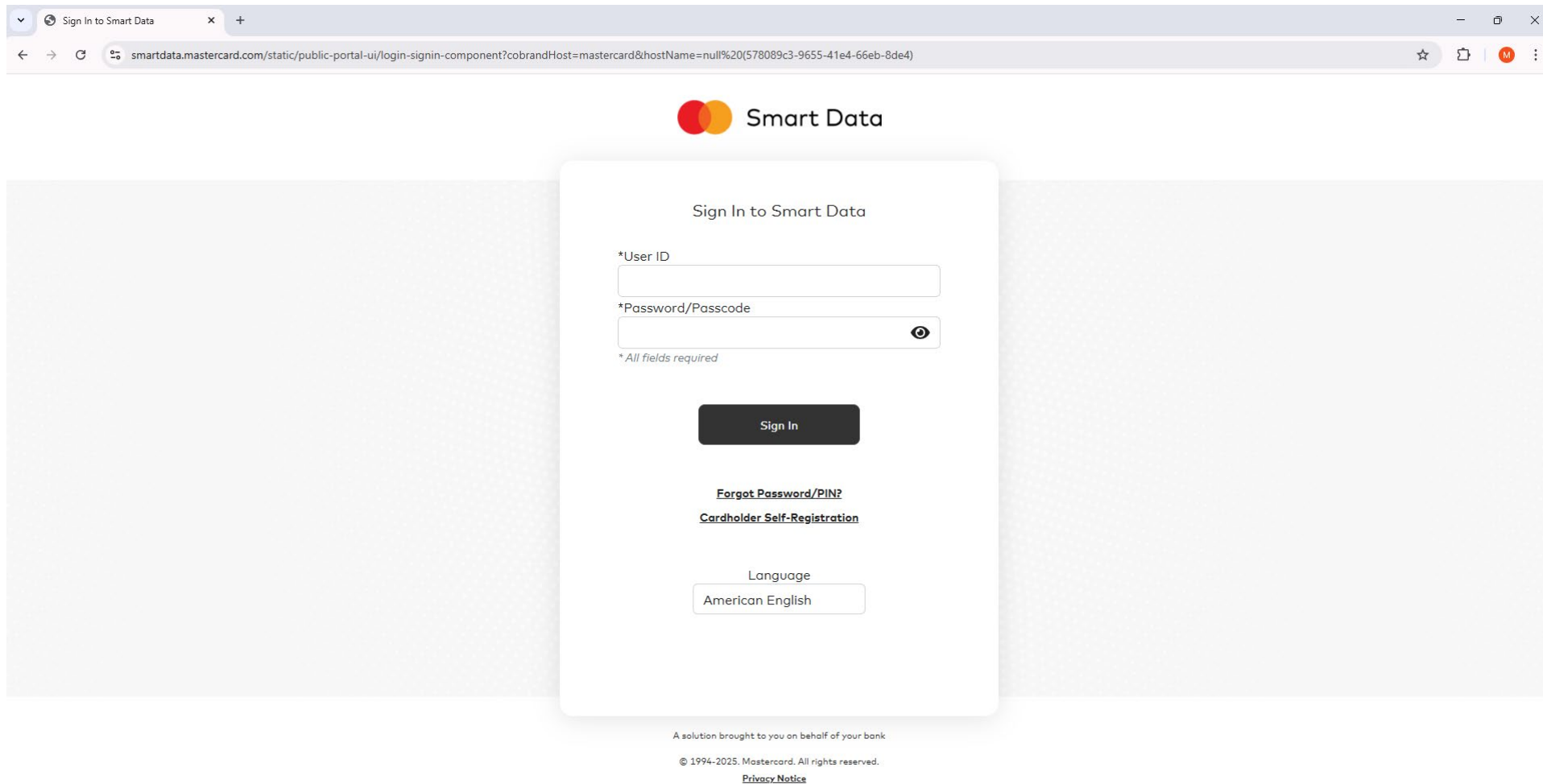


## CREDIT CARD TRANSACTIONS – APPROVALS

All monthly expenses are required to be coded and approved before the 12<sup>th</sup> 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 the URL: `smartdata.mastercard.com/static/public-portal-ui/login-signin-component?cobrandHost=mastercard&hostName=null%20(578089c3-9655-41e4-66eb-8de4)`. The page features the Smart Data logo at the top, which consists of the Mastercard logo followed by the text "Smart Data". Below the logo is a white login form with the title "Sign In to Smart Data". The form contains two input fields: "\*User ID" and "\*Password/Passcode", both marked as required. A small eye icon is visible next to the password field. Below the fields is a dark "Sign In" button. Underneath the button are two links: "[Forgot Password/PIN?](#)" and "[Cardholder Self-Registration](#)". At the bottom of the form is a "Language" dropdown menu currently set to "American English". At the very bottom of the page, there is a small disclaimer: "A solution brought to you on behalf of your bank", followed by the copyright notice "© 1994-2025. Mastercard. All rights reserved." and a link to the "[Privacy Notice](#)".

