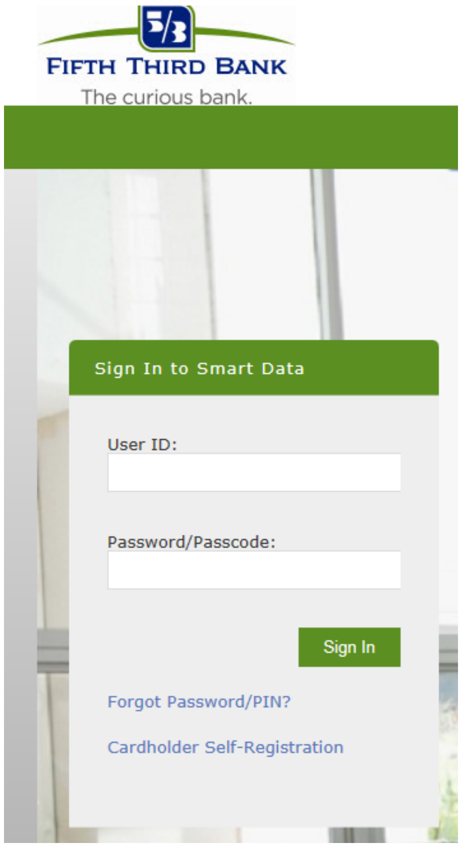
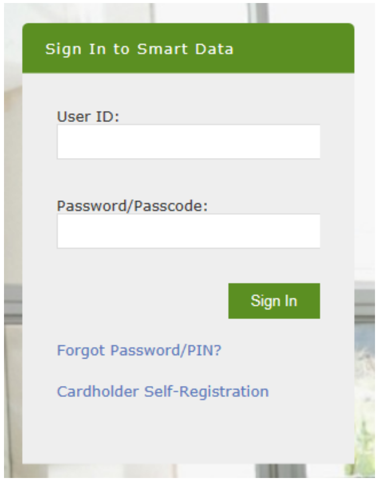
Pcard Expense Allocation Process with SmartData/SDG2

INTRODUCTION:

SDG2 Website - https://sdg2.53.com



- Fifth Third & Master Card have made available to all Oakland University cardholders a transaction management tool called Smart Data Generation 2 ("SDG2") that replaces the paper journal voucher process for allocating Pcard charges.

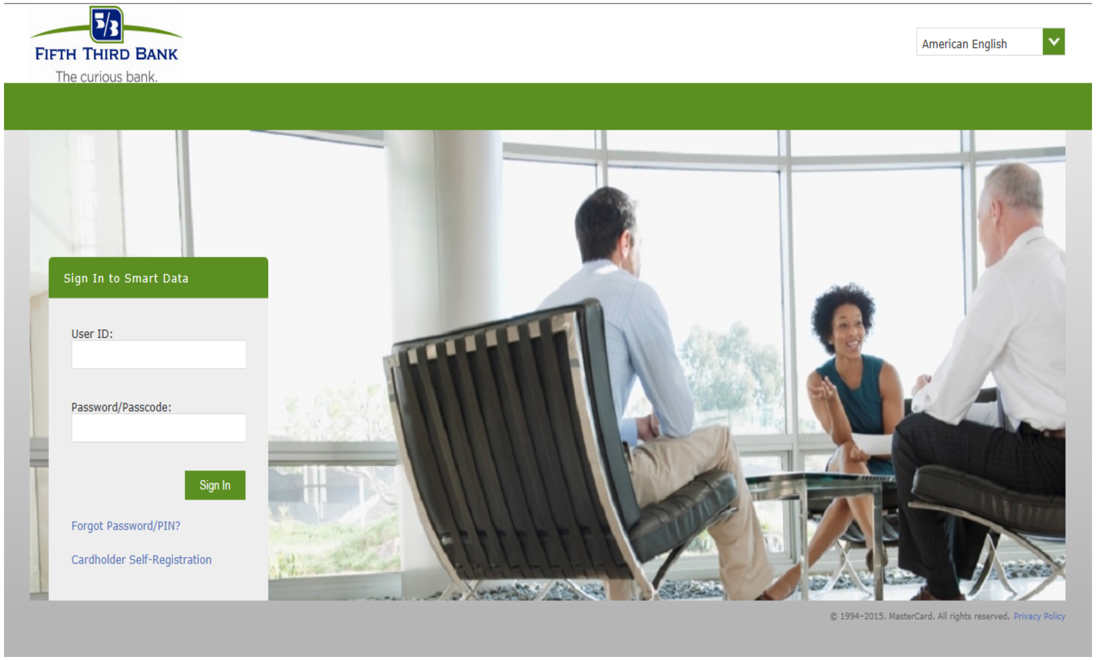


- Cardholders should use the SDG2 website to reconcile P-Card transactions as they occur in lieu of a Journal Voucher. You do not have to wait until the statement arrives to use SDG2
  - Cardholders have **through the 15th** of the following month to enter allocations in SDG2
  - Transactions will post to Banner before the last day of the month (NOT immediately following allocation in SDG2)
  - The only exception for using SDG2 is grant-funded P-Cards or if you need allocate charges to a grant fund
  - Do you need a fund added to your card profile?

OVERVIEW:

Features in SDG2

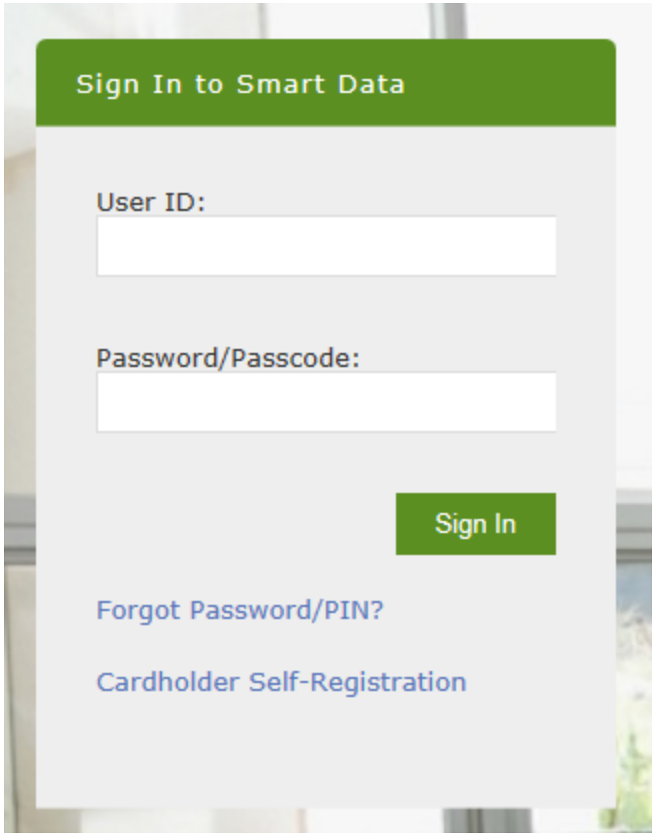
- Email notification completed reports
- You can set up auto running reports on the same day each month
- Can easily keep up on allocations throughout the month (instead of waiting for the statement)



THE LOGIN PROCESS

The Fifth Third SDG2 URL:

