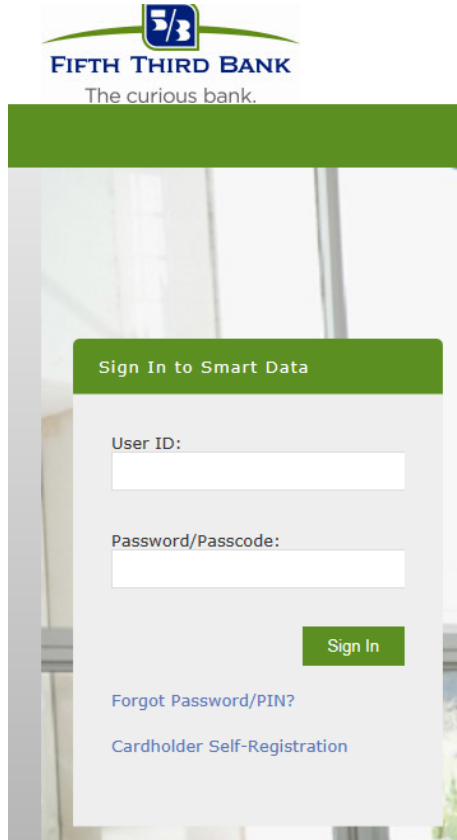




Pcard Expense Allocation Process with SmartData/SDG2

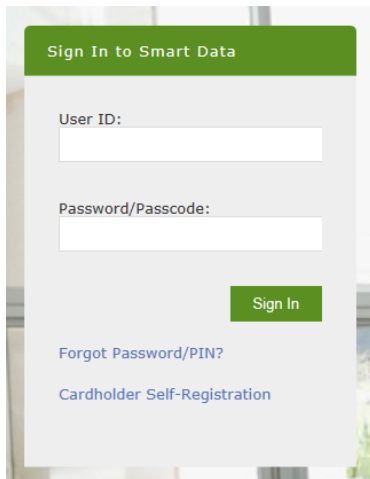
INTRODUCTION:

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



The image shows a screenshot of the Fifth Third Bank website's login interface. At the top, the Fifth Third Bank logo is displayed with the tagline "The curious bank." Below this is a green header bar with the text "Sign In to Smart Data". The main login area is a light gray box containing two input fields: "User ID:" and "Password/Passcode:". A green "Sign In" button is positioned to the right of the password field. Below the input fields, there are two links: "Forgot Password/PIN?" and "Cardholder Self-Registration".

❑ 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.

A screenshot of the 'Sign In to Smart Data' web interface. It features a green header with the text 'Sign In to Smart Data'. Below the header, there are two input fields: 'User ID:' and 'Password/Passcode:'. A green 'Sign In' button is positioned to the right of the password field. At the bottom, there are two links: 'Forgot Password/PIN?' and 'Cardholder Self-Registration'.

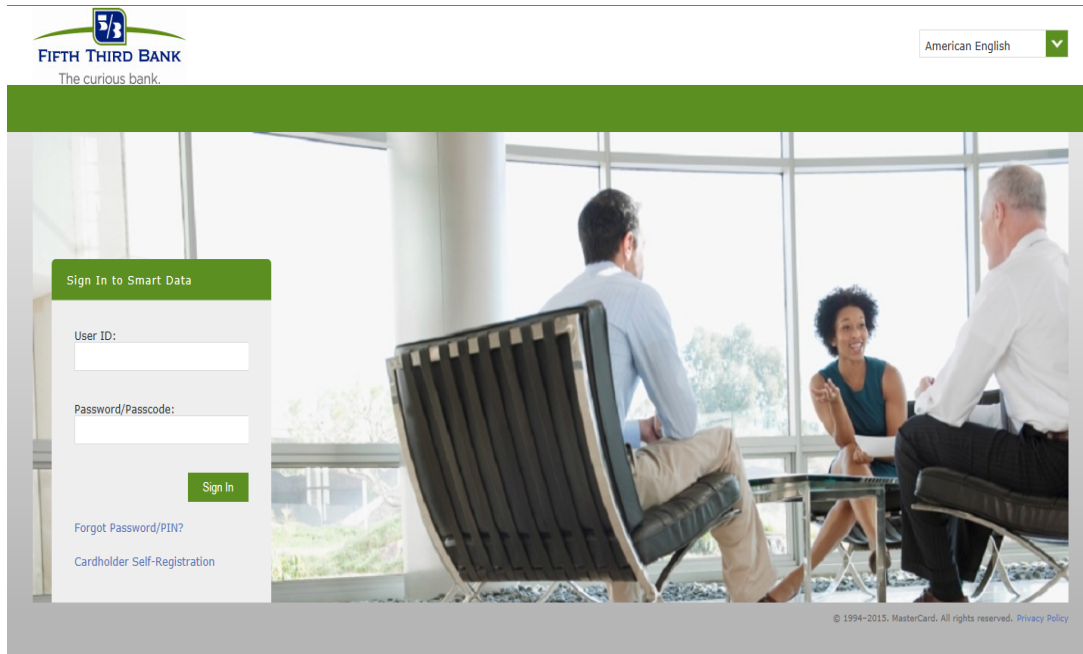
☐ Cardholders should use the SDG2 website to reconcile P-Card transactions as they occur in lieu of a Journal Voucher. You do not have to wait until the statement arrives to use SDG2

