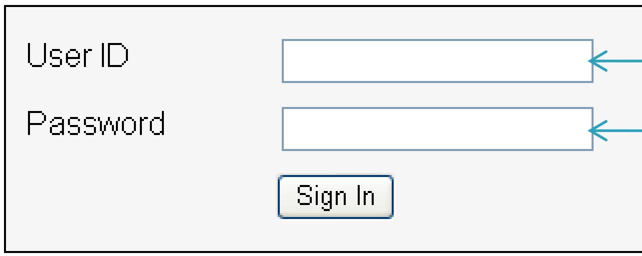
ISU Smart Data Online (SDOL) Training

Logging in to SDOL

- SDOL: https://sdol.mastercard.com/jpmorganchase
- The first time you log in:



Your entire card number

isupcard09xxxx (xxxx = last 4 digits of card #)

- You will be prompted to change your User ID and password to something only you know.
- Your email address is required to log in the first time.

Logging into SDOL (cont.)

Initial Password has expired. Your new password must be 8-20 characters in length and contain at least two numeric characters.

Apply

New Password

Current Password	
New Password	
Confirm Password	

Password Reset

Resetting your password is now made easy. Simply follow these steps
1. Specify your Email Address, if not already specified in your user maintenance screen.
2. Select the security question and answer it.
In case you forget your password, you will be asked this security question and upon verification, a new password will be sent to this Email Address.

Email Address	*
Password Reset Question	
Password Reset Answer	

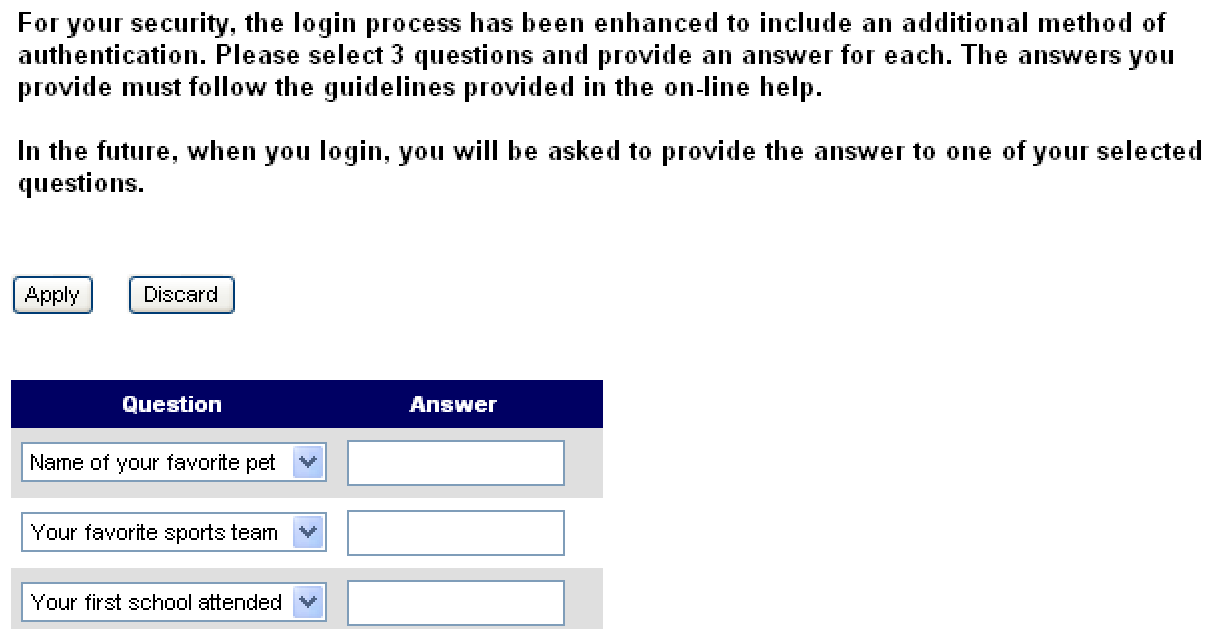
Apply

isupcard09xxxx (xxxx = last 4 digits of card #)

Password Requirements:
- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.

Logging into SDOL (cont.)

- Each time you log in, you will be asked one of three questions.
- Make sure to set them to something you will remember!


