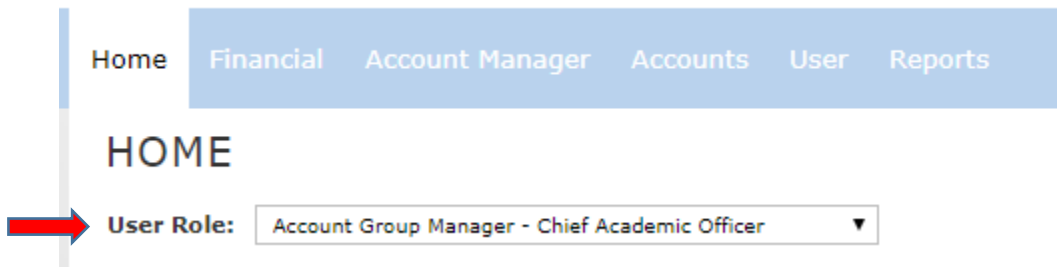


Steps on how to review your employees PCard activity:

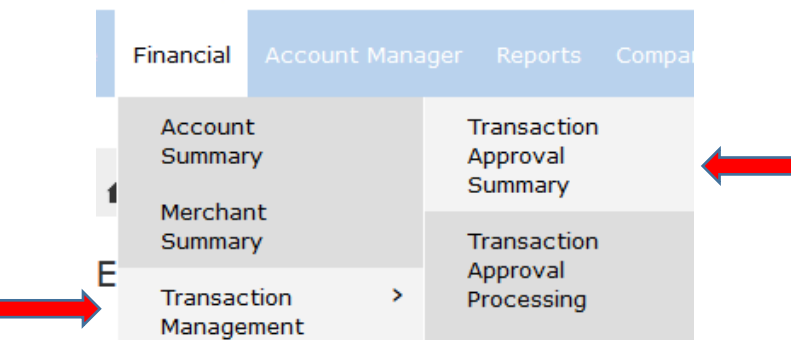
1. Login to JPMorgan **Smartdata** Website.

<https://smartdata.jpmorgan.com>

2. On your home screen, use the dropdown and change your **User Role** to **Account Group Manager**.



3. On the **Financial** tab, choose **Transaction Management** then **Transaction Approval Summary**.



Alternate: You can also click the **More** button under the **Review Required** section on your Home screen to access the Quick link area.

REVIEW REQUIRED		TOTAL ITEMS: 251
 TRANSACTIONS REVIEWED/NOT REVIEWED Previous 30 days		188/184
 TRANSACTIONS APPROVED/NOT APPROVED Previous 30 days		121/251
		More

4. Click the highlighted Quick Link on the right side.

Home Financial Account Manager Accounts User Reports

Search Reporting Structure

SEARCH REPORTING STRUCTURE

* Indicates required field

SEARCH CRITERIA	QUICK LINK
Search By: <input type="text"/>	Select: Chief Academic Officer (Your assigned reporting level)
<input type="button" value="Search"/>	Recently Viewed: None
	<input type="button" value="Select a Quick Link"/>

5. Enter a date range or search by billing cycle. You can also drill down your search by using the **Review Status** dropdown.

Search Reporting Structure Transaction Approval Summary

TRANSACTION APPROVAL SUMMARY

MOHAVE COUNTY CC • DEE NEPLL • 1971 JAGERSON AVE • KINGMAN, AZ 86409-1238

* Indicates required field

SEARCH CRITERIA	ADVANCED OPTIONS
<input type="radio"/> Reporting Cycle: <input type="text"/>	Filter (starts with): None
<input checked="" type="radio"/> Date Range: From: 08/11/2018 To: 09/10/2018	Review Status: All
Date Type: Posting Date	
Data available starting: 09/10/2015	
<input type="button" value="Search"/>	

6. Select the employee you would like to review by clicking on their name.

SEARCH CRITERIA

Reporting Cycle:

Date Range: From: 08/11/2018 To: 09/10/2018
Date Type: Posting Date
Data available starting: 09/10/2015 Search

ADVANCED OPTIONS

Filter (starts with): None
Review Status: All

SEARCH RESULTS

Page Total: 32,443,6

Page 1 of 1

Not Approved	Approved	No Change	Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	TRACY GIFT	60	20	40	20
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	STEPHEN EATON	10	10	00	10

7. Review each transaction by clicking on the arrow on the left side. Review the receipt by clicking on the icon on the right side and then clicking **View**.

SEARCH RESULTS

Expand All | Collapse All Search Total: 20.17

Page 1 of 1 Page Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08/13/2018	08/09/2018	SAFEWAY #1887 KINGMAN, AZ - 85401	20.17		<input checked="" type="checkbox"/>

Page 1 of 1 Page Go

Expand All | Collapse All Search Total: 20.17

2018 08 09 New Faculty Orientation - Safeway.pdf

View Download

8. Review for accuracy, completeness and compliance. Notify the Business Office and Cardholder for any issues.

Expand All		Collapse All				Search Total: 20:17		
						Page 1 of 1		
						Page		
						Go		
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
		<input checked="" type="checkbox"/>	08/13/2018	08/09/2018	SAFEWAY #1887 KINGMAN, AZ - 86401	20.17		
ACCOUNTING CODES INFORMATION								
Expense Description Who: New Faculty, Admin, IT What: New Faculty Orientation/Training breakfast/snacks Where: NCK 500 classroom When: 8/9/18 morning Why: Required training How: Within catering guidelines								
Unit/Campus Code	Fund	Function	Department	Sub Department				
10 - College Wide	1 - Auxiliary Enterprise Fund	80 - Auxiliary Enterprises	99 - Staff/Student Serv/Events	712 - Staff Events				
Object	Project Code/Number							
5262 - Events Supplies								
						Page 1 of 1		
						Page		
						Go		
Expand All		Collapse All				Search Total: 20:17		