- ☐ 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 screenshot shows the Fifth Third Bank website's login interface for 'Smart Data'. The header includes the bank's logo and tagline 'The curious bank.' on the left, and a language selector set to 'American English' on the right. The main content area features a large background image of three business professionals in a modern office setting. Overlaid on the left is a white login form with a green header 'Sign In to Smart Data'. The form contains input fields for 'User ID:' and 'Password/Passcode:', a green 'Sign In' button, and links for 'Forgot Password/PIN?' and 'Cardholder Self-Registration'. A copyright notice at the bottom right reads '© 1994-2015, MasterCard. All rights reserved. Privacy Policy'.

FIFTH THIRD BANK
The curious bank.

American English ▼

Sign In to Smart Data

User ID:

Password/Passcode:

Sign In

[Forgot Password/PIN?](#)

[Cardholder Self-Registration](#)

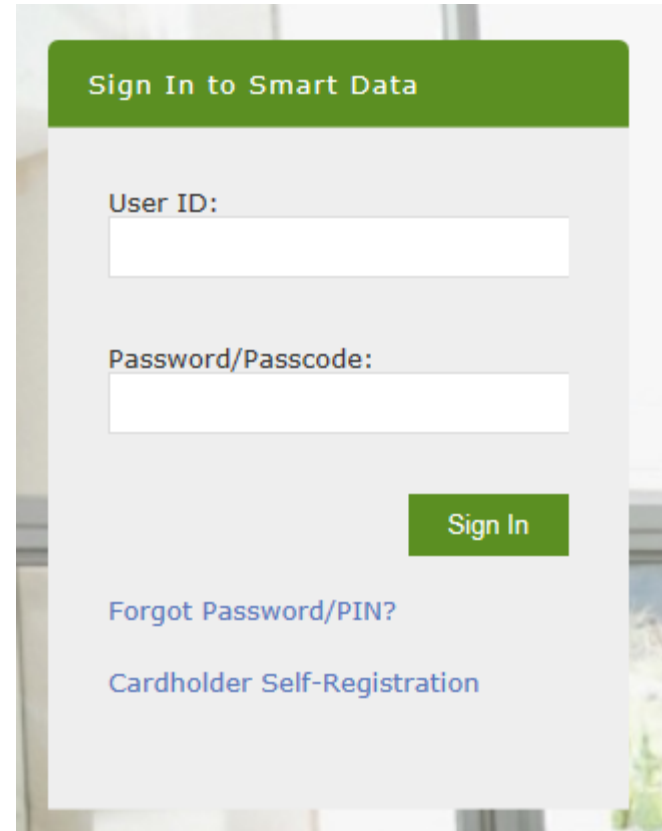
© 1994-2015, MasterCard. All rights reserved. [Privacy Policy](#)

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



The image shows a login interface titled "Sign In to Smart Data" in a green header. Below the header, there are two input fields: "User ID:" and "Password/Passcode:". To the right of the "Password/Passcode:" field is a green "Sign In" button. Below the input fields, there are two links: "Forgot Password/PIN?" and "Cardholder Self-Registration", both in blue text.

SDG2 HOME PAGE



[Help](#) | [My Profile](#) | [Contact Us](#) | [Logout](#)

[Home](#) [My Profile](#) [Account Activity](#)

User Role: Cardholder - XXXXXXXXXXXX

ACTIVITY

| | | |
|--|--|---|
| | ALERTS & NOTIFICATIONS > Previous 30 days | 0 |
| | MOST RECENT POSTING DATE No transaction found in the last 30 days. | |
| | TOTAL TRANSACTIONS > Previous 30 days | 0 |
| | REVIEWED TRANSACTIONS Previous 30 days | 0 |

REPORTS & DATA FILES

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

REVIEW REQUIRED

Total Items: 0

No data available

[More](#)

SNAPSHOTS

Spend By Category
Month: Current
By: Transaction Amount

Total Spend

<https://sdg2.53.com/sdng/inbox/notificationSummary/init.do?nwflow=1>

NEWS

- NOW AVAILABLE!! 2017 CUSTOM BILLING CYCLES**
The 2017 Custom Billing Cycles document has been posted to the SDg2 ...
- FIFTH THIRD BANK COMMERCIAL SUPPORT CENTER**
You may reach the Commercial Support Center by clicking on the "Cont...
- USER EMAIL UPDATES**
Please review and update all user emails on a regular basis to ensur...
- COMMERCIAL CARD DISPUTE FORM**
Please see the Resource Center for the Commercial Card Dispute Form.