For your security, the login process has been enhanced to include an additional method of authentication. Please select 3 questions and provide an answer for each. The answers you provide must follow the guidelines provided in the on-line help.

In the future, when you login, you will be asked to provide the answer to one of your selected questions.

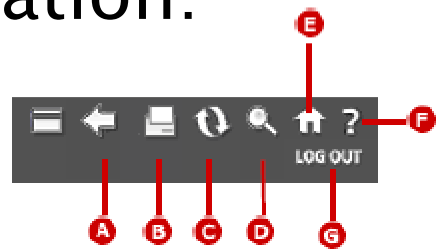
Apply Discard

Question	Answer
Name of your favorite pet	
Your favorite sports team	
Your first school attended	

Navigation in SDOL

- 4 tabs available: 

- Other navigation:



A	**Back** - Takes you back to the screen you were on previously.	
B	**Print** - Prints the page you are on currently.	
C	**Reload** - Reloads (refreshes) the page. If you have entered information on the page but have not clicked **Apply** to save your changes, clicking the Reload icon will reset the fields.	
D	**Search** - Enables you to search by user or company information based on your assigned reporting entity. This option is not available to account users.	
E	**Home** - Returns you to the Home page.	
F	**Help** - Displays online help. The information in this guide is also covered in the help.	
G	**Log out** - Ends your online session.	

Transaction Review

- From the **Financial** tab, select **Account Summary** to access the Transaction Summary screen.

In the **Search Criteria** pane, define the range of transactions that you want to view by selecting the appropriate date criteria. If the Search Criteria pane is not visible, click **Show View Criteria** to open the Search Criteria pane.

- **Billing Cycles** are pre-defined date ranges (usually statement cycles) that have been set up for your company. This option may not be available.
- **Date Range** can be used to search for any six-month date range in the data retention period. Use **From Date** and **To Date** to select the range, and then use **Search By** to specify whether to search by posting or transaction date.
- **Data available starting** shows the date at which transaction data is available for the account. The starting date is based on the data retention period that has been defined for the company. The starting date is not based on posting date or transaction date.

Transaction Summary Screen

- Use the Previous and Next links to navigate back and forth between transaction summary pages.
- Click Apply or Discard to save or discard the changes on this page.

Transaction Summary screen fields

Field	Description
Detail	Click icons under this label for additional information about the transaction. See "Transaction Information Icons" on page 15 for more information.
Supervisor Reviewed	If the check box is selected, the transaction has been reviewed by the supervisor.
Cardholder Reviewed	If the check box has been selected, the transaction has been reviewed by the cardholder. Once reviewed by the cardholder and the supervisor, checked and saved (Apply) by both, a locked transaction icon displays in this column and transaction is locked from further editing.
Additional Information	Click icons under this label for detailed addenda information. An icon appears if addenda information is available for a transaction.
Expand All	Shows the Account Codes section for all transactions on the page.
Collapse All	Hides the Account Codes section for all transactions on the page.

Transaction Summary (cont.)

- Use the icons to edit or view additional transaction information:

Transaction Information Icons

	Click to view the Transaction Detail screen. See "Viewing Transaction Details" for details.
	Click to split a transaction or view the split details. See "Splitting a Transaction" for details.
	Click to view the Non-Card Transaction Detail screen. See "Non-Card Transaction Detail" for details.
	Click to view an adjustment.
	Click to apply or view the cost allocation information for a transaction. The transaction has NOT been allocated. See "Transaction Account Codes" for details.
	Click to view the cost allocation information applied to a transaction. The transaction HAS been allocated. See "Transaction Account Codes" for details.

Transaction Details

- The Transaction Detail screen includes all of the information from the Transaction Summary screen, in addition to more detailed transaction data, such as supplier and tax information.

To view transaction details

On the Transaction Summary screen, find the transaction that you want to view. Click to display the **Transaction Detail** screen. Use the **Previous Transaction** and **Next Transaction** links to click through the transaction details of each transaction in your search results.