- https://sdg2.53.com

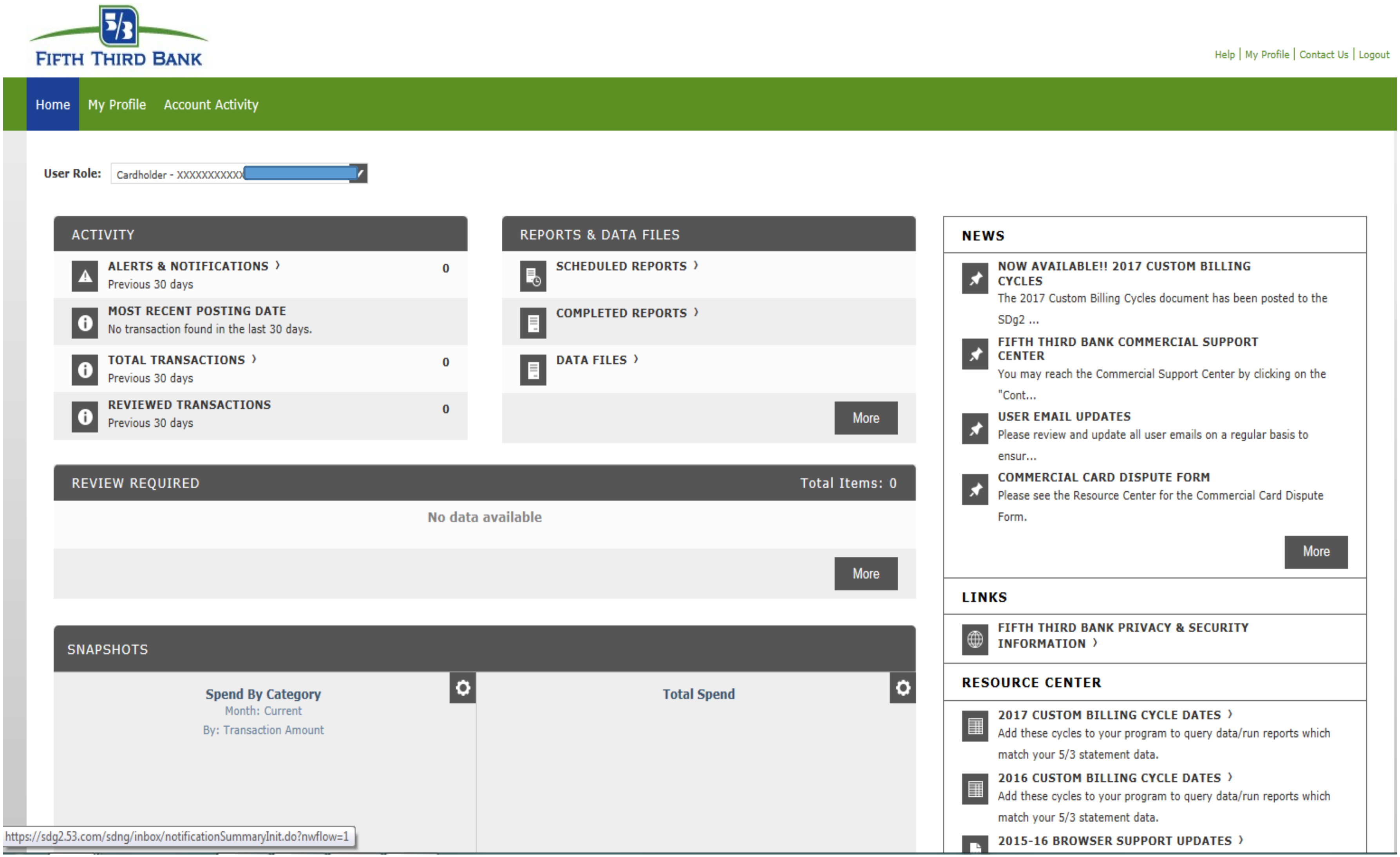


- Cardholders logging in for the first time will enter their User ID & temporary password as indicated in the e-mails received from MasterCard Worldwide

- Once logged in to the SDG2 system, you will be prompted to change your Password. Please also answer the security questions.

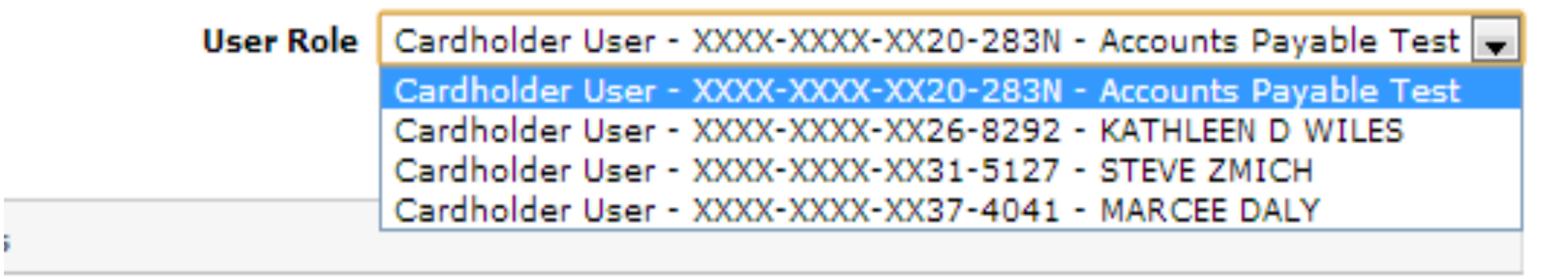
- Contact us if you need to reset your password

SDG2 HOME PAGE



SDG2 HOME PAGE

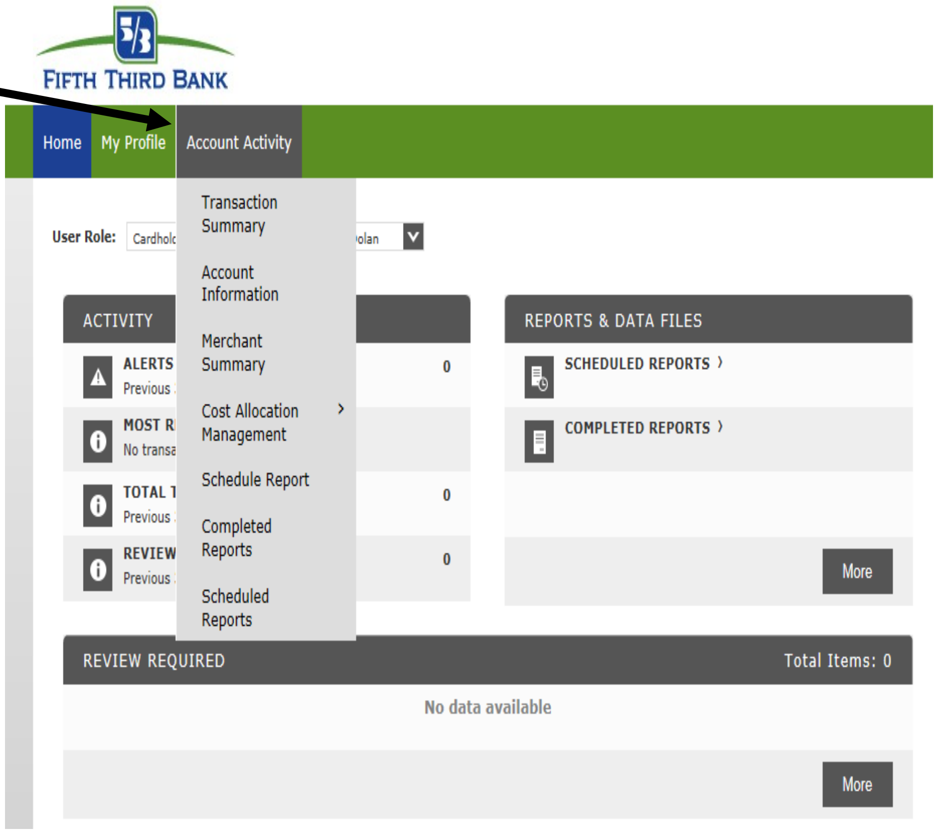
If you have multiple cardholders that you are responsible for, just switch the name in the dropdown menu in the upper left and you will see the transactions for that cardholder. If you are missing someone, ask that cardholder to send us an email to confirm your status on their card



If an account number ends with an "N", that indicates an SDG2 user who does not have a P-Card - a "non-cardholder".

