



# University of Texas at Austin Purchasing Card Program

*Smart Data On-Line Cardholder Quick Reference Guide  
May 9, 2007*



UT AUSTIN PURCHASING CARD PROGRAM ADMINISTRATOR: RITA MOSLEY  
OFFICE PHONE: (512) 232-3464  
OFFICE FAX: (512) 471-7745  
EMAIL: [RMOSLEY@MAIL.UTEXAS.EDU](mailto:RMOSLEY@MAIL.UTEXAS.EDU)

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

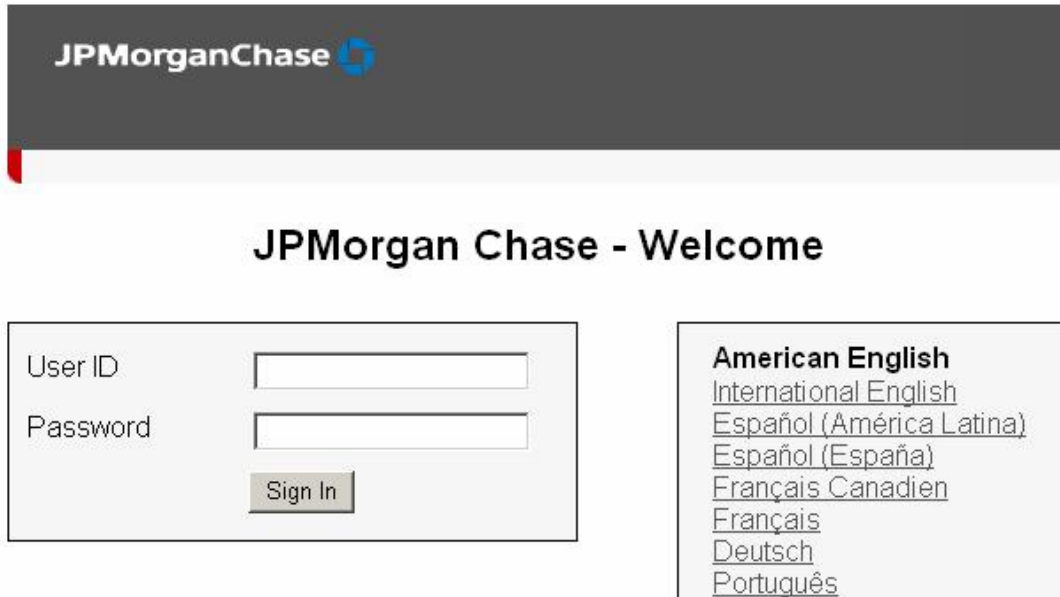
## TABLE OF CONTENTS

<b>LOGGING ON</b>	<b>3</b>
-SMART DATA ON-LINE URL	
-USER ID, PASSWORD AND PASSWORD RESET	
<b>VIEWING TRANSACTIONS</b>	<b>5</b>
<b>REALLOCATING &amp; SPLITTING TRANSACTIONS</b>	<b>7</b>
<b>RUNNING REPORTS</b>	<b>10</b>
<b>FORGET YOUR PASSWORD?</b>	<b>11</b>

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

## LOGGING ON

1. Via the Internet type the following URL in the address bar: <http://sdol.jpmorganchase.com>
2. The Smart Data On-Line sign on screen will appear.



JPMorganChase

### JPMorgan Chase - Welcome

User ID

Password

Sign In

**American English**  
[International English](#)  
[Español \(América Latina\)](#)  
[Español \(España\)](#)  
[Français Canadien](#)  
[Français](#)  
[Deutsch](#)  
[Português](#)

Your initial **User ID** will always be your 16-digit card account number.

Your temporary **Password** is 12welcome + the last 4 digits of your credit card number (case-sensitive).

3. At first login, SDOL will prompt you to create and confirm a new User ID, a private password, input your e-mail address and complete your password reset questions in the screen below. **\*\*Note-your Password Reset Answer must be exactly 6 characters in order for the password reset feature to work.**

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

**\*Note: When completing your password reset answer, be sure to input a password reset answer that is exactly 6 characters in length. Otherwise the feature will not work!**

**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

- Your favorite sport or hobby?
- Your childhood pet's name?
- Where was your mother born?
- Your mother's maiden name?
- Who was your favorite teacher?
- What was your first school?
- Your favorite city or place?