Transaction Details screen fields

Field	Description
Split	Click to split a transaction or view the split details.
Allocate	The Allocate icon may display in one of two forms. Click on either form of the icon to view the cost allocation information.
Additional Information	Click icons under this label for detailed addenda information. An icon appears if addenda information is available for a transaction.
Supervisor Reviewed	If the check box is selected, the transaction has been reviewed by the supervisor.
Cardholder Reviewed	If the check box has been selected, the transaction has been reviewed by the cardholder. Once reviewed by the cardholder and the supervisor, checked and saved (Apply) by both, a locked transaction icon displays in this column and transaction is locked from further editing.

Additional panes may include Financial Information, Other Information, and Additional Invoice Information, depending on the data available with the transaction.

Changing Accounting Codes

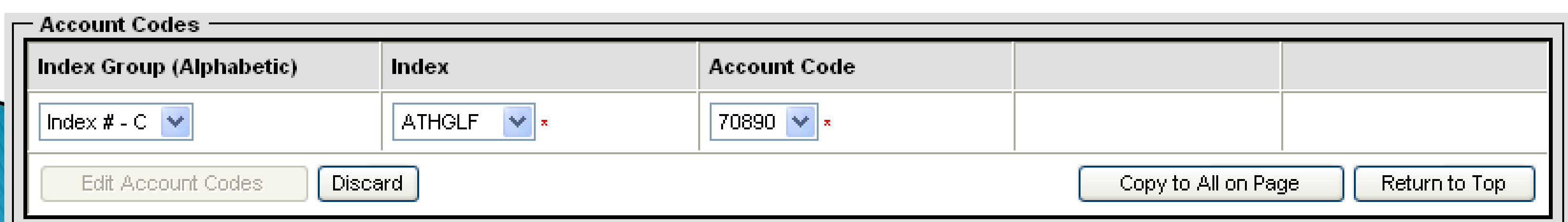
To view account codes

On the Transaction Summary screen, click or to view a transaction's account codes, or you can select **Expand All** to see the account codes section for all transactions on the screen.

Allocate Icon	Description
	View Account Codes. The transaction has NOT been allocated.
	View Account Codes. The transaction HAS been allocated.

The screen will refresh to display the Account Codes section below the transaction summary.

- To change the accounting, you will first need to choose the Index Group (Alphabetic), then the Index and Account Code.



Changing Accounting Codes (cont.)

To copy account codes

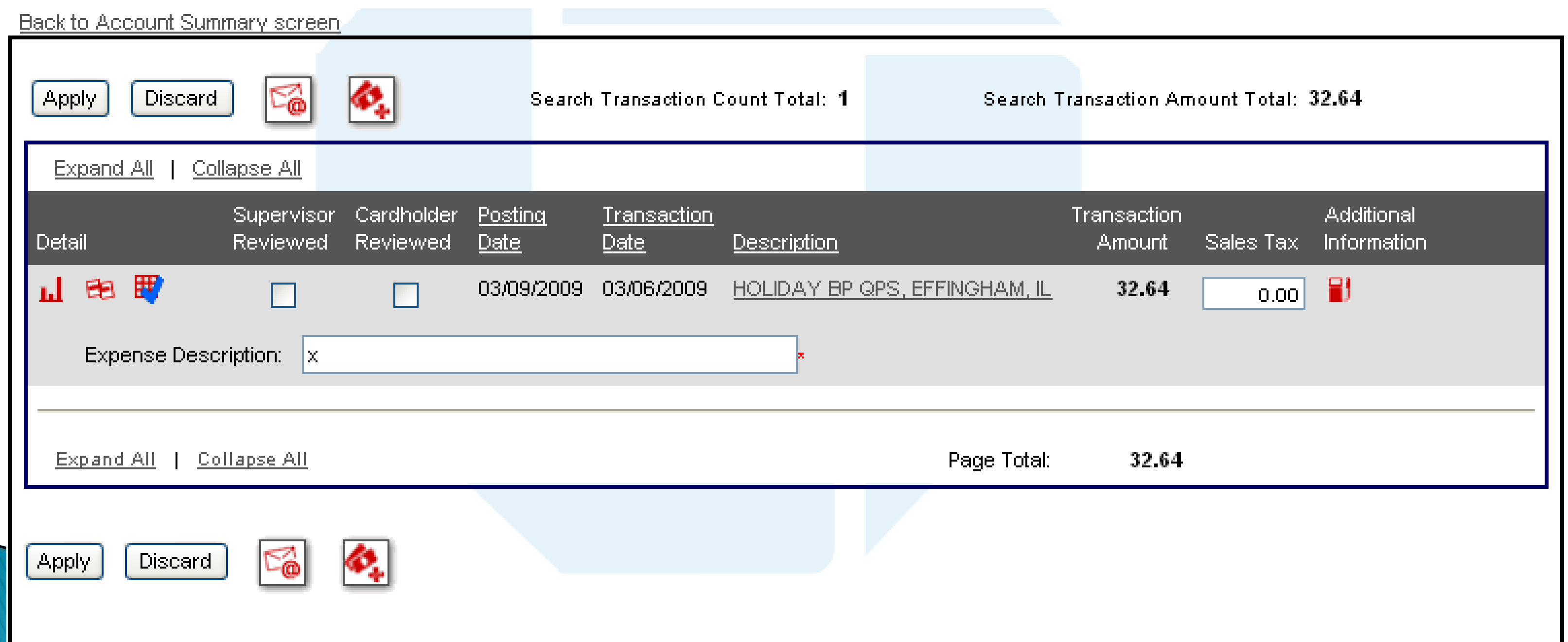
You can copy cost allocation codes from one transaction to all editable transactions on the page.