SDG2 HOME PAGE

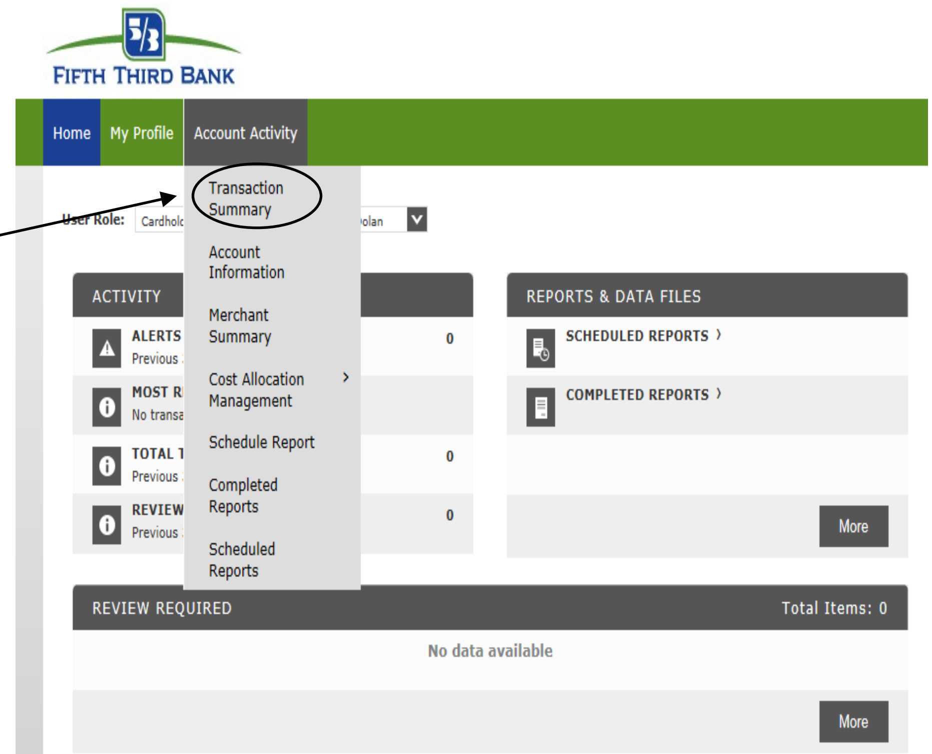
- Run your mouse over the *Account Activity* menu to see all options available to you from Home Page



SDG2 TRANSACTION REVIEW

How will I be able to review my transactions?

From the home page, select *Transaction Summary* from the *Account Activity* menu



This will take you to the *Transaction Summary Screen* and you will be able to select a transaction summary date range.

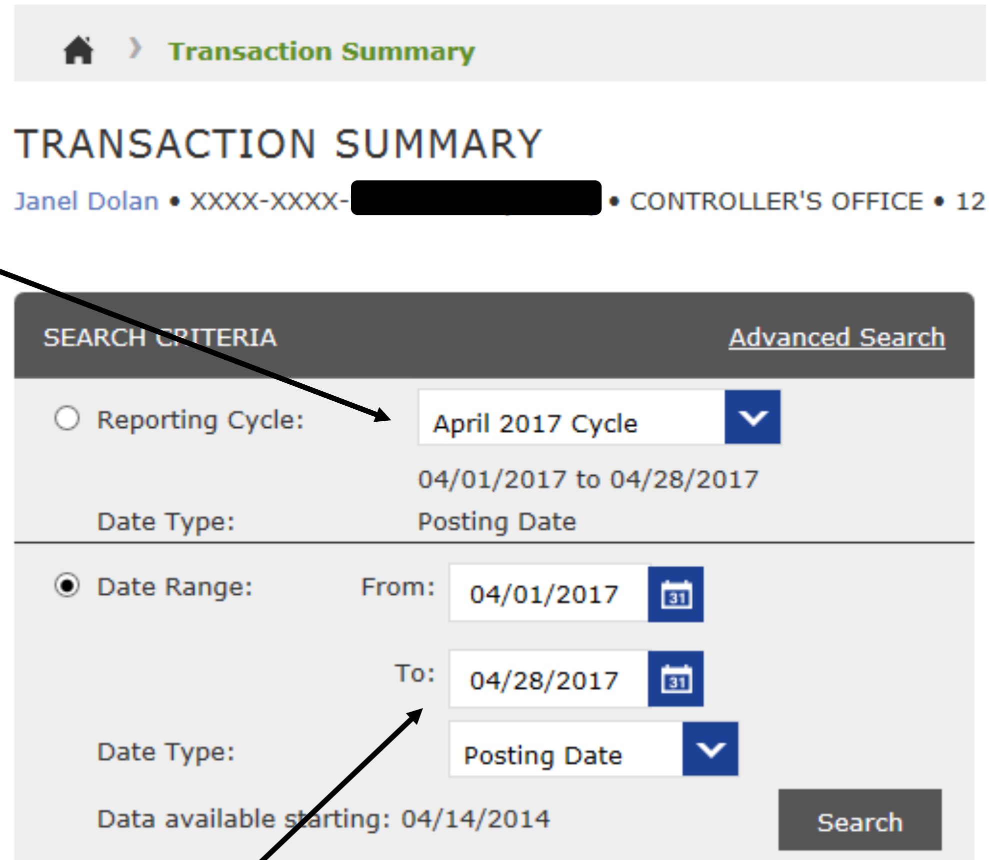
SDG2 SELECT DATE RANGE

How do I select my monthly billing cycle?

•The reporting cycle is always the first day of the month through the last day of the month. Choose your desired time frame from the dropdown.

•Date Type will default to "Posting Date" which is what you want it to be when reconciling to the billing cycle. "Transaction Date" may be used for search purposes.

