Smart Data is the online management and reporting tool for the Fifth Third Bank purchasing card. It allows you to view and reallocate transactions to different FOAPs, view and print monthly statements, and run various spending reports.

This user guide covers:

- Initial Login Pg 1
- Viewing Transactions & Reallocating FOAPs Pg 3
- Splitting Transactions to Multiple FOAPs Pg 7
- Viewing & Printing Monthly Statements Pg 9

Initial (First Time) Login
- Go to - http://sdg2.53.com
- Click on the words Cardholder Self-Registration

ACCOUNT INFORMATION

Note: All items with a red asterisk (*) are required.

- **Account Number**: Enter 16-digit card number with no spaces or dashes.

- **Company Registration Code**: Enter GVSU’s Company Registration Code of 582147.
User ID Requirements
- Six to ten characters in length.
- No spaces or special characters allowed. Does allow Hyphen (-) or Underscore (_).
- User ID is case sensitive.
- Create an ID that will be difficult for others to guess.

Important Note
Your ID must be unique in the whole MasterCard database. If you try an ID that is already being used you will get the following message:
The user ID you specified already exists in the application. Please try again.

Password/Security Question Requirements
- Password field: Enter your new password (case sensitive).
- Must contain at least eight characters, two of which must be numbers.
- Enter your email address and confirm.
- From the drop down window, select a security question.
- In the next box enter your answer to the security question. Security answer must be at least 4 characters long and cannot contain spaces.
- Click Register Account button.
• Click on the **Account Activity** drop-down menu in the green banner
• Select **Transaction Summary**
VIEW TRANSACTIONS AND REALLOCATE FOAPs (continued)

Transaction Summary

Search Criteria

- Select **Reporting Cycle** (aligns with monthly statement dates) for your transaction search

OR

- Select **Date Range** to specify a custom date range of transactions to review

- **Date Type**: Default is Posting Date since that is what matches the monthly statements

- Click on **Advanced Search Filters** (optional) if you desire additional search criteria such as amount, merchant name. The text fields are “contains” fields meaning you do not have to enter the full exact word; you can enter part of the word.

- Click the **Search** button beneath the Search Criteria box to run the search.

**Note**: Smart Data has three years of rolling transaction history, but you can only search within six month increments maximum.
VIEW TRANSACTIONS AND REALLOCATE FOAPs (continued)

- All transactions meeting your search criteria will be listed on the screen. (shown below)

- You can click on the blue Expand All link to view the FOP and Account Code assigned for the transaction (shown below). If you prefer to expand only a single transaction at a time, click on the Accounting Code Detail icon for each transaction.

- If you want to reallocate the transaction to a different FOP or Account Code, click on the Edit Accounting Codes button to open the FOP and Account Code fields for reallocation (shown below). The two fields will change to drop down menus.
VIEW TRANSACTIONS AND REALLOCATE FOAPs (continued)

- If you want to assign all the transactions on this page to this same FOAP then click on the Copy to All on Page button, then hit Save.

- Select desired FOP and Account Code from the drop down menus. **Important:** If you use the Starts With search field, your search result will appear highlighted in yellow. You MUST click on the highlighted selection for it to properly populate the field.

- Optional: You may enter a comment or note in the Expense Description box (limit of 255 characters). Click the Save button at the top or bottom of the screen. You may Save after each edited transaction or Save after all transactions have been edited.

- Move to the next transaction and repeat the steps of selecting a FOP and Accounting Code. Click Save button at the top or bottom of the screen.

- Optional: You may use the Reviewed checkboxes to keep track of which transactions you have viewed or reallocated. You must Save after marking the checkboxes. Saving will lock the marked checkboxes to prevent further editing. If you need a transaction unlocked, contact your Account Group Manager or Kip Smalligan, Aaron Caccamo, or Chris Hernandez. Then click the Edit Accounting Code button again to make changes.

**IMPORTANT:** Each month, there is a deadline to complete reallocations in Smart Data. You have three business days following the close of each monthly billing period to complete any transaction reallocations and edits. If the transaction exported icon appears, the transaction is permanently locked and can no longer be edited.
SPLITTING A TRANSACTION TO MULTIPLE FOAPs

- **IMPORTANT:** Save all work before performing a split. Otherwise, any items you have reallocated without saving will be lost.

- If at any time you want to go back to the beginning of the split process and start over, click the **Reset** button.

- On the Transaction Summary screen, click on the red “Split Card” icon for the transaction you want to split.

- Enter the number of needed splits in the free form field and whether splitting by percent or dollar amount. Click **Add** button.

  ![Split Transaction Screen](image)

- You may write a note or comment in the **Description** fields (this is optional).

- If splitting by amount, enter the dollar value for each split in the **Amount** fields.
  Note: Smart Data will NOT automatically complete the remaining amount fields with the correct dollar amount.

- If splitting by percent, enter the percentage for each split in the **Percent** fields; Smart Data will calculate the correct dollar amounts for percentages.
CARDHOLDER USER GUIDE FOR SMART DATA

- Click **Save**. Next you will enter the FOPs and Account Codes.
- Click on the red **Accounting Detail** icon under the **Description** field.
- Click on **Edit Accounting Codes** button if FOP/Account Code drop down menus are not appearing.
- Select a FOP and Account Code from the dropdown menu for each part of the split. Click **Save**.
- **To Undo/Cancel a Split:** Click the checkbox for each split. Click the **Remove** button. Click **Save**.
- Click on blue breadcrumb **Back to Transaction Summary** screen.

VIEWING & PRINTING MONTHLY STATEMENT ON DEMAND

Your online monthly statement (Account Statement) will be generated automatically every month within two business days following the end of the billing period. It will appear on your home page in the **Inbox Completed Reports** section. The steps below show you how to manually run your statement if you want to run it before the end of the period, or if you want to run past statements on demand.

- Click on **Account Activity** drop down menu in green banner at top of screen.
- Select **Schedule Report**.
- Choose Report screen: Click **Account Statement** (pdf format)
  - Report Options screen: Click the **Include Splits** checkbox. Click **Next** at bottom.
On the Frequency screen: Click the round check box that says Reporting Cycle. Select the desired statement month from the Reporting Cycle drop down menu. Select “1” from the Number of Cycles to Run drop down menu. Select “0” from the Schedule Offset drop down menu. Click the Save button at the bottom of the screen.

Go to your Home page and look at the Reports & Data Files section at the upper center part of the screen. Your Account Statement link will appear there under the Data Files link; click on it to download. You may need to refresh your Home page to make the link appear. Refresh by clicking on the Home link in the upper left of the screen.

Statements and other reports in your Home Page Inbox automatically delete after 30 days.

Go to the GVSU Purchasing Card web page for additional information, forms, FAQs, and videos for Smart Data.