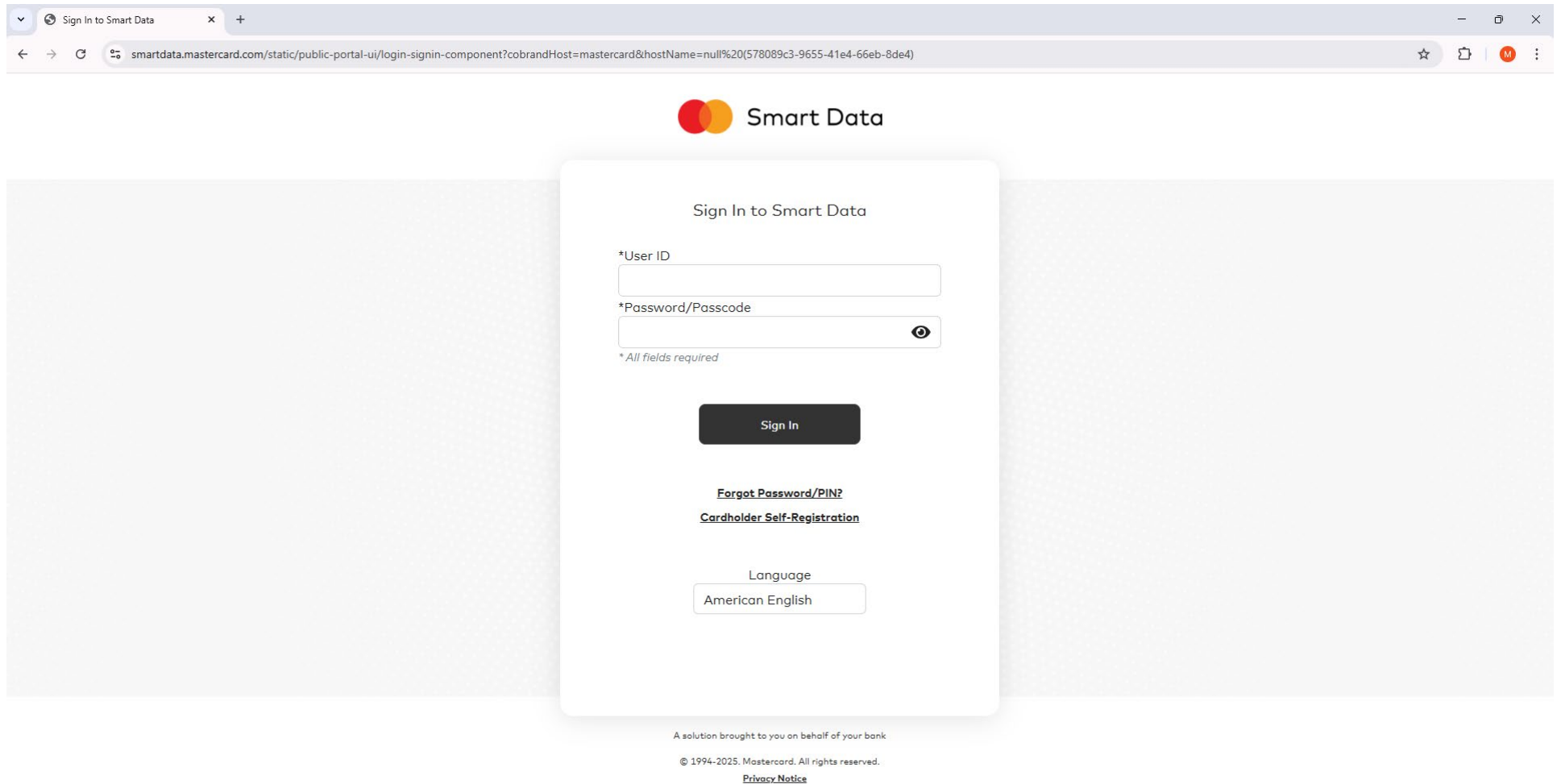


CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

All monthly expenses are required to be coded and approved before the 12th of the following month. Please allow time for submitted expenses to be approved before the deadline.