[More](#)

LINKS

FIFTH THIRD BANK PRIVACY & SECURITY INFORMATION >

RESOURCE CENTER

- 2017 CUSTOM BILLING CYCLE DATES >**
Add these cycles to your program to query data/run reports which match your 5/3 statement data.
- 2016 CUSTOM BILLING CYCLE DATES >**
Add these cycles to your program to query data/run reports which match your 5/3 statement data.
- 2015-16 BROWSER SUPPORT UPDATES >**

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

User Role

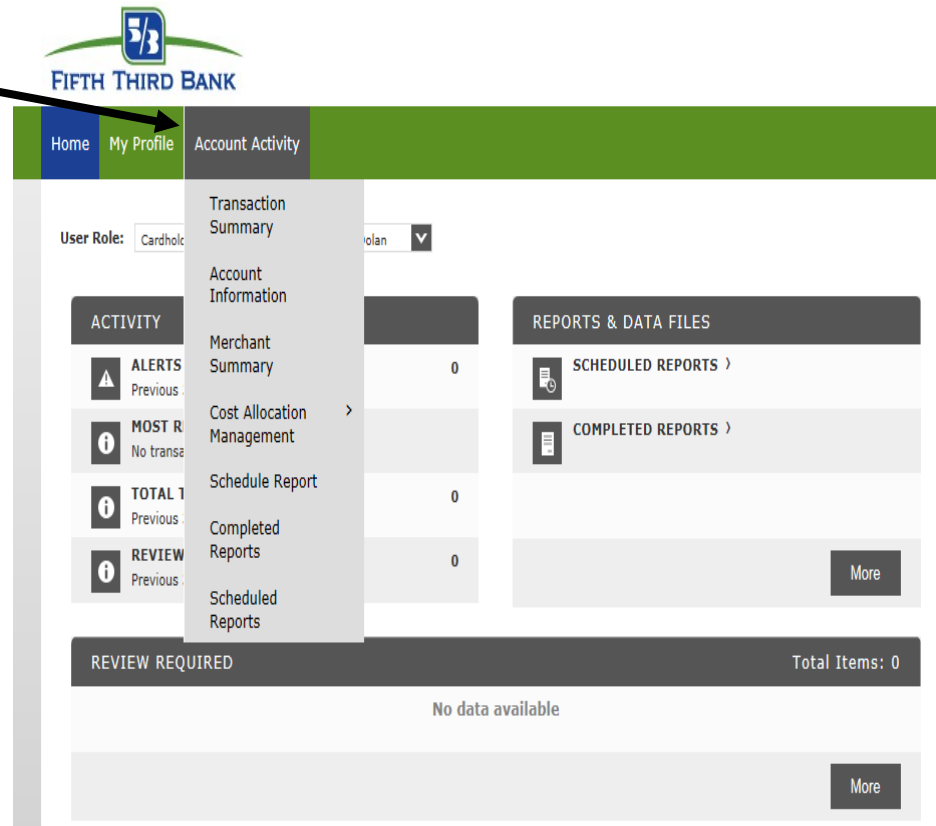
| | |
|---|---|
| Cardholder User - XXXX-XXXX-XX20-283N - Accounts Payable Test | ▼ |
| Cardholder User - XXXX-XXXX-XX20-283N - Accounts Payable Test | |
| Cardholder User - XXXX-XXXX-XX26-8292 - KATHLEEN D WILES | |
| Cardholder User - XXXX-XXXX-XX31-5127 - STEVE ZMICH | |
| Cardholder User - XXXX-XXXX-XX37-4041 - MARCEE DALY | |