•Click *Search*

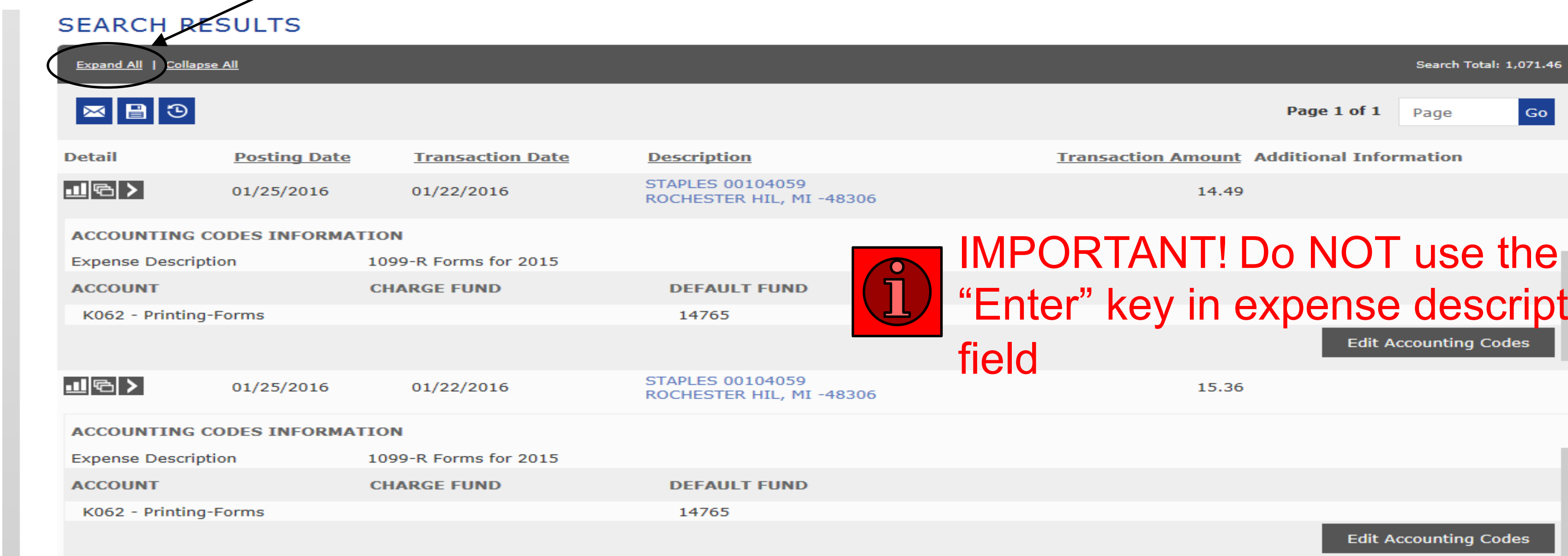


You can go back 3 years from today's date, in increments of 6 months at a time.

SDG2 ALLOCATE TRANSACTIONS

How do I reconcile my monthly transactions?

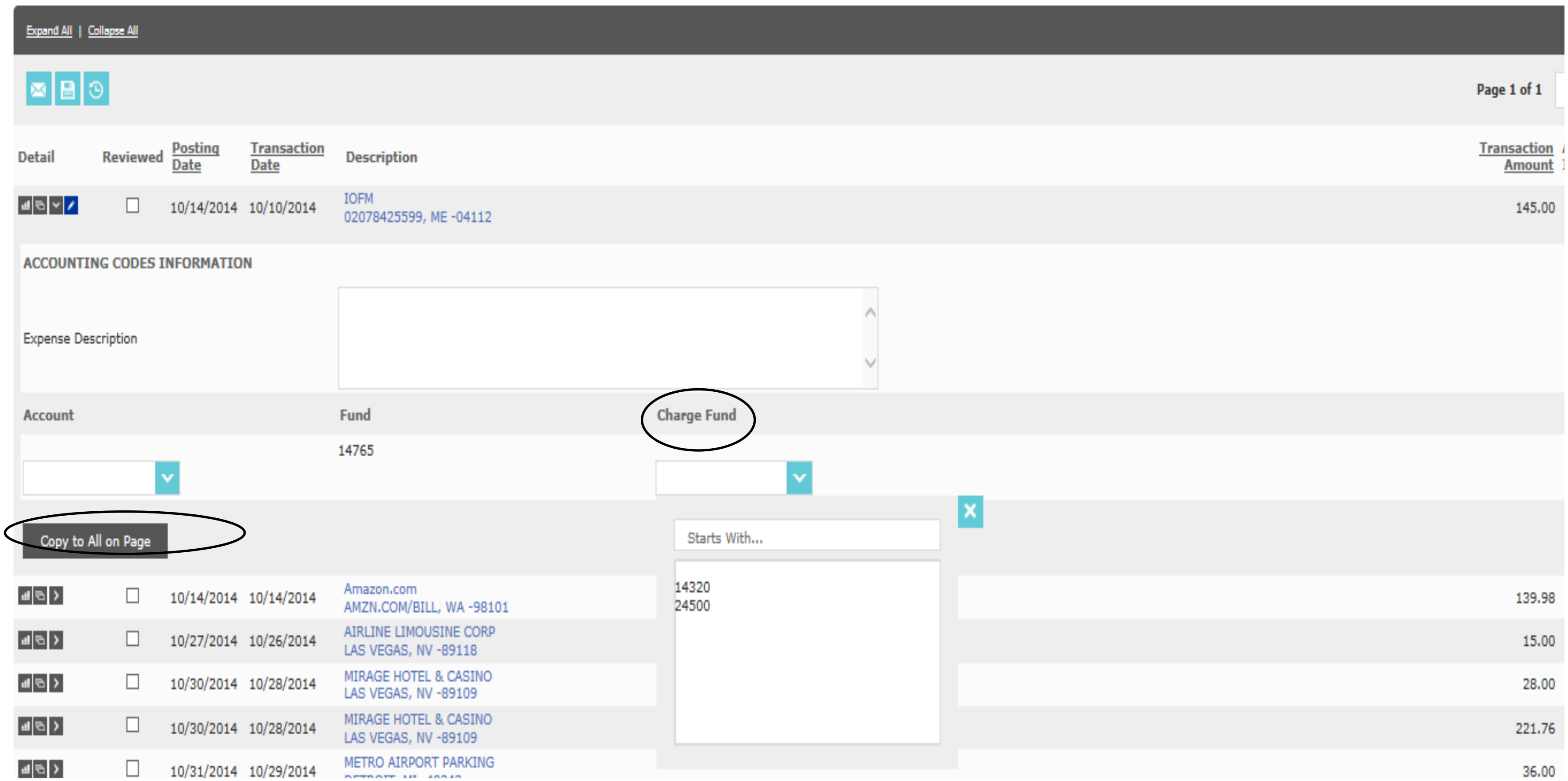
• Within the *Transaction Summary* screen, click on *Expand All*, then click on *Edit Accounting Codes*
• Choose an *Account*, verify the default *Fund*, and choose a *Charge Fund* (if applicable)
•The format of the description you enter is key to being able to find this in your G/L reporting so make the first words of your description count.
•Enter a very brief description in the *Expense Description* field and click the *Save icon;* in Banner you will see "PCARD XXXX" (where XXXX equals the last 4 digits of the P-Card) followed by Last Name of cardholder and then whatever digits that are remaining up to 35.



