
Accounts Payable Report	Copy of Accounts Payable Report	0 Fields Selected	4 Fields



## CREATE REPORT: CHOOSE DETAIL FIELDS

Add field(s) to this report by clicking the Add Field button. Remove by selecting field(s) and clicking Remove Field button. Format each field by highlighting it and then changing the field format option. When finished click Next to continue.

### Report Fields

MCH.Merchant Name  
FIN.Transaction Date  
FIN.Posting Date  
FIN.Transaction Amount  
FIN.Accounting Code 01 Value  
FIN.Accounting Code 02 Value  
FIN.Accounting Code 03 Value



Add Field

Remove Field

### ADD FIELD

Type of Field to Add:  Data Field  Conditional Field (Advanced)

Category: Transaction & Merchant Only

Search

Fields

#### Available Fields

CUSTOM  
FIN.Accounting Code 01 Description  
FIN.Accounting Code 01 Value  
FIN.Accounting Code 02 Description  
FIN.Accounting Code 02 Value  
FIN.Accounting Code 03 Description  
FIN.Accounting Code 03 Value  
FIN.Accounting Code 04 Description  
FIN.Accounting Code 04 Value  
FIN.Accounting Code 05 Description  
FIN.Accounting Code 05 Value  
FIN.Accounting Code 06 Description  
FIN.Accounting Code 06 Value  
FIN.Accounting Code 07 Description  
FIN.Accounting Code 07 Value  
FIN.Accounting Code 08 Description  
FIN.Accounting Code 08 Value  
FIN.Accounting Code 09 Description  
FIN.Accounting Code 09 Value  
FIN.Accounting Code 10 Description  
FIN.Accounting Code 10 Value

To select multiple fields, hold CTRL and click the field names.

Add Field

Cancel

Back

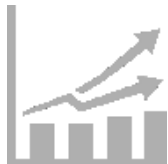
Next

Cancel

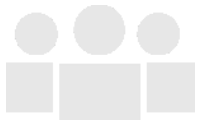
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- Real Time Account Management
- Reporting
- Document Retention



- Program Administration and Cardholder Training

# Real Time Account Maintenance

ACCOUNT INFORMATION
^

Edit

Account Number	XXXX-XXXX-1848-7540
Name 1	*****A
Name 2	*****X*****
Accounting Code	6543211112
Home Phone Number	
Work Phone Number	
<b>Correspondence Address</b>	
Address Line 1	10 SOUTH DEARBORN1551
Address Line 2	FLOOR 07121
City/State(Province)	CHICAGO IL
Postal Code	63367
<b>Primary Home Address</b>	
Address Line 1	P. O. BOX 1002
Address Line 2	P. O. BOX 1001
City/State(Province)	CHICAGO IL
Postal Code	633680000
Country	UNITED STATES
Country of Citizenship	
Date of Birth	*****
Card Type	
SSN/SIN/Tax ID	
Employee ID	
E-mail Address	KIM@TEST.COMI

TRANSACTION LIMITS
^

Edit

Single Transaction Limit	1,000.00
Cycle Number of Transactions	25
Cycle Amount	1,500.00
Daily Number of Transactions	46
Daily Amount	5.00
Monthly Number of Transactions	6
Monthly Amount	7.00

STATUS
^

Edit

Processor	TS1
Account Type	Individual Account
Billing Type	Corporate
Account Status	Open Account

CREDIT LIMITS
^

Edit

Current Balance	3,165.22
Available Limit	6,834.78
Previous Balance	4,565.22
Disputed Amount	0.00
Current Amount Due	0.00
Days Past Due (Since Last Current)	0
Credit Limit	10,000.00
Cash Advance Limit (%)	21
Temporary Credit Limit	10,000.00
Start Date	04/11/2017
End Date	04/15/2017

MCC GROUP LIMITS
^

Add
Edit
Remove

Group Identifier	FOOD	v
Status	Active	
Action	None	
Single Transaction Limit	0.00	
Cycle Number of Transactions	0	
Cycle Amount	0.00	
Daily Number of Transactions	0	
Daily Amount	0.00	
Monthly Number of Transactions	0	
Monthly Amount	0.00	