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

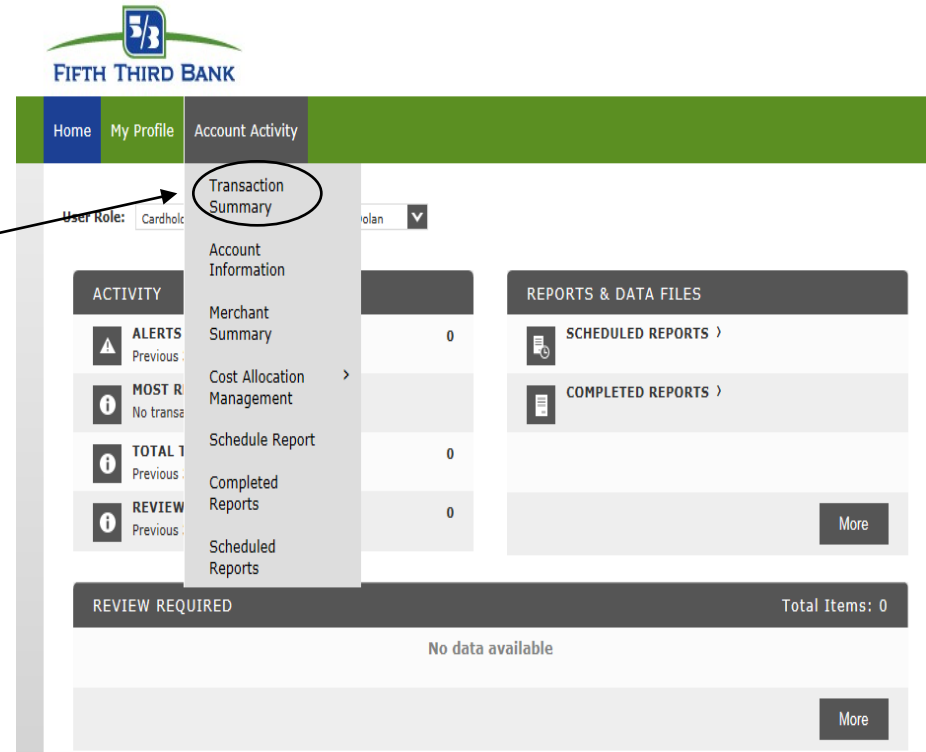


SDG2 TRANSACTION REVIEW

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.



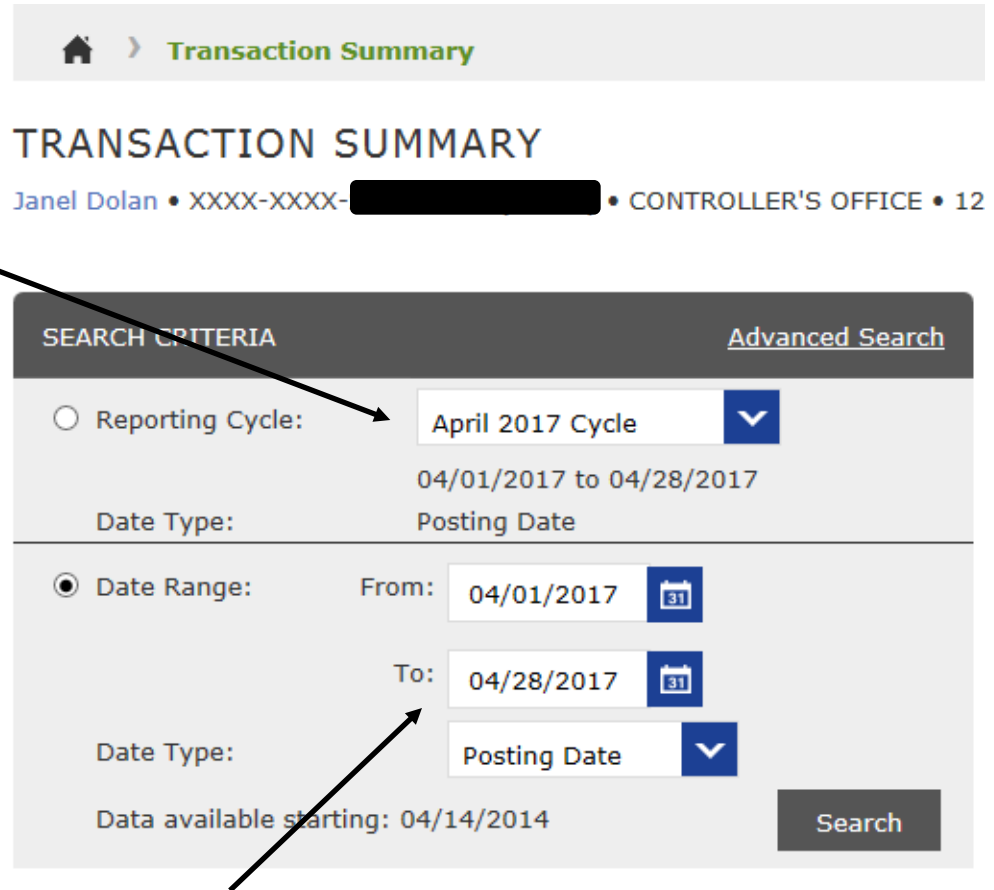
SDG2 SELECT DATE RANGE

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*



The screenshot shows the 'Transaction Summary' page. At the top, there is a breadcrumb trail: Home > Transaction Summary. Below this is the title 'TRANSACTION SUMMARY' and a user/department string: 'Janel Dolan • XXXX-XXXX- [REDACTED] • CONTROLLER'S OFFICE • 12'. The main search area is titled 'SEARCH CRITERIA' and has a link for 'Advanced Search'. It contains two sections. The first section, 'Reporting Cycle:', has a dropdown menu set to 'April 2017 Cycle' and a date range of '04/01/2017 to 04/28/2017'. The 'Date Type:' is set to 'Posting Date'. The second section, 'Date Range:', has radio buttons for selection, with 'Date Range:' selected. It shows 'From: 04/01/2017' and 'To: 04/28/2017', both with calendar icons. The 'Date Type:' is set to 'Posting Date'. At the bottom, it says 'Data available starting: 04/14/2014' and has a 'Search' button. Two arrows point to the 'Reporting Cycle:' dropdown and the 'Date Range:' section.