1. Click or to expand the Account Codes section for the transaction from which you want to copy.
2. Select **Copy to All on Page**.
3. Select **Apply**.

- Note: You must click Apply to save your changes in the Account Code section. The system does not save your changes when you move to another transaction to edit.

Entering Purpose of the Purchase

- In SDOL, you will enter your Purpose of the Purchase in the "Expense Description" field.
- The transaction cannot be saved until the expense description is entered.



Splitting a Transaction

On the Transaction Summary screen, click to split your transaction. The Split Transaction screen displays.

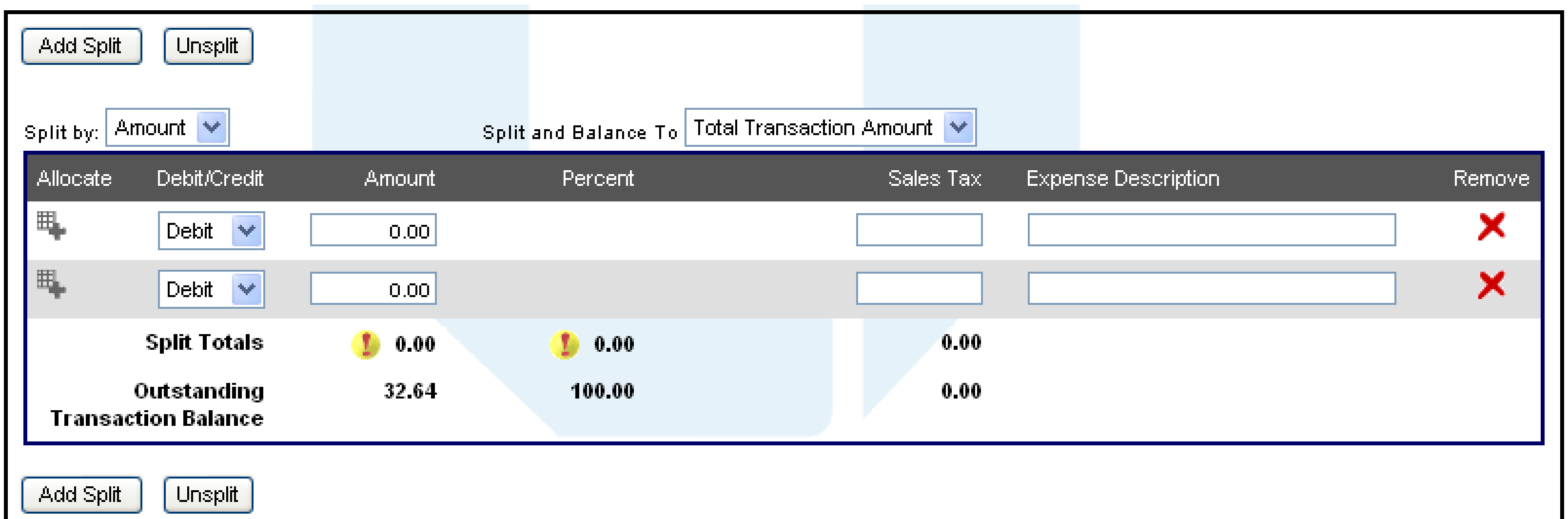
1 Select the number of splits that you want to create. The screen will refresh and display the split lines.