# Reporting and Document Retention

## SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date   To Date   Schedule Offset   (in days)

Daily

Start Date  Days to Run   Schedule Offset   (in days)

Weekly

From Day   Weeks to Run

To Day   Schedule Offset   (in days)

Monthly

From Day   Months to Run

To Day   Schedule Offset   (in days)

Reporting Cycle

Date Type: Undefined

Reporting Cycle

Number of Cycles to Run   Schedule Offset   (in days)

Back

Save

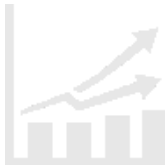
Cancel

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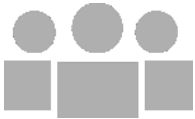
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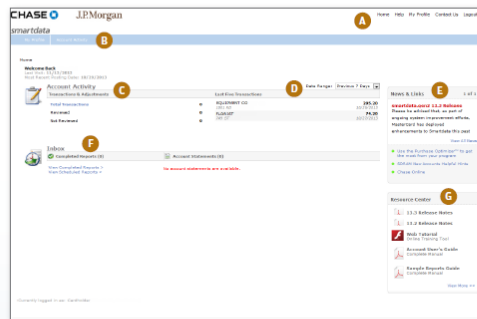
# Program Administrator and Cardholder Training

## MasterCard Smartdata.gen2™ (Smartdata) Cardholder Quick Reference Card

### Welcome to Smartdata

The Home screen displays each time you log on to Smartdata. It provides access to various data and information about your commercial card.

For additional information about these cardholder topics, refer to the *Account User's Guide* in the Resources Center section on the Home screen.



A sample cardholder Smartdata home screen is shown above. Your display may vary.

#### A. Links for Common Operations

Provides quick access to basic application services, such as online help and the logout operation.

#### B. Menus

Provides access to all screens and operations.

#### E. News and Links

Displays messages and resources posted by application administrators.

#### F. Inbox

Provides access to reports, exports, and, where supported, results from operations (e.g. transaction

### Quick Topics

- Welcome to Smartdata.....
- Log On .....
- Initial Log On: Cardholder
- Self-Registration .....
- Initial Log On: Manual Card
- Changing Your Password .....
- Viewing Transactions .....
- Allocating Transactions to an Accounting Code .....
- Attaching Receipts to Transactions .....
- Viewing Statements .....
- Running a Report .....
- Viewing a Completed Report .....

## Smartdata

### R17.1 Release Notes

Publication Date: February 3, 2017

### Overview

This communication provides a preview of upcoming enhancements to smartdata. The new enhancements will be available on February 13, 2017. Please review this document to assess the implications for your organization. If you have questions or need additional information, contact your J.P. Morgan Relationship Manager.

Note: The deployment date, features, and functionality outlined in this document are subject to change. Available screens and functions may vary based on your organization settings and permissions.

### Smartdata Real-time Account Manager Enhancements

#### Temporary Credit Limit Update Failure Notification

You will now receive an email notification when the system fails to update a temporary credit limit at the processor. The notification email is sent after 15 failed attempts to update the temporary value.

From: Mastercard Worldwide  
 Subject: Failed Temporary Credit Limit notice from online application  
 This is an automatically generated message. Please do not respond to this address. The temporary credit limit amount did not get updated on a card account. Please run the Audit Detail Report in order to identify which account has failed and then

You can run the **Audit Detail Report** in order to find out which account failed to process. Please refer to the SDRAM Quick Reference Card for more information about running the Audit Detail Report.