4. Press Apply

5. After successfully logging in, the system will take you to your home page/inbox.

JPMorganChase LOG OUT

Hierarchy Financial Reports Company User

**M0053 TOWN OF FAIRVIEW**  
TERESA RAMIREZ

**Summary Information**

Total Users	24
Total Locked Users	0
Total Active Cardholders	20
Most Recent Posting Date	09/15/2006
<b>Summary for previous 30 days</b>	
User Logins	33
Cardholders with Activity	6
Recently added Cardholders	18
Transactions and Adjustments	15
- Reviewed by Cardholder	0
- Not Reviewed by Cardholder	15
- Reviewed by Supervisor	0
- Not Reviewed by Supervisor	15

**Links**

Have questions or comments? [Email us](#)

**User Documents**

[Cardholder Guide](#)  
[Company Guide](#)  
[Manager Guide](#)

**Welcome Back - AUDREY FLOOD**  
Last Visit: 09/18/2006 20:04:31 GMT

**News**

Maintain news

09/15/2006 ATTENTION: The Web demonstrations on Release 7.2.0, scheduled for Sept 15, 2006 at 3:00 pm CST, display an incorrect phone number. Correct information is listed below:  
TOPIC: SDOL Release 7.2 Demonstration DATE: Friday, September 15, 2006 at 3:00 PM CST Tuesday, September 19, 2006 at 2:00 PM CST CALL NUMBER: 866-870-8212 code: 65438784 WEB  
ADDRESS: <http://www.placeware.com/cc/emeetingplace?key=200691410460769;a:627842>

09/12/2006 Additional Educational Webinars Scheduled JPMorgan Chase will be hosting another set of informative commercial card webinars on Sept. 20th and Sept. 27th. These sessions are designed to focus on methods to help you maximize your commercial card program's success. Click on the "Upcoming Educational Webinars" link on your homepage below for complete details. If you have any questions, you can call our help desk at 877-967-1100

09/14/2006 ATTENTION: On September 17, 2006 any system ID that has not been used in the last 180 days will automatically be deactivated. Inactive user IDs will not be deleted. In order for inactive users to login to the system, an authorized user will be required to reactivate the user ID. Please inform users who may not login to the system on a regular basis of this change to avoid deactivation.

**Inbox**

Inbox is Empty

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

## VIEWING TRANSACTIONS

**The Financial Tab** allows you to query any subset or all of your transaction data based on a specific date range that you select as well as other optional filters. Transactions will be available for you to view within SDOL the day after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date.

**Step #1:** Click on the “Financial” tab on the menu items across the top of the screen.

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

JPMorganChase

Hierarchy Financial Reports

Financial: Transaction Summary

hide View Criteria ▾

- Search Criteria (date range cannot exceed 184 days)

Billing Cycle: Description

Date Range: September 5, 2006 - September 18, 2005

Search By:

Posting Date

Transaction Date

- Optional Filters

Review Status

Transaction Amount

Merchant Name

Merchant Category Code

Merchant Postal Code

Addendum Type All

View

**Step #1-**Press the Financial Tab

**Step #2:** Select criteria for the transactions that you would like to view, including date range, date criteria and review status. Use the billing cycle to view transactions for the billing cycle you are working on.

**Step #3-**Press "VIEW" to see your transactions

**Step#4:** After you have selected your criteria, press "View" to see your transactions. The **Financial: Transaction Summary** page will appear.



## VIEWING TRANSACTIONS CONTINUED . . .

There are multiple ways to access the account allocation codes for your transactions. The quickest way is to use the Expand All hyperlink to open up the page.



- Use the **email icon to send email notification** to a manager or reviewer once you have reviewed and allocated your transactions.



- Use the **bar graph icon to view transaction details** and/or view and assign values to the account coding fields established by your entity.



- Use the **copy icon to split** or allocate the transaction to multiple account codes values.




- Use the **graph icon to allocate** or assign values to the account coding fields established by your entity.

Expand All - Use the **expand all hyperlink to allocate** or assign values to the account coding fields established by your entity.
















# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

Back to Account Summary screen


Apply Discard 

Search Transaction Count Total: 4 Search Transaction Amount Total: 204.45

Expand All | Collapse All

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2006	08/22/2006	O'REILLY #869, ALLEN, TX	33.98	0.00	
Expense Description: <input type="text"/>								
  	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2006	08/22/2006	THE HOME DEPOT 528, MCKINNEY, TX	67.19	0.00	
Expense Description: <input type="text"/>								
  	<input type="checkbox"/>	<input type="checkbox"/>	09/14/2006	09/12/2006	THE HOME DEPOT 528, MCKINNEY, TX	94.40	0.00	
Expense Description: <input type="text"/>								
  	<input type="checkbox"/>	<input type="checkbox"/>	09/15/2006	09/13/2006	THE HOME DEPOT 528, MCKINNEY, TX	8.88	0.00	
Expense Description: <input type="text"/>								
						Page Total:	204.45	

Expand All | Collapse All

Apply Discard 

## REALLOCATING & SPLITTING TRANSACTIONS

### Coding or Reallocating a Transaction

You will need to code your transactions with the correct accounting information and enter an expense description for each transaction.


