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

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**Initial (First Time) Login**

- **Web Address:** [http://sdg2.53.com](http://sdg2.53.com)
- **User ID:** Your GVSU network ID (all lower case unless notified otherwise)
- **Password:** You should have received an e-mail from MasterCard with a temporary password good for six days. It is case sensitive. Make sure there are no spaces before or after the password if you enter or copy and paste it. If you don’t have a current password, contact Heather White x13058, Aaron Caccamo x13436 or Kip Smalligan x13211
- **Click the Sign In button**
When the screen refreshes, you will be prompted to create your permanent password

- Current Password is the temporary password that was emailed to you

- Your new password must be at least 8 characters in length and must contain letters and numbers. At least two of the characters must be numbers. It is case sensitive. Click Submit.

- The screen will refresh again and prompt you to select a security question

- Select your security question from the drop down menu

- Enter your answer to the security question you selected. NOTE: your security answer must be at least 4 characters long and cannot contain spaces. Click Submit.

This will take you to the Home Page, if you wish to learn more about the information on the Home Page, click this link to the Corporate Cardholder Guide and refer to page 17-22.
VIEWING TRANSACTIONS AND REALLOCATING FOAPS

From any screen:

- Click on the **Financial** drop down menu in the green banner

- **Select Account Summary**

**Search Reporting Structure Screen**

- Click on the blue link located in the **Quick Link box** – *[your name] Account Group* – which will bring up transactions for the cards in your Account Group.
VIEWING TRANSACTIONS AND REALLOCATING FOAPs (continued)

Account Summary Screen

Search Criteria

- Select **Reporting Cycle** (aligns with monthly statement period) for your transaction search
  
  OR
  
- Select **Date Range** to select a custom date range of transactions to review. **Note:** Smart Data has three years of rolling transaction history, but you can only search by a maximum of six month increments.

- **Date Type:** Default is Posting Date to match the monthly statements

- Click on **Advanced Search** (optional) if you desire additional search criteria such as amount or 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 at the bottom of the Search Criteria box to run the search.
Cards in your Account Group that have transactions for your search will appear. Cards with that do not meet your search criteria or do not have any activity will NOT show up in the list.

- Click the **Account Number** blue link of the card whose transactions you want to view/reallocate. The transactions for that card will be listed on the screen (see example below on next page)

- Avoid using the web browser “Back” button. If you need to return to the screen, use the “breadcrumb” web page progression links under the green banner at the top of the screen (see highlighted in red above)

- At any time, you are also able to pull up transaction information for a card by using the **Global Search** function in the upper right hand corner of your screen. You can search by a number of different criteria including last 4 of card number, entire card number or name on the card.
REALLOCATING FOAPs

- You can click on the **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 FOAP 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.
REALLOCATING FOAPs (continued)

If you want to assign all transactions on this page to this same FOAP then click on the Copy to All on Page button, then the Save icon at the top or bottom of the screen. **Important:** Before clicking Copy to All on Page, make sure you save any prior work.

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 green. 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 icon at the top or bottom of the screen. You may save after each edited transaction or Save after all transactions on this page have been edited.

Move to the next transaction and repeat the steps of selecting a FOP and Account Code. Click the Save icon 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 Heather White. Then click Edit Accounting Code button again to make changes.
REALLOCATING FOAPs (continued)

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 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 Split Transaction icon for the transaction you want to split.

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

• You may write a note or comment in the Description fields (this is optional). TIP: If you enter the FOAPs you are splitting to, they will appear on your monthly statement.

• 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.
SPLITTING A TRANSACTION TO MULTIPLE FOAPs (continued)

- If splitting by percent, enter the percentage for each split in the Percent fields; Smart Data will calculate the correct dollar amounts for percentages.

- Click the Save icon. Next you will enter the FOAPs and Account Codes.

- Click on the 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 drop down 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 the Save icon.

- Click on the breadcrumb Transaction Summary to return to the transaction.

VIEWING MONTHLY STATEMENTS ON DEMAND

You can pull up past statements on demand at any time. You can also run statement reports for custom date ranges.

From any screen, click on the Reports drop down menu in the green banner. Select Run.

Click on Financial and Spending Reports to expand the section. Select Account Statement.

- Note: You are also able to use the Search field to find the Account Statement Report. You can also click on the star icon to add this reports to your Favorites so that it displays on under the banner on the right side of the screen.

Click on the Criteria section to expand the options. Click on the checkbox next to Include Split Transactions.

Click on the Frequency section to expand those options. Click the round radio button next to Reporting Cycle. Select the desired statement month from the Reporting Cycle drop down menu. Select “0” from the Schedule Offset drop down menu. Select “1” from the Number of cycles to run drop down menu. Click Submit Request.

If your parameters were accepted, you will receive a green message at the bottom of your screen saying that your report was submitted successfully. You will be brought to your reporting dashboard.
VIEWING MONTHLY STATEMENTS ON DEMAND (continued)

Here, you will see any completed reports you have run in the past. The report you just ran will appear in the Scheduled tab. You will receive an email once the report has completed processing.

Once your report is complete, you can click on the report to highlight it and click Download on the right side of your screen.

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

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