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.

SEARCH RESULTS

Expand All | Collapse All

Search Total: 1,071.46

Page 1 of 1

Page

Go

| Detail | Posting Date | Transaction Date | Description | Transaction Amount | Additional Information |
|--|--------------|-----------------------|--|--------------------|------------------------|
| <div><div></div><div></div><div></div></div> | 01/25/2016 | 01/22/2016 | STAPLES 00104059 ROCHESTER HIL, MI -48306 | 14.49 | |
| ACCOUNTING CODES INFORMATION | | | | | |
| Expense Description | | 1099-R Forms for 2015 | | | |
| ACCOUNT | | CHARGE FUND | | DEFAULT FUND | |
| K062 - Printing-Forms | | | | 14765 | |
| <div><div></div><div></div><div></div></div> | | | | | |
| <div><div></div><div></div><div></div></div> | 01/25/2016 | 01/22/2016 | STAPLES 00104059 ROCHESTER HIL, MI -48306 | 15.36 | |
| ACCOUNTING CODES INFORMATION | | | | | |
| Expense Description | | 1099-R Forms for 2015 | | | |
| ACCOUNT | | CHARGE FUND | | DEFAULT FUND | |
| K062 - Printing-Forms | | | | 14765 | |
| <div><div></div><div></div><div></div></div> | | | | | |

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

Edit Accounting Codes

Edit Accounting Codes






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

[Expand All](#) | [Collapse All](#)

Page 1 of 1

| Detail | Reviewed | Posting Date | Transaction Date | Description | Transaction Amount |
|--|--------------------------|--------------|------------------|--------------------------------|--------------------|
|    | <input type="checkbox"/> | 10/14/2014 | 10/10/2014 | IOFM 02078425599, ME -04112 | 145.00 |

ACCOUNTING CODES INFORMATION

Expense Description

AccountFundCharge Fund











14765

Copy to All on Page

Starts With...

14320

24500

| | | | | | |
|--|--------------------------|------------|------------|--|--------|
|   | <input type="checkbox"/> | 10/14/2014 | 10/14/2014 | Amazon.com AMZN.COM/BILL, WA -98101 | 139.98 |
|   | <input type="checkbox"/> | 10/27/2014 | 10/26/2014 | AIRLINE LIMOUSINE CORP LAS VEGAS, NV -89118 | 15.00 |
|   | <input type="checkbox"/> | 10/30/2014 | 10/28/2014 | MIRAGE HOTEL & CASINO LAS VEGAS, NV -89109 | 28.00 |
|   | <input type="checkbox"/> | 10/30/2014 | 10/28/2014 | MIRAGE HOTEL & CASINO LAS VEGAS, NV -89109 | 221.76 |
|   | <input type="checkbox"/> | 10/31/2014 | 10/29/2014 | METRO AIRPORT PARKING PORTLAND, ME -04106 | 36.00 |

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

Transaction Summary

TRANSACTION SUMMARY

Office • ATTN: ACCOUNTS PAYABLE - 121B VANDENBERG HALL WEST • ROCHESTER, MI 483094419

SEARCH CRITERIA [Advanced Search](#)