2 (Optional) You can adjust the parent tax amounts in the Reference Information pane when the sum of split tax amounts are not balanced due to rounding.

3 From the **Split by** list, select **Percent** or **Amount**.

4 (Optional) From the **Split and Balance To** list, select the amount to which you want the splits to be balanced. Depending on your company's setup, the Net Transaction Amount option may not be available.

5 You can enter the split as a **Debit** or **Credit**, allowing you to record credited items of a transaction, such as a return, or split a credit transaction for re-cost allocation. If your split amountsdo not balance, a warning icon will display. The **Outstanding Transaction Balance** line calculates the discrepancy for you.



Splitting a Transaction (cont.)

6 Enter the **Amount** or **Percent** for each split line.

- The tax amount for split lines must be manually calculated and entered. The system does not balance the total tax.
- The Split Totals line calculates the splits as each line is entered. When the amounts DO NOT equal the parent transaction, the total displays in red text.
- Click **Add Split** to add additional lines.
- Click **Unsplit** to unsplit the transaction.
- If you will not use all of the split lines, click to remove the line.
- If the splits are balanced when you click **Apply**, any empty rows will be automatically removed.

7 Add an **Expense Description** for each split line.

8 Click **Apply** to save your changes.

Once you save the splits, you can cost allocate each split. Click to expand the screen into a spreadsheet format and add account codes. See "Transaction Account Codes".

Reviewing Transactions

- SDOL's transaction review option allows cardholders to mark transactions as Reviewed and lock the transaction from further editing.
- You can use the review status as the selection criterion when you search for transactions or run reports.

To mark a transaction reviewed

On the Transaction Summary screen, find the transactions that you want to review.

1. Under **Cardholder Reviewed**, check ✔ the box. If the check box is disabled (gray) the transaction has already been locked by a higher-level user.
2. Click **Apply** to lock the transaction. The check box will turn into a padlock.

Running Reports

- You can choose the output format of reports:

Screen Version (HTML)
The screen version is formatted for online viewing.

Print Version (PDF)
The Print Version is formatted in printer-friendly Portable Document Format (PDF). You will need Adobe Acrobat Reader 5.0 or higher in order to open the file. Acrobat Reader is available free of charge from www.adobe.com. To view the PDF version, click the Printable Version icon . Use the Acrobat menu options to save or print the report.

- The report you will turn in to the Procurement Card Auditor is the “Expense Report”.

Running the Expense Report

1. From the Reports tab, select Run Reports.
2. Under Report Selection, select "Expense Report".
3. Under Date Criteria, select the radio button for Billing Cycle. Select the appropriate billing cycle for the month.
   - The billing cycle name will correspond to the month in which the cycle ends.
   - For example, the cycle ending March 15th, 2009, would be listed as "Mar 09".
4. Click "Run".

Expense Report Example

Date Criteria (Range cannot exceed 184 days):

Billing Cycle: Mar 09

Date Range:

Data available starting: 02/16/2007

View by:

Posting Date

Transaction Date

From Date / /

To Date / /

Report Filters:

Review Status: All

Run

Expense Report

Posting Date: 02/16/2009 Thru 03/15/2009 (Mar 09)

Signed	Date	Authorized	Date

User Information

- To change your password or challenge questions, go to the User tab.

- To view other information about your account, go to the Account Details tab.

Forgot your Password?

To receive a temporary password

1 If you cannot remember your password, enter your user ID and any text in the **Password** field. You must enter something in the Password field—even if it is incorrect—or the application will not allow you to go any further.

2 Once you have entered an incorrect password, an error page will display. From this page, click **Forgot Password**. The Password Reset screen displays.

3 Enter the **(Password Reset) Answer** that you set up in your user profile (User Maintenance).

4 Click **Reset Password**. You will receive a temporary password via email if your account is active. This is a one-time password, which allows you to log in and enter a new password. If your account is inactive, you will receive an email stating that your account is locked and you should contact your administrator.

- Make sure you try these steps first before contacting Donna or Stacy!

Smart Data Online (SDOL) Live Demo

Any questions?