Sign In to Smart Data

\*User ID

\*Password/Passcode

\* All fields required

Sign In

[Forgot Password/PIN?](#)

[Cardholder Self-Registration](#)

Language

American English

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## CREDIT CARD TRANSACTIONS – APPROVALS

Step 2: Ensure your role is shown as “Level Manager.”

The screenshot shows a web browser window with the URL `smartdata.mastercard.com/sdportal/dashboard.view`. The page header includes the Mastercard logo and the text "Smart Data". On the right side of the header, there is a search bar and a user profile dropdown menu. The user profile dropdown is open, showing the text "Level Manager - Mary Alma Noonan" and a small icon of a person. This dropdown is circled in red. Below the header is a dark red navigation bar with the following links: Financial, Reports, Accounts, and User. The main content area is titled "HOME" and is divided into three columns. The left column is titled "ACTIVITY" and contains a list of metrics: "ALERTS & NOTIFICATIONS" (0), "TOTAL USERS" (4), "TOTAL LOCKED USERS" (0), "RECENTLY ADDED ACCOUNTS" (0), and "RECENTLY ADDED CARDHOLDER USERS" (0). The middle column is titled "REPORTS & DATA FILES" and contains a list of links: "SCHEDULED REPORTS", "COMPLETED REPORTS", and "DATA FILES". The right column is titled "NEWS" and contains a "More" button. Below the "NEWS" section is a "LINKS" section with a link to "BREMER BANK". Below the "LINKS" section is a "RESOURCE CENTER" section with a list of links: "SMART DATA QUICK START PRODUCT GUIDE", "SMART DATA MOBILE APP GUIDE FOR CARDHOLDER USERS", "INSIGHTS FREQUENTLY ASKED QUESTIONS", "INSIGHTS REPORTS GUIDE", and "INSIGHTS FIELDS GUIDE". At the bottom of the page, there is a footer with the text "Currently logged in as: Mary Alma Noonan (manoonan, Level Manager)" and "Last Visit: 05/14/2025". On the right side of the footer, there is a copyright notice: "© 1994-2025, Mastercard. All rights reserved. Privacy Notice".

Smart Data

Search Help Contact Us Level Manager - Mary Alma Noonan

Financial Reports Accounts User

HOME

**ACTIVITY**

- ALERTS & NOTIFICATIONS > 0  
Previous 30 days
- TOTAL USERS 4  
Previous 30 days
- TOTAL LOCKED USERS > 0  
Previous 30 days
- RECENTLY ADDED ACCOUNTS > 0  
Previous 30 days
- RECENTLY ADDED CARDHOLDER USERS > 0  
Previous 30 days

**REPORTS & DATA FILES**

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES > More

**NEWS**

More

**LINKS**

- BREMER BANK >

**RESOURCE CENTER**

- SMART DATA QUICK START PRODUCT GUIDE > Complete Manual (pdf)
- SMART DATA MOBILE APP GUIDE FOR CARDHOLDER USERS > Complete Manual (pdf)
- INSIGHTS FREQUENTLY ASKED QUESTIONS > Complete Manual (pdf)
- INSIGHTS REPORTS GUIDE > Complete Manual (pdf)
- INSIGHTS FIELDS GUIDE >

Currently logged in as: Mary Alma Noonan (manoonan, Level Manager)  
Last Visit: 05/14/2025

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## CREDIT CARD TRANSACTIONS – APPROVALS

Step 3: Choose “Expense Management” from the “Financial” tab dropdown box:

The screenshot shows the Smart Data dashboard interface. At the top, there's a navigation bar with the Smart Data logo and user information (Level Manager - Mary Alma Noonan). Below this is a red navigation bar with tabs: Financial, Reports, Accounts, and User. The 'Financial' tab is selected, and its dropdown menu is open, showing 'Expense Management' highlighted with a red circle and a red arrow pointing to it. The main content area is divided into three columns: Activity, Reports & Data Files, and News. The Activity column lists various metrics like Alerts & Notifications, Total Users, Total Locked Users, Recently Added Accounts, and Recently Added Cardholder Users. The Reports & Data Files column lists Scheduled Reports, Completed Reports, and Data Files. The News column contains links to various guides and manuals. The footer includes login information, a copyright notice, and a 'Manage cookies' link.