Date Range: From: 10/05/2014 To: 11/04/2014

Date Type: Posting Date

Data available starting: 11/04/2011











Search

SEARCH RESULTS

Expand All | Collapse All

Search Total: 585.74

Page 1 of 1

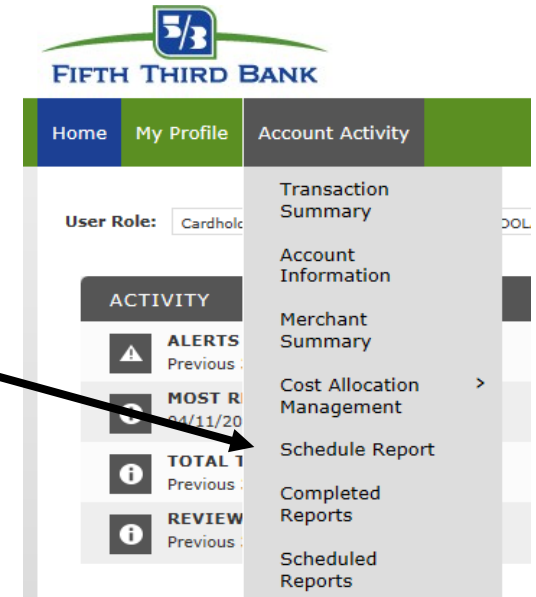
| Detail | Reviewed | Posting Date | Transaction Date | Description | Transaction Amount | Additional Information |
|---|--------------------------|--------------|------------------|--|--------------------|---|
|  | <input type="checkbox"/> | 10/14/2014 | 10/10/2014 | IOFM 02078425599, ME -04112 | 145.00 | |
|  | <input type="checkbox"/> | 10/14/2014 | 10/14/2014 | Amazon.com AMZN.COM/BILL, WA -98101 | 137.98 |  |
|  | <input type="checkbox"/> | 10/27/2014 | 10/26/2014 | AIRLINE LIMOUSINE CORP LAS VEGAS, NV -89118 | 15.00 |  |
|  | <input type="checkbox"/> | 10/30/2014 | 10/28/2014 | MIRAGE HOTEL & CASINO LAS VEGAS, NV -89109 | 28.00 |  |
|  | <input type="checkbox"/> | 10/30/2014 | 10/28/2014 | MIRAGE HOTEL & CASINO LAS VEGAS, NV -89109 | 211.76 |  |
|  | <input type="checkbox"/> | 10/31/2014 | 10/29/2014 | METRO AIRPORT PARKING DETROIT, MI -48242 | 36.00 | |

Page 1 of 1

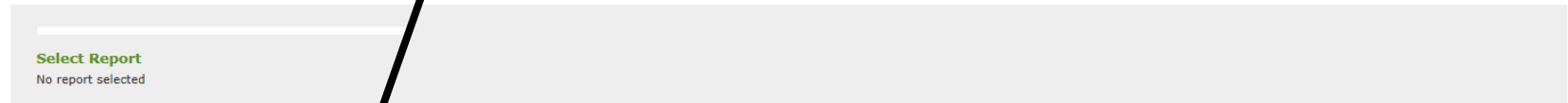
Search Total: 585.74

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*



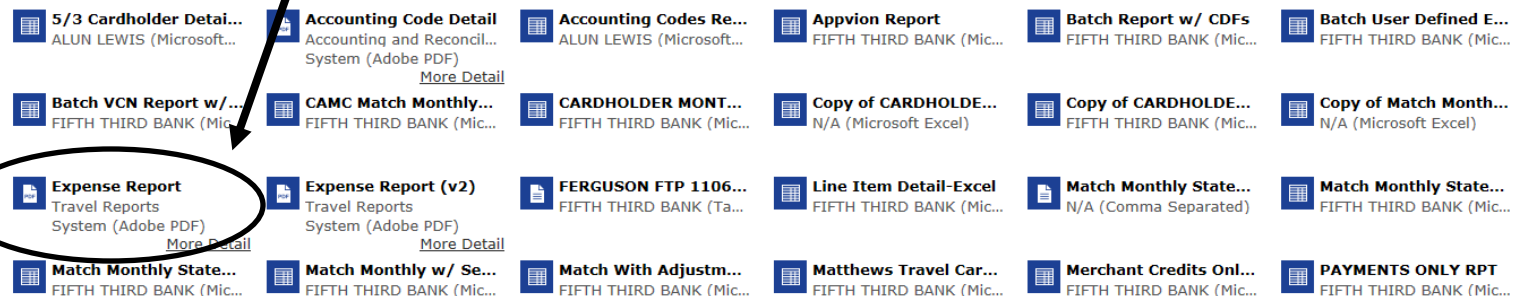
PROGRESS - STEP 1



SCHEDULE REPORT: CHOOSE REPORT

Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above.

Group By Show



SDG2 REPORT CONTINUED

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

PROGRESS - STEP 2 OF 5

| | | | | |
|---|-------------------------------------|--------------------------------------|---|-----------------------|
| Select Report Accounting Code Detail | Select Scheme No scheme selected | Select Filters No filters applied | Report Options Customize your report | Frequency Run Once |
|---|-------------------------------------|--------------------------------------|---|-----------------------|



SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity JANEL DOLAN

☒ OAKLAND UNIVERSITY (ACTIVE)

ACCOUNT, CHARGE FUND, DEFAULT FUND

☐ None

Include all transactions. Accounting code fields are not available.