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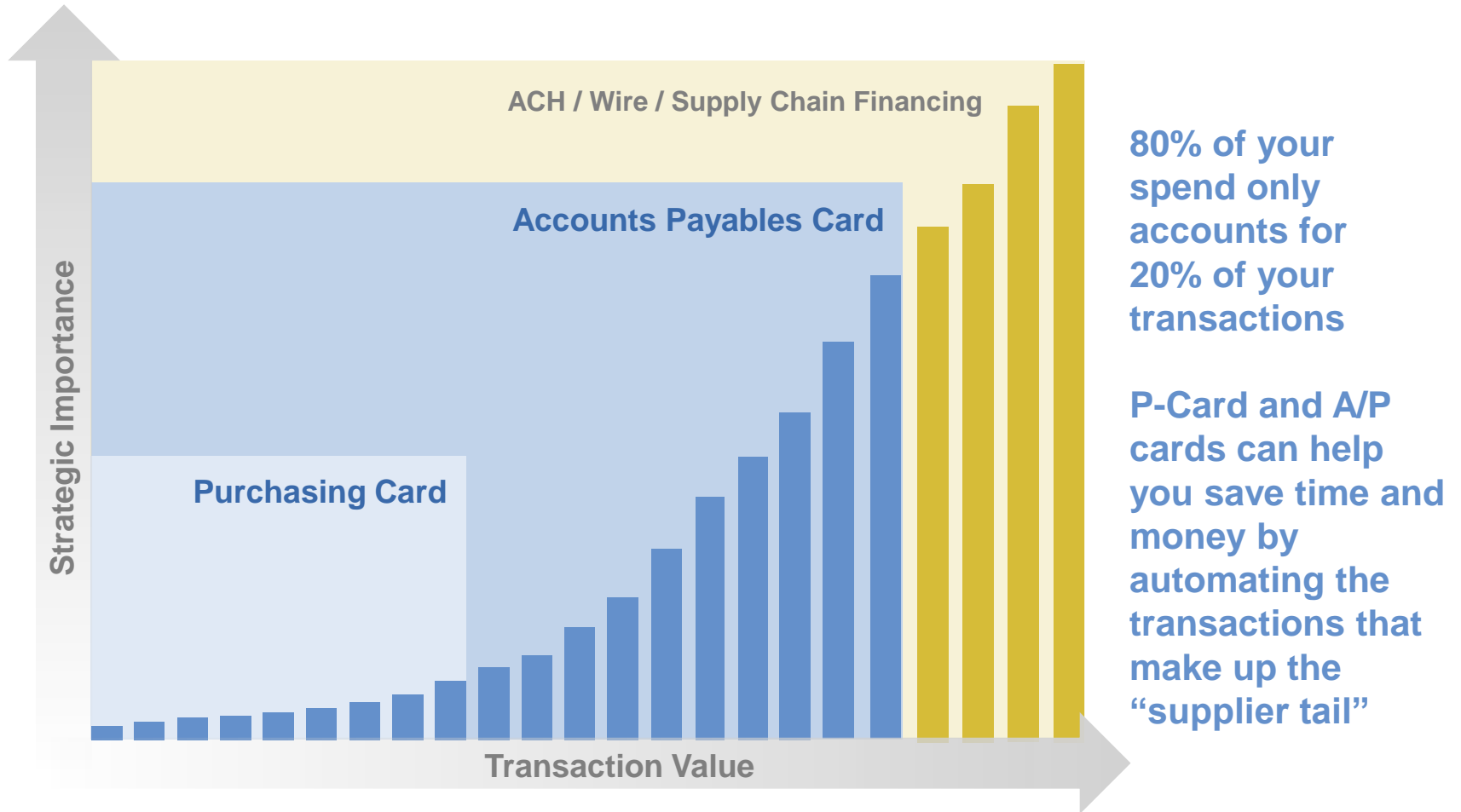


# Best Practices for Program Optimization





# Card Payments and your Payables



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# Best Practices for Program Optimization

## Gain Leadership Mandate

*Share the business case and link program benefits to your organization's goals*



## Engage Cardholders

*Promote business case, deliver training and provide ongoing program updates*

## Balance Opportunity & Control

*Expand card use and types of cards used while setting appropriate limits/controls*



## Mine Data & Set Metrics

*Assess ongoing program potential, and measure performance; use data to negotiate volume discounts*

**Resource & Integrate**  
*Empower your PA with support and insights; integrate program into A/P and Purchasing systems*



## Engage Suppliers

*Share the value and drive spend to preferred/accepting suppliers; target commodities and vendors*



## Q & A Session



**Thank You**

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