Smart Data

Search Help Contact Us Level Manager - Mary Alma Noonan

Financial Reports Accounts User

Expense Management

**ACTIVITY**

- ALERTS & NOTIFICATIONS** › Previous 30 days 0
- TOTAL USERS** › Previous 30 days 4
- TOTAL LOCKED USERS** › Previous 30 days 0
- RECENTLY ADDED ACCOUNTS** › Previous 30 days 0
- RECENTLY ADDED CARDHOLDER USERS** › Previous 30 days 0

**REPORTS & DATA FILES**

- SCHEDULED REPORTS** ›
- COMPLETED REPORTS** ›
- DATA FILES** › More

**NEWS**

More

**LINKS**

- BREMER BANK** ›

**RESOURCE CENTER**

- SMART DATA QUICK START PRODUCT GUIDE** › Complete Manual (pdf)
- SMART DATA MOBILE APP GUIDE FOR CARDHOLDER USERS** › Complete Manual (pdf)
- INSIGHTS FREQUENTLY ASKED QUESTIONS** › Complete Manual (pdf)
- INSIGHTS REPORTS GUIDE** › Complete Manual (pdf)
- INSIGHTS FIELDS GUIDE** ›

Currently logged in as: Mary Alma Noonan (manoan, Level Manager)  
Last Visit: 05/14/2025

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https://smartdata.mastercard.com/static/transaction-management-ui/#/approver Manage cookies

## CREDIT CARD TRANSACTIONS – APPROVALS

Step 4: Transactions to be approved will be found in the Inbox. Transactions submitted for approval by direct reports is the default setting.

The screenshot shows the 'Expense Inbox' page in the Smart Data application. The browser address bar indicates the URL: `smartdata.mastercard.com/static/transaction-management-ui/#/approver/inbox/expenses`. The user is logged in as 'Level Manager - Mary Alma Noonan'. The left sidebar contains navigation options: Financial, Reports, Accounts, User, INBOX (highlighted with a red arrow), HISTORY, and SUMMARY. The main content area is titled 'Expense Inbox' and shows 'Expenses 2' and 'Groups 0'. Below this, there are filter buttons for 'Submitted' and 'Direct Reports', both of which are circled in red. The transaction list is currently empty, with a header row for 'MAY 15, 2025'. A single transaction is visible: 'MARY ALMA NOONAN' with card number 'XXXX-0455' and merchant 'MCAD ART CELLAR'. The transaction status is 'Submitted' and the amount is '\$4.45'. The total amount for the selected transactions is '\$2,381.00'. The page footer shows the user is logged in as 'Mary Alma Noonan (manoonan, Level Manager)' and provides copyright information for Mastercard.

Smart Data

Financial Reports Accounts User

Expense Inbox

APPROVER

Expenses 2 Groups 0

Submitted X Direct Reports X

MAY 15, 2025

<input type="checkbox"/>	MARY ALMA NOONAN XXXX-0455	MCAD ART CELLAR	Submitted	\$4.45	>
--------------------------	-------------------------------	-----------------	-----------	--------	---

\$2,381.00 >

Items per page 25 < 1 of 1 >

Currently logged in as: Mary Alma Noonan (manoonan, Level Manager)  
Last Visit: 05/16/2025

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List of transactions will be shown here

## CREDIT CARD TRANSACTIONS – APPROVALS

Step 5: Open each transaction and review each transaction before approving:

1. Receipt attached
2. Description included
3. Coding fields are correct

MARY ALMA NOONAN XXXX-0455

MCAD ART CELLAR

\$4.45 Submitted

< > ×

Summary Cost Allocation Receipt Merchant Details Addenda Data

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



2886\_250516105519\_001.pdf  
0.17MB

View

Delete

Approve

Reject

SAVE

# CREDIT CARD TRANSACTIONS – APPROVALS

## Step 6: Choose “Approve”

MARY ALMA NOONAN XXXX-0455

MCAD ART CELLAR

\$4.45 Submitted

Summary

Cost Allocation

Receipt

Merchant Details

Addenda Data

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

 2886\_250516105519\_001.pdf  
0.17MB

View

Delete

Approve

Reject

SAVE