Next

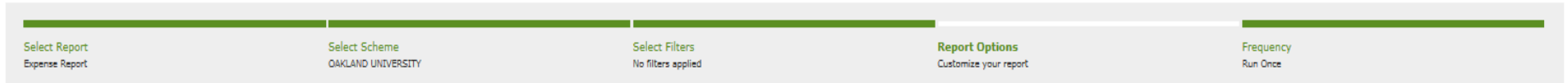
Cancel

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

SDG2 REPORT CONTINUED



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

PROGRESS - STEP 4 OF 5



SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

| | | | |
|---|---|---|--|
| Date Type | Posting Date |  | Always choose "posting date" |
| Delivery Options | System Inbox | | |
| Report Format | Adobe PDF | | |
| Number Format | XX,XXX.XX | | |
| Date Format | MM/DD/YYYY | | |
| Additional Options | <input checked="" type="checkbox"/> Include Splits <input type="checkbox"/> Suppress Email Notifications |  | Don't miss this if you split any allocations |
| Account Type | Include Account Financials Only | | |
| Description | | | |
| Notify Me At | JDOLAN@OAKLAND.EDU | | |
| Enter up to five e-mail addresses separated by commas | | | |
| <div>BackNextSaveCancel</div> | | | |

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.

PROGRESS - STEP 5 OF 5

| Select Report | Select Scheme | Select Filters | Report Options | Frequency |
|------------------------|--------------------|--------------------|-----------------------|-----------|
| Accounting Code Detail | OAKLAND UNIVERSITY | No filters applied | Customize your report | Run Once |

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

☐ Run Once

From Date: 03/15/2017 To Date: 04/13/2017 Schedule Offset: 0 (in days)

☐ Daily

Start Date: 04/14/2017 Days to Run: 1 Schedule Offset: 0 (in days)

☐ Weekly

From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

☐ Monthly

From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

☒ Reporting Cycle

Date Type: Posting Date

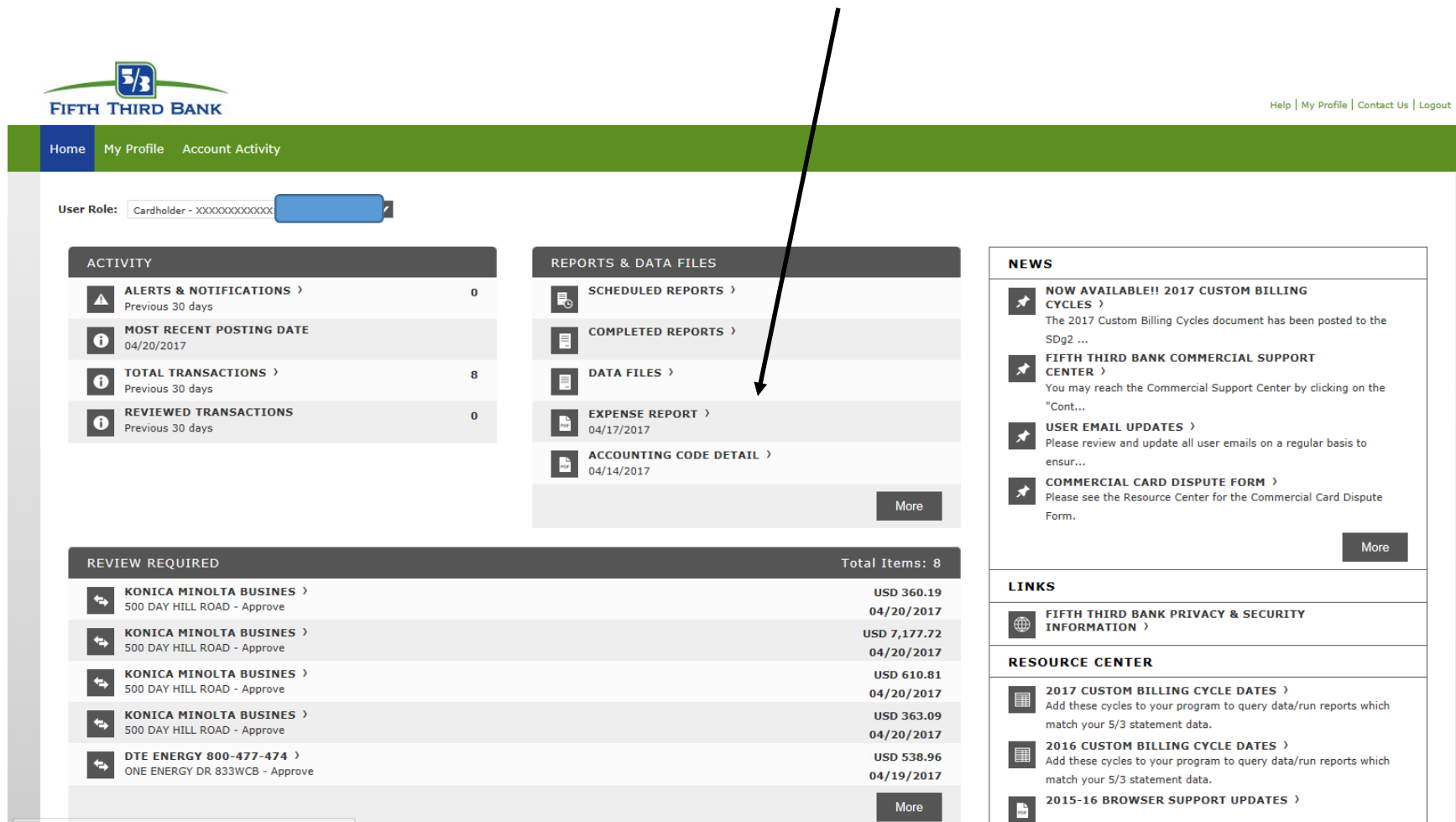
Reporting Cycle: March 2017 Cycle (03/01/2017 - 03/31)

Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

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.