**Step #1:** Click the Expand All hyperlink on the Transaction Summary page. This will open up the Account Codes for all transactions displayed on the page.

## SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE








**Step #2:** Click the Edit Account Codes button for the transaction you want to update. Update the account code fields with the most appropriate values based on your purchase by clicking on the drop down boxes. Next, key in an expense description to complete the transaction. When you are finished with the first transaction, click the Edit Account Codes box for the second one and continue until you have completed all the transactions.

**Note:** The GL Account field is dependant upon the Fund-Dept field so that the drop-down menu for GL Account will only become available once you have populated the Fund-Dept field.

Back to Account Summary screen

Apply Discard  Search Transaction Count Total: 4 Search Transaction Amount Total: 204.45

Expand All | Collapse All

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
  	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2006	08/22/2006	O'REILLY #869, ALLEN, TX	33.98	0.00	
Expense Description: <input type="text" value="Parts for truck"/>								
<b>Account Codes</b>								
Department		Fund-Dept		GL Account				
Public Works								
Edit Account Codes		Discard				Copy to All on Page		Return to Top
  	<input type="checkbox"/>	<input type="checkbox"/>		2/2006	THE HOME DEPOT 528, MCKINNEY, TX	67.19	0.00	
Expense Description: <input type="text"/>								
<b>Account Codes</b>								
Department		Fund-Dept		GL Account				
*								
Edit Account Codes						Copy to All on Page		Return to Top


**Step #3:** Remember to check the “Cardholder Reviewed” flag once you have completed your review of the transaction.

**Step #4:** Press Apply to save your updates.

## REALLOCATING & SPLITTING TRANSACTIONS CONTINUED . . .

### Splitting Transactions

A transaction may require costs to be split or coded to multiple account codes.

**Step #1:** Select the split icon  for the transaction on the left-hand side of the transaction on the Transaction Summary page. The Split Transaction page below will appear.

**Step #2:** Use the drop-down menu to select the number of split records that you want to create. Then press the “Create” button.

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

## Reference Information

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Net Amount
	No	No	08/24/2006	08/22/2006	O'REILLY #869	33.98	0.00	33.98

Select number of Splits to create:

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

© 1999 - 2006 MasterCard. All rights reserved.  
 Currently logged in as: AUDREY F (FairviewAdmin, Company Administrators)

**Step # 3:** The **Financial: Split Transaction** screen will now have the number of records that you requested for the transaction. Select your split method: by amount or percent.

Split by:  Split and Balance To:

Allocate	Debit/Credit	Amount	Percent	Sales Tax	Expense Description	Remove
	<input type="text" value="Debit"/>	<input type="text" value="20.00"/>	58.86	<input type="text" value="0.00"/>	<input type="text" value="test"/>	<input type="text" value="X"/>
	<input type="text" value="Debit"/>	<input type="text" value="13.98"/>	41.14	<input type="text" value="0.00"/>	<input type="text" value="test"/>	<input type="text" value="X"/>
<b>Split Totals</b>		<b>33.98</b>	<b>100.00</b>	<b>0.00</b>		
<b>Outstanding Transaction Balance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

**Step #4:** Populate the split information with the appropriate data: amounts if you chose the amount split method or percentages if you chose the percent method. Press Apply. Once you press Apply, the graph icon will turn red, indicating that you can now code or allocate each of your split records.

**Step #5:** Code or allocate your split records just as you would a regular transaction. Refer to pg. 7 of this guide for detailed instructions on allocating transactions.