Step 1: Log into *smartdata.mastercard.com* website



The screenshot shows a web browser window with the address bar displaying `smartdata.mastercard.com/static/public-portal-ui/login-signin-component?cobrandHost=mastercard&hostName=null%20(578089c3-9655-41e4-66eb-8de4)`. The page features the Mastercard logo and the text "Smart Data". The main content is a "Sign In to Smart Data" form with the following elements:

- Form title: Sign In to Smart Data
- Input field for *User ID
- Input field for *Password/Passcode with a toggle icon
- Text: * All fields required
- Sign In button
- Links: [Forgot Password/PIN?](#) and [Cardholder Self-Registration](#)
- Language dropdown menu showing American English

At the bottom of the page, there is a footer with the following text:

A solution brought to you on behalf of your bank
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[Privacy Notice](#)

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 2: The site will open on your personal dashboard. Ensure your role is shown as “Cardholder.” If you do not approve expenses for others, this will be your only choice. A summary of open expenses ready for coding is shown on this page.

The screenshot shows the Smart Data Mastercard dashboard. At the top, the browser address bar displays "smartdata.mastercard.com/static/dashboard/#/". The Smart Data logo is on the left, and the user's role "Cardholder - XXXX-0455 - MARY AL" is circled in red on the right. Below the navigation bar, a welcome message "Welcome back, Mary Alma Noonan" is followed by the heading "Your dashboard". The dashboard features a card for "MARY ALMA NOONAN's corporate card •• 0455" with an "Active" status, a credit limit of 5,000.00, and a card image. To the right are three widgets: "Expense Inbox" (0 expenses), "News" (0 messages), and "Resource Center". Below these is the "Expense management" section, which shows "Showing 0 of 0 open expenses". It has two tabs: "Expenses" and "Groups". Under "Expenses", there are two boxes: "0 rejected expenses" and "0 open expenses". At the bottom, a "No expenses" message is displayed with an envelope icon. A "Manage cookies" link is in the bottom right corner.

Smart Data

Help Contact Us Cardholder - XXXX-0455 - MARY AL

Account Activity Reports

Welcome back, Mary Alma Noonan

Your dashboard

MARY ALMA NOONAN's corporate card •• 0455

Active

Available credit --

Credit limit: 5,000.00

Last updated

Expense Inbox
You have 0 expenses in your inbox

News
You have 0 messages in your inbox

Resource Center
Review recommended resources relevant to your work

Expense management

Showing 0 of 0 open expenses

Expenses Groups

0 rejected expenses

0 open expenses

No expenses

Manage cookies

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 3a: Choose “Expense Management” from the “Account Activity” tab dropdown box to access all expenses and begin coding.

The screenshot displays the Smart Data Mastercard dashboard. At the top, the browser address bar shows the URL `smartdata.mastercard.com/static/dashboard/#/`. The dashboard header includes the Mastercard logo, the text "Smart Data", and links for "Help" and "Contact Us". A user profile dropdown shows "Cardholder - XXXX-0455 - MARY A".

A dark red navigation bar contains two tabs: "Account Activity" (selected) and "Reports". Below this, a sidebar lists three options: "Account Information", "Cost Allocation Management", and "Expense Management", which is circled in red. The main content area features a "Credit Card" summary card with "Available credit" and a "Credit limit: 5,000.00". To the right are "News" and "Resource Center" sections.

The "Expense management" section is active, showing "Showing 1 of 1 open expenses". It has two sub-tabs: "Expenses" (selected) and "Groups". Under "Expenses", there are two summary cards: "0 rejected expenses" and "1 open expenses" (selected). Below these, a table lists expenses:

Description	Amount	Status
MCAD ART CELLAR 05/15/2025	\$4.45	Open

At the bottom, the "Reports" section shows "Showing 0 of 0 reports" and a "Go to reports" link. A "Manage cookies" button is located in the bottom right corner.