FIFTH THIRD BANK Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

User Role: Cardholder - XXXXXXXXXXXX [Redacted]

ACTIVITY

- ALERTS & NOTIFICATIONS >** Previous 30 days 0
- MOST RECENT POSTING DATE** 04/20/2017
- TOTAL TRANSACTIONS >** Previous 30 days 8
- REVIEWED TRANSACTIONS** Previous 30 days 0

REPORTS & DATA FILES

- SCHEDULED REPORTS >**
- COMPLETED REPORTS >**
- DATA FILES >**
- EXPENSE REPORT >** 04/17/2017
- ACCOUNTING CODE DETAIL >** 04/14/2017

More

REVIEW REQUIRED

Total Items: 8

| | |
|--|----------------------------|
| KONICA MINOLTA BUSINES > 500 DAY HILL ROAD - Approve | USD 360.19 04/20/2017 |
| KONICA MINOLTA BUSINES > 500 DAY HILL ROAD - Approve | USD 7,177.72 04/20/2017 |
| KONICA MINOLTA BUSINES > 500 DAY HILL ROAD - Approve | USD 610.81 04/20/2017 |
| KONICA MINOLTA BUSINES > 500 DAY HILL ROAD - Approve | USD 363.09 04/20/2017 |
| DTE ENERGY 800-477-474 > ONE ENERGY DR 833WCB - Approve | USD 538.96 04/19/2017 |

More

NEWS

- NOW AVAILABLE!! 2017 CUSTOM BILLING CYCLES >**
The 2017 Custom Billing Cycles document has been posted to the SDg2 ...
- FIFTH THIRD BANK COMMERCIAL SUPPORT CENTER >**
You may reach the Commercial Support Center by clicking on the "Cont..."
- USER EMAIL UPDATES >**
Please review and update all user emails on a regular basis to ensur...
- COMMERCIAL CARD DISPUTE FORM >**
Please see the Resource Center for the Commercial Card Dispute Form.

More

LINKS

- FIFTH THIRD BANK PRIVACY & SECURITY INFORMATION >**

RESOURCE CENTER

- 2017 CUSTOM BILLING CYCLE DATES >**
Add these cycles to your program to query data/run reports which match your 5/3 statement data.
- 2016 CUSTOM BILLING CYCLE DATES >**
Add these cycles to your program to query data/run reports which match your 5/3 statement data.
- 2015-16 BROWSER SUPPORT UPDATES >**

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)

REPORTS & DATA FILES



SCHEDULED REPORTS ›



COMPLETED REPORTS ›



DATA FILES ›



EXPENSE REPORT ›

04/17/2017



Expense Report

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

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

JANEL DOLAN, OAKLAND UNIVERSITY

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:

The screenshot shows the Oakland University website's Accounts Payable section. The header includes social media icons, navigation links (Presidential Search, Research, Library, eBill, Map, Moodle, MySail, Webmail, Report Behavior), and a search bar. The main navigation bar lists: ACADEMICS, FUTURE STUDENTS, STUDENT SERVICES, ON CAMPUS, ALUMNI, GIVING, and ATHLETICS. The left sidebar contains: Accounts Payable, Purchasing Department (Meet the Staff, Tax Compliance), What's New, Forms (Payment Vouchers and Related Documents, Purchase Card Forms, Wire Transfer Requests, Miscellaneous), and a footer with the year 20.

OAKLAND UNIVERSITY™

ACADEMICS FUTURE STUDENTS STUDENT SERVICES ON CAMPUS ALUMNI GIVING ATHLETICS

Accounts Payable

Purchasing Department
Meet the Staff
Tax Compliance

What's New

Forms

Payment Vouchers and Related Documents

Purchase Card Forms

Wire Transfer Requests

Miscellaneous

To access forms on this page, click the link corresponding to the form needed. To view the administrative policy or procedure related to a form, click the reference number.

| Purchase Card Forms | Policy/Procedure | Form |
|--------------------------------------|------------------|------|
| Purchase Card Application | 1020 | Word |
| Purchase Card Transaction Log | 1020 | Word |
| Sales Tax Exemption Letter | 1020 | PDF |
| Purchase Card Documents | | |
| SmartData OnLine User Guide | | PDF |
| Fifth Third Chip Cardholder Brochure | | PDF |

- 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.