IMPORTANT! Do NOT use the "Enter" key in expense description field

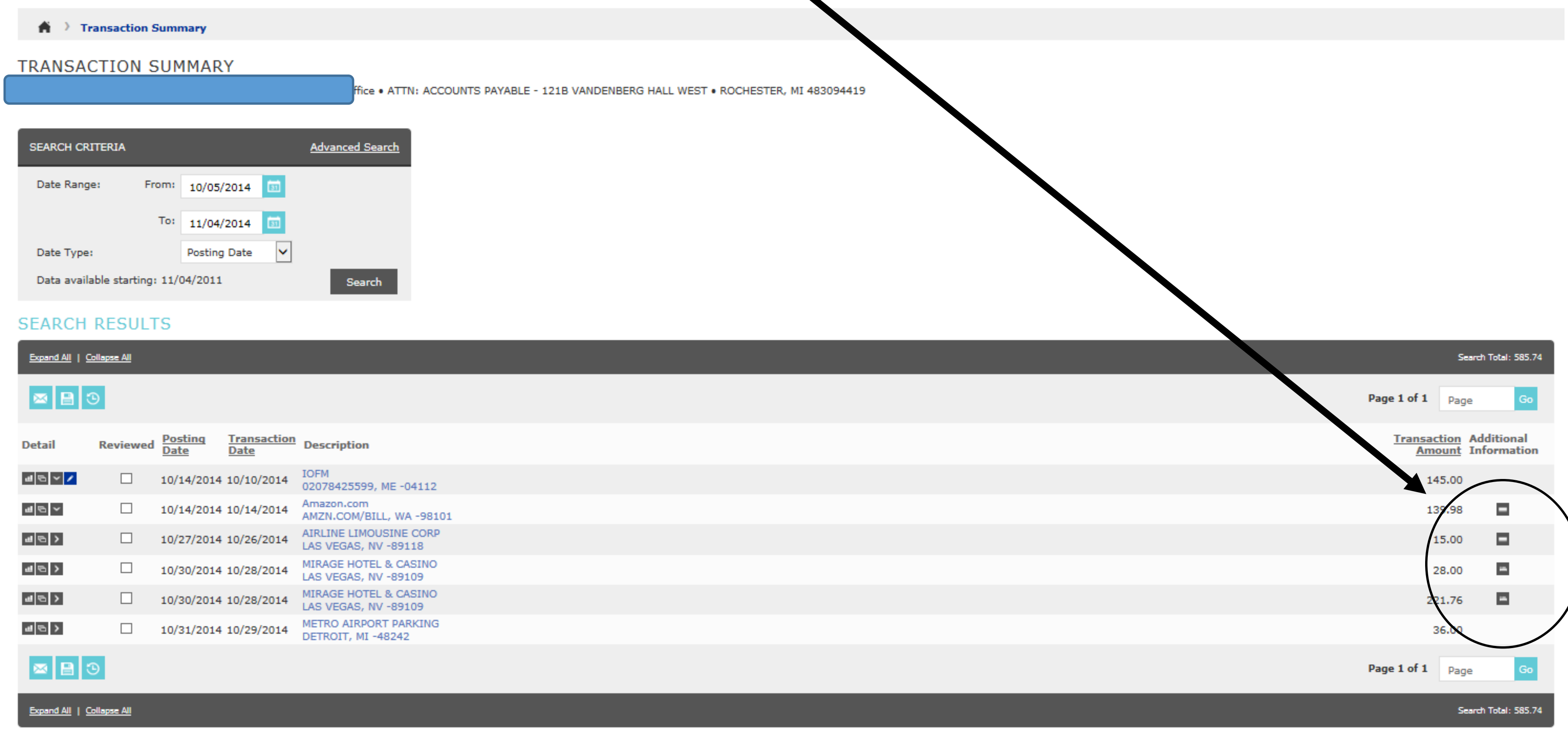
SDG2 ADDITIONAL ALLOCATION INFO

- The *Fund* is the default fund assigned to your card and this is a fixed field. *Charge Fund* refers to other funds in which you have been given access. If you leave the Charge Fund field blank, the transaction will automatically be charged to the default Fund and E095.
- Click *Copy to All on Page* to copy the Account and Charge Fund to all transactions on the page



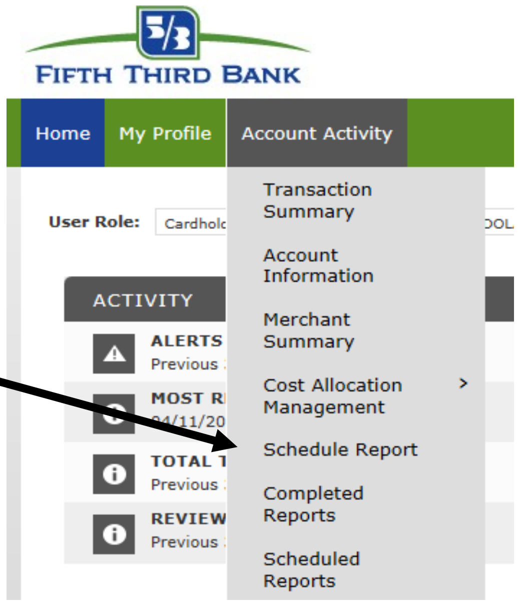
SDG2 ADDITIONAL ALLOCATION INFO

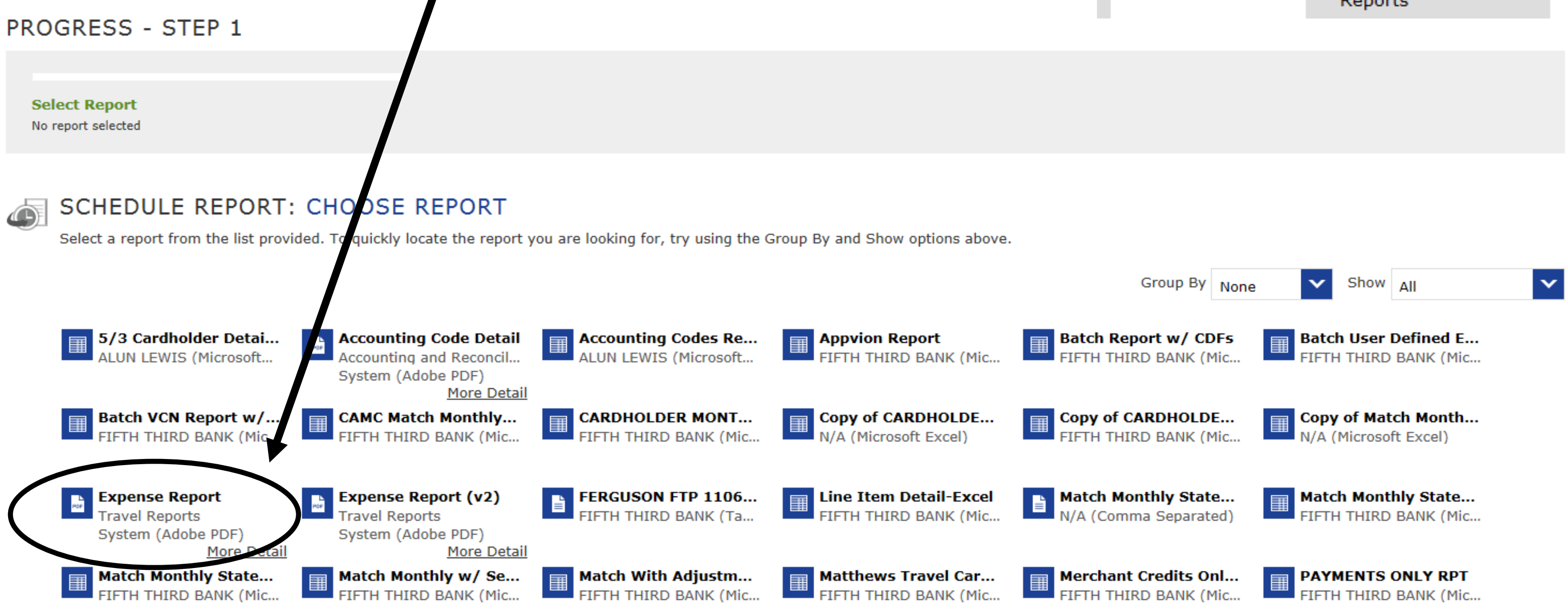
• Particularly with travel expenses, in the Additional Information column you may see an icon that looks a suitcase (airfare) or a bed (hotel), etc.; click on that icon and you will be able to see additional information on this transaction