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 3b: Alternatively, you may choose any individual expense from the list to start coding directly.

smartdata.mastercard.com/static/dashboard/#/

Smart Data

Help Contact Us Cardholder - XXXX-0455 - MARY A. ▾

Account Activity Reports

Account Information

Cost Allocation Management >

Expense Management

Active

Available credit ● --

Credit limit: 5,000.00

Last updated

News You have 0 messages in your inbox >

Resource Center Review recommended resources relevant to your work >

Expense management

Showing 1 of 1 open expenses

Expenses Groups

0 rejected expenses

1 open expenses

MCAD ART CELLAR 05/15/2025 \$4.45 Open

Reports

Showing 0 of 0 reports

Go to reports

Manage cookies

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 4: From the Inbox, you can (1) upload a receipt for the expense then (2) open it to begin coding.

The screenshot shows the 'Expense Inbox' page in the Smart Data application. The interface includes a sidebar with navigation options: INBOX (selected), GROUPS, and HISTORY. The main content area is titled 'Expense Inbox' and includes a 'CARDHOLDER' filter. Below this, there is a 'Groups' section with a 'Create Group' button. The 'Expenses' section shows a list of transactions. The first transaction is dated 'MAY 15, 2025' and is for 'MCAD ART CELLAR' with a status of 'Open' and a value of '\$4.45'. A red arrow labeled '1' points to the 'Add Receipt' button next to this transaction. Another red arrow labeled '2' points to the expand/collapse icon (a right-pointing chevron) at the end of the transaction row. The bottom of the page shows the user is logged in as 'Mary Alma Noonan' and provides a URL and copyright information.

Smart Data

Help Contact Us Cardholder - XXXX-0455 - MARY A

Account Activity Reports

Expense Inbox

CARDHOLDER

Groups

Create Group

Expenses

Open Rejected

MAY 15, 2025

MCAD ART CELLAR Open \$4.45

1 total items

Sort by: Posting Date View Filters Add Expense

Items per page 25 1 of 1

Currently logged in as: Mary Alma Noonan (manoonan, Cardholder)
https://smartdata.mastercard.com/sdportal/dashboard.view

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CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 5: Add a description of the expense in the “Business Justification” box

MCAD ART CELLAR

\$4.45 Open

Summary

Cost Allocation

Receipt

Merchant Details

Addenda Data

* Required

SUMMARY

Business Justification

0/255

Transaction Date

05/14/2025

Posting Date

05/15/2025

COST ALLOCATION

Fund #

Dept Code

Function Code

☐ Split

RECEIPT

Submit

SAVE

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Step 6: Code the expense, using drop-down boxes:

Fund: Almost always “1”

Dept Code: Usually your own department

Function Code: Identifies the type of expense

MCAD ART CELLAR

\$4.45 Open

[Summary](#) [Cost Allocation](#) [Receipt](#) [Merchant Details](#) [Addenda Data](#)

* Required

SUMMARY

Business Justification

28/255

Batteries for wireless mouse

Transaction Date

05/14/2025

Posting Date

05/15/2025

COST ALLOCATION

Fund #

Dept Code

Function Code

☐ Split

RECEIPT

Submit

SAVE

CREDIT CARD TRANSACTIONS – CARDHOLDER CODING

Click on “Submit” to complete coding and send for approval.

MCAD ART CELLAR

\$4.45 Open

Summary

Cost Allocation

Receipt

Merchant Details

Addenda Data

* Required

SUMMARY

Business Justification

28/255

Batteries for wireless mouse

Transaction Date

05/14/2025

Posting Date

05/15/2025

COST ALLOCATION

Fund #

1 - UCF-UNRESTRICTED CURRENT FUND

Dept Code

251-2900 - BUSINESS OFFICE

Function Code

5540 - Office Supplies

☐ Split

RECEIPT

Submit

SAVE