## RUNNING REPORTS

**Step #1:** Select the “**Reports**” tab from the menu tabs across the top of the page.

**Step #2:** Choose the report format and billing cycle date from the drop down Billing Cycle.

# SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

**Step #2-** Highlight the date criteria and select the report format.

Report Selection:

Expense Report

Report Format

Screen Version (HTML)

Print Version (PDF)

Date Criteria (Range cannot exceed 184 days):

Billing Cycle: Description

Date Range: Description

View by:

Posting Date

Transaction

Report Filters:

Review Status

Run

data available starting: 05/18/2005

From Date

To Date

August 7, 2006

September 5, 2006

October 5, 2006

November 6, 2006

December 5, 2006

January 5, 2007

February 5, 2007

March 5, 2007

April 5, 2007

May 7, 2007

**Step #3-** Press RUN to run the report.

**Step#3:** Press **Run** at the bottom of the screen.

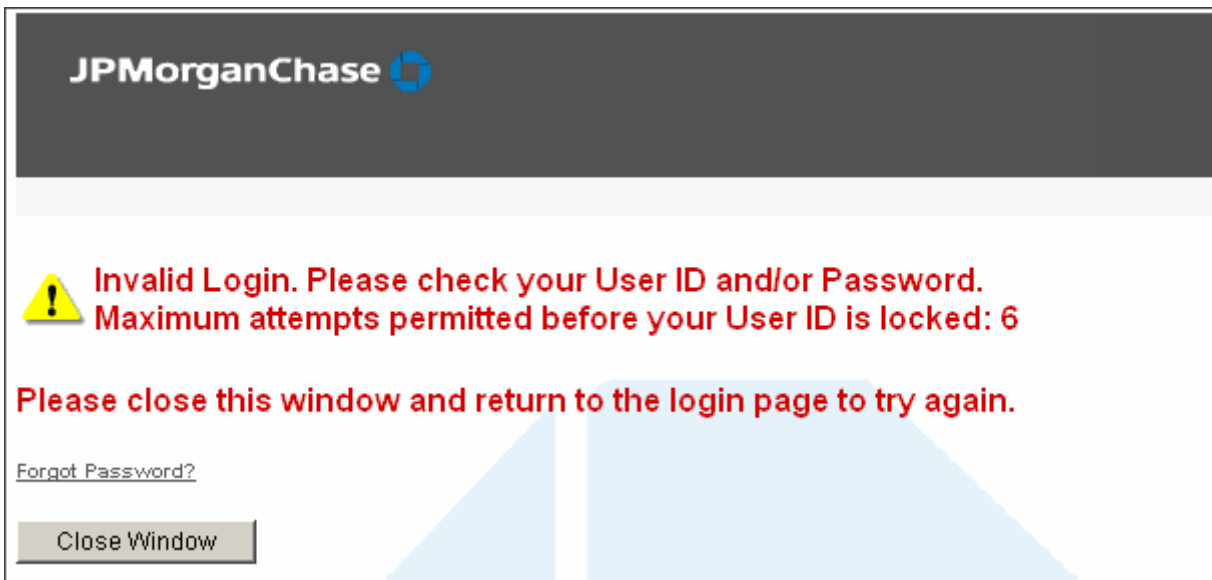
**Step #4** Your report will appear on the screen in either HTML or PDF, depending on the report format you chose. The system may schedule larger reports to run in the background. If this is the case, the report will appear in your INBOX on the home page.

## FORGET YOUR PASSWORD?

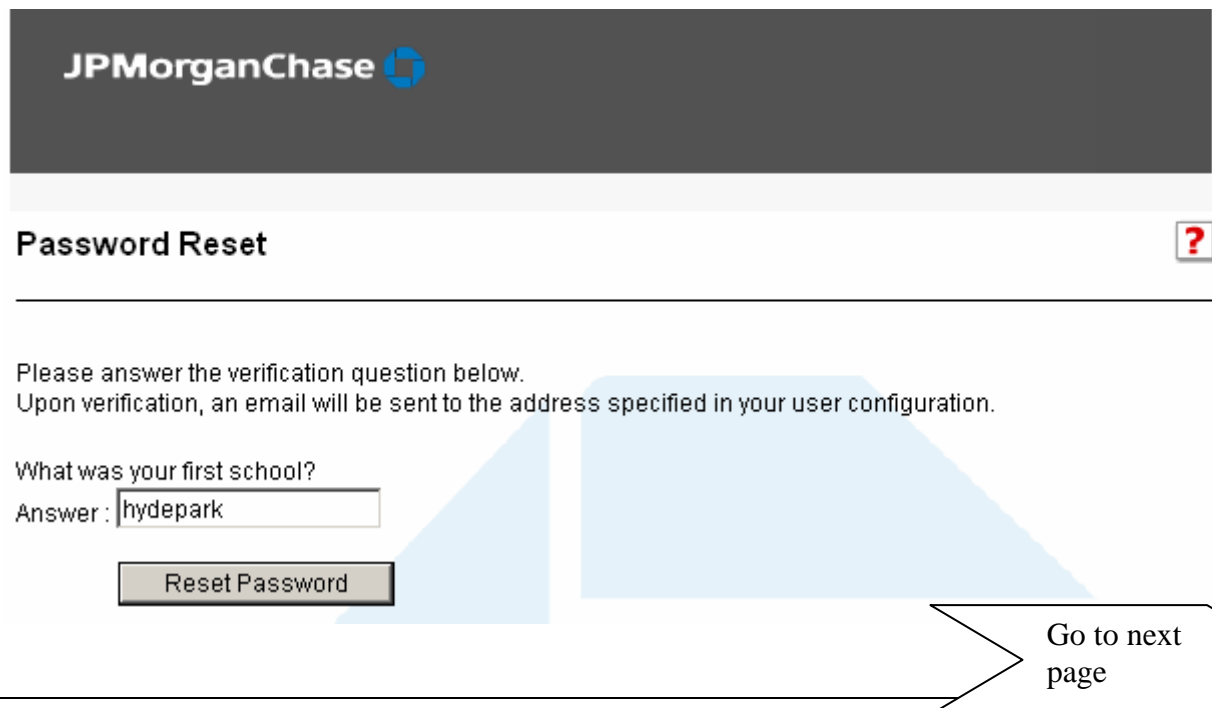
In the event that you forget your password, SDOL has an electronic user reset password feature that will allow you to reset your password based on the Password Reset questions you answered when first logging in.

## SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE

1. After attempting to login with an invalid login, SDOL will give you the screen below. To begin the automated password reset process, Press the [Forgot Password?](#) Link.



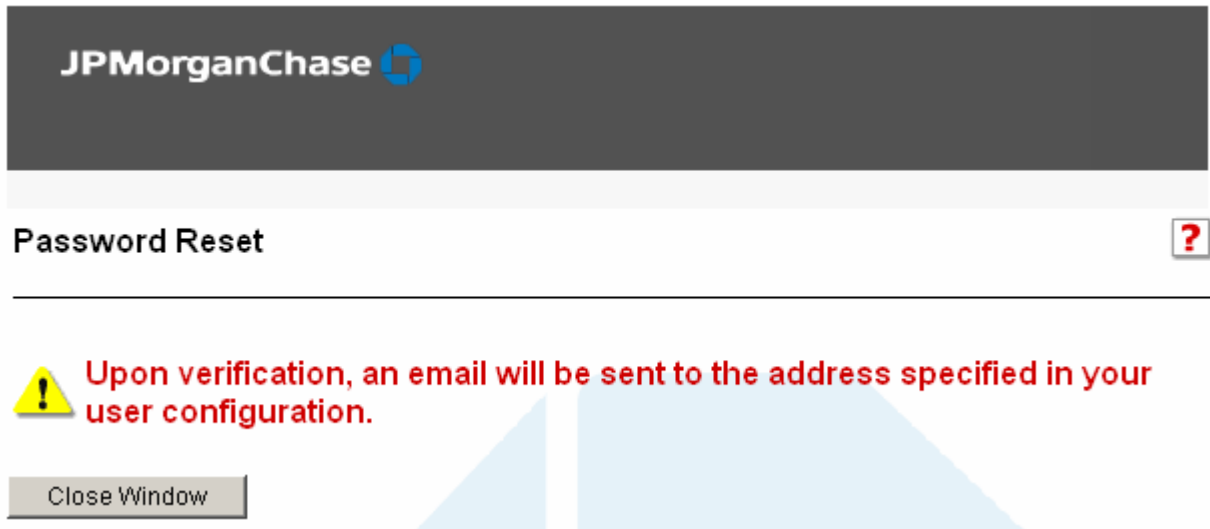
2. The Password Reset screen will appear with the password reset question and answer that you specified in your user configuration at first login. Type your answer and press the Reset Password button.



## FORGET YOUR PASSWORD? CONTINUED . . .

3. The system will verify your answer and if correct, will send an email with a new temporary password to the email address you specified in your user configuration at first login. The email will come from **cpsreporting@mastercard.com**.

## SMART DATA ON-LINE CARDHOLDER QUICK REFERENCE GUIDE



4. Once you receive your temporary password, follow the instructions for Logging On in page 3 of this manual.

***\*Note: Receipt of your temporary password via email usually takes only minutes but can take longer depending on your technical environment. If you never receive a new password via email, it may be that you never selected a password reset question and answer. Your program administrator can immediately reset your password if necessary.***