SDG2 EXPENSE REPORT

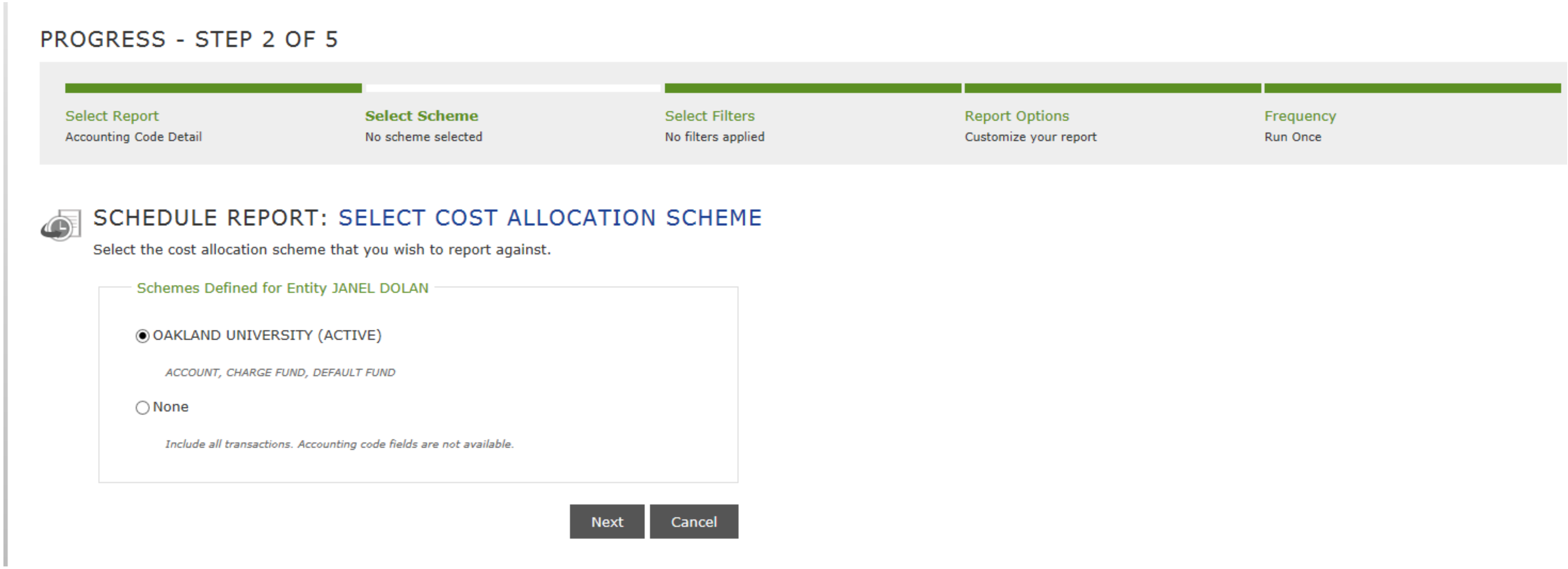
- We recommend printing the Expense report and including it with your P-Card statement for your supervisor's review
- From the home page, select *Schedule Report* from the *Account Activity* menu
- From the *Schedule Report: Choose Report* menu, select *Expense Report*





SDG2 REPORT CONTINUED

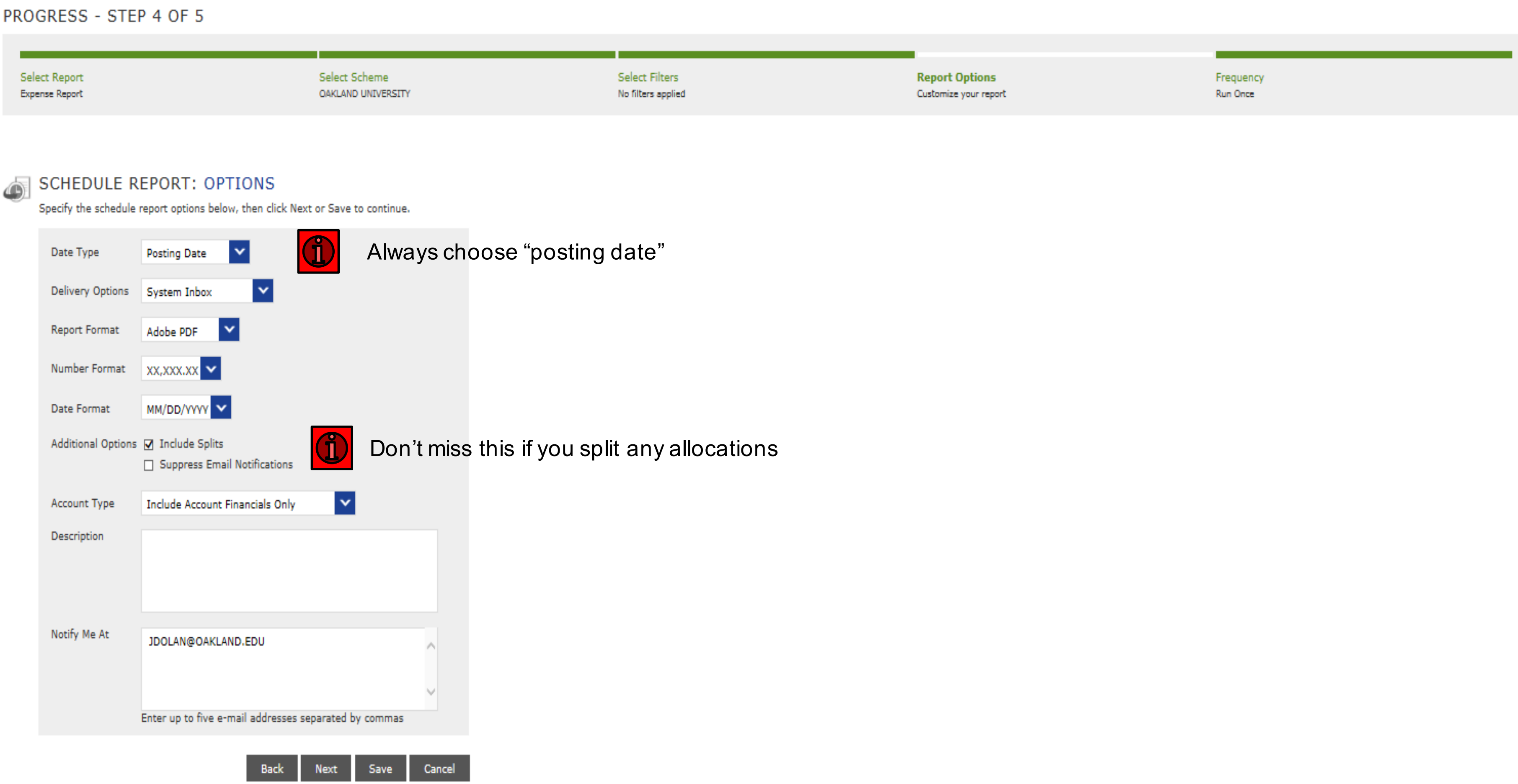
- In step 2, select OAKLAND UNIVERSITY; click *Next*



- In step 3 (not pictured), you may select filters, or simply click *Next*

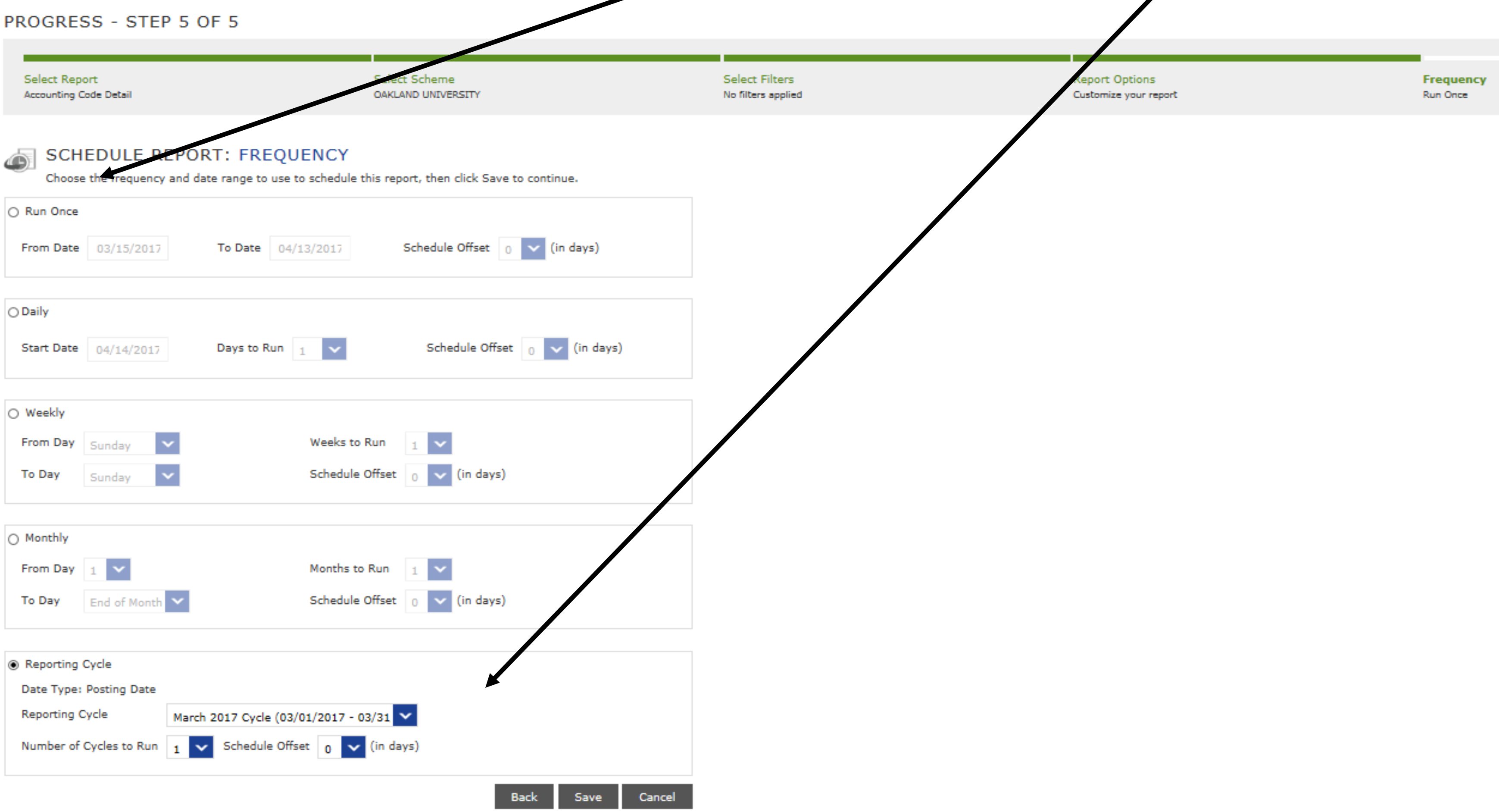
SDG2 REPORT CONTINUED

- In step 4, choose your options; click *Next*



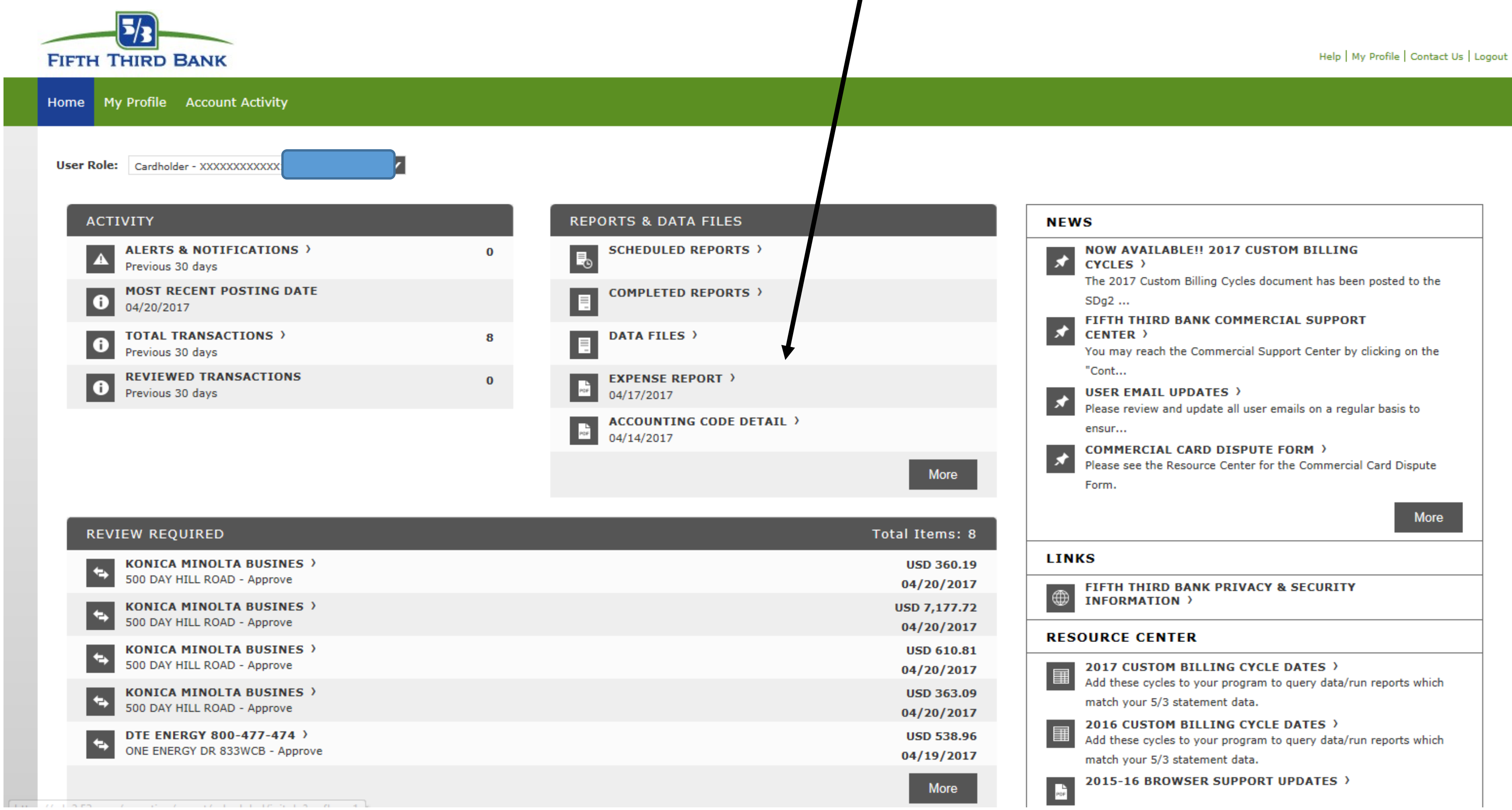
SDG2 REPORT CONTINUED

- In step 5, you have 2 options to choose from. You can use the *Run Once* button and input the date range of transactions you wish to see; or you can use *Reporting Cycle* option and choose the month you would like to run the report for. You can also choose *Number of Cycles to Run* and *Schedule Offset* to have this report run automatically each month.



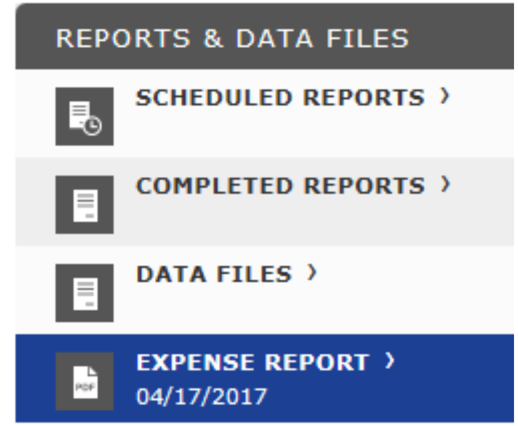
SDG2 REPORT CONTINUED

You will have to go to your home screen to click on your report and bring it up. All reports you have recently run will show up here.



SDG2 REPORT CONTINUED

- When the report is complete, you will receive an e-mail letting you know and you will see it available in your *Reports & Data Files* as a "Completed Report"
- Click on the report and it will open as an Excel document or a PDF (whichever you chose)



FIFTH THIRD BANK

Expense Report

Posting Date: 03/18/2017 - 04/16/2017

Run Date: 04/17/2017
Report ID: sd10017

JANEL DOLAN, OAKLAND UNIVERSITY
[redacted]
121 VANDENBERG HALL W, 502 MEADOW BROOK RD
ROCHESTER, MI 483094452 USA

Card Transactions

Posting Date	Transaction Date	Description	Receipt Amount	Posted Amount	Expense Amount	Reviewed	Approved
04/11/2017	04/11/2017	FEDX CARD DELIVERY FEE	20.00 USD	20.00 USD	20.00 USD		

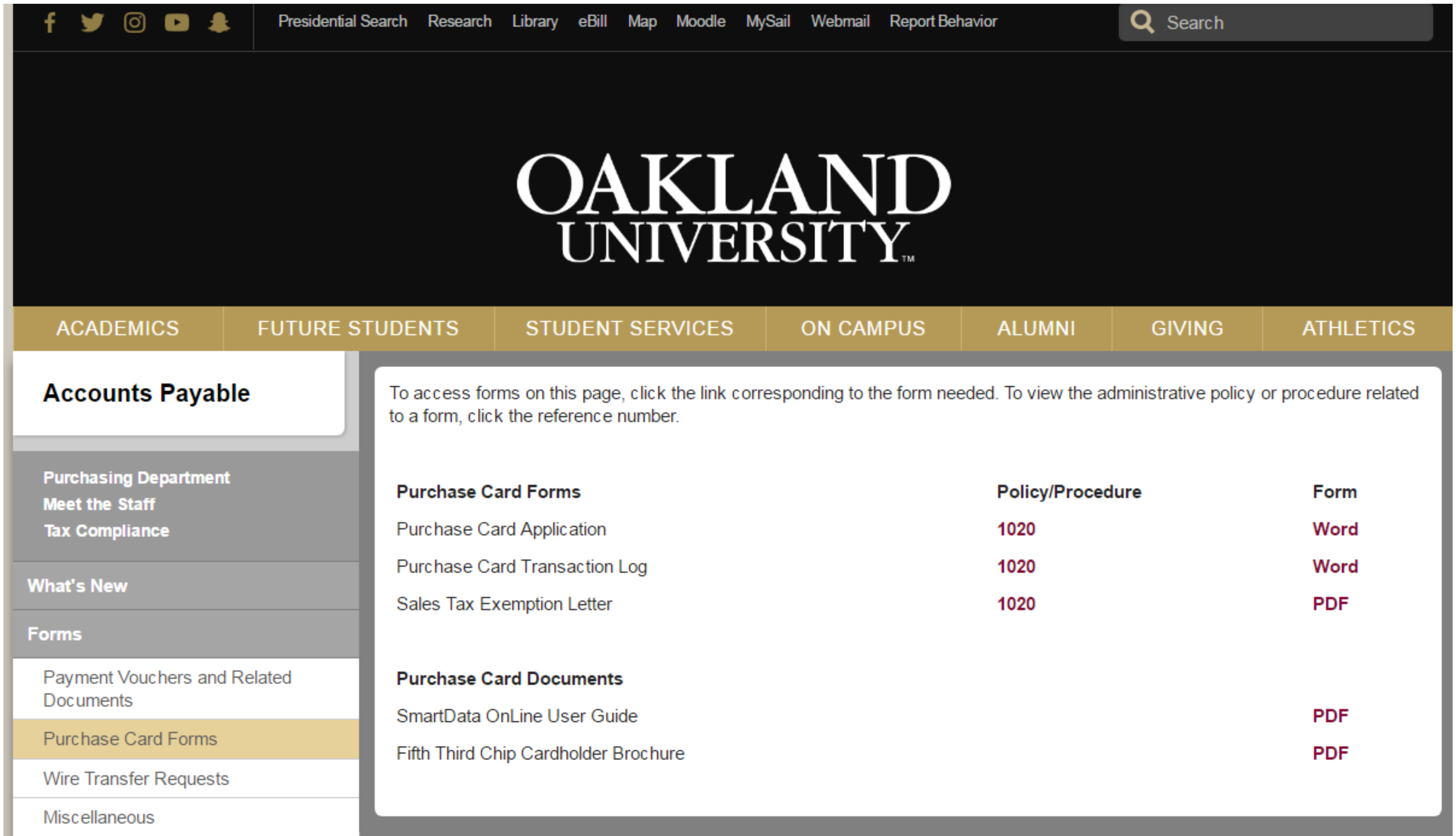
Expense Description: Expedite PCard Delivery
Accounting Codes
ACCOUNT: E090 CHARGE FUND: DEFAULT FUND: 14765

Card Subtotal **20.00**
Grand Total **20.00**

Signed Date Authorized Date

SDG2 HOW TO GET MORE INFO

Please refer to the AP website (http://www.oakland.edu/pcardforms) for more detailed instructions:



- What happens if I forget my password or I have been locked out of the system?
  - You will get locked out after 90 days of inactivity
  - E-mail Janel Dolan at dolan@oakland.edu

- If you have questions regarding the SDG2 P-Card process, please contact **Janel Dolan** by phone at (248) 370-4394 or by email at jdolan@oakland.edu.

- Information regarding SDG2, as well as the P-Card Policy (#1020), can be found on the Accounts Payable website (http://www.oakland.edu/ap).

- SOP's are being phased out, so review your invoices and see if your vendors take credit cards. If you have questions about any vendors contact Janel for assistance.

Sample of the Vendors that accept PCards

- Konica Minolta
- Jets Pizza
- Comcast
- Classic Trophies
- American Data
- DTE
- Advanced Tex Screen Printing
- Aristocat
- Bradley Company
- ISCG Interiors
- If you have other vendors that you think may accept the pcard please contact them directly or contact Janel in AP (4394) for assistance.