

SMART DATA USER GUIDE

Account Group Manager

Updated 1/2020



American English



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.

This user guide covers:

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Viewing Monthly Statements on Demand	Pg 9
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Initial (First Time) Login

- **Web Address:** <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

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When the screen refreshes, you will be prompted to create your permanent password



CREATE A NEW PASSWORD

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

Submit Cancel

- 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



PERSONAL INFORMATION

PLEASE UPDATE THE REQUIRED INFORMATION.

* Security Question
The above field is required.

* Security Answer
The above field is required.

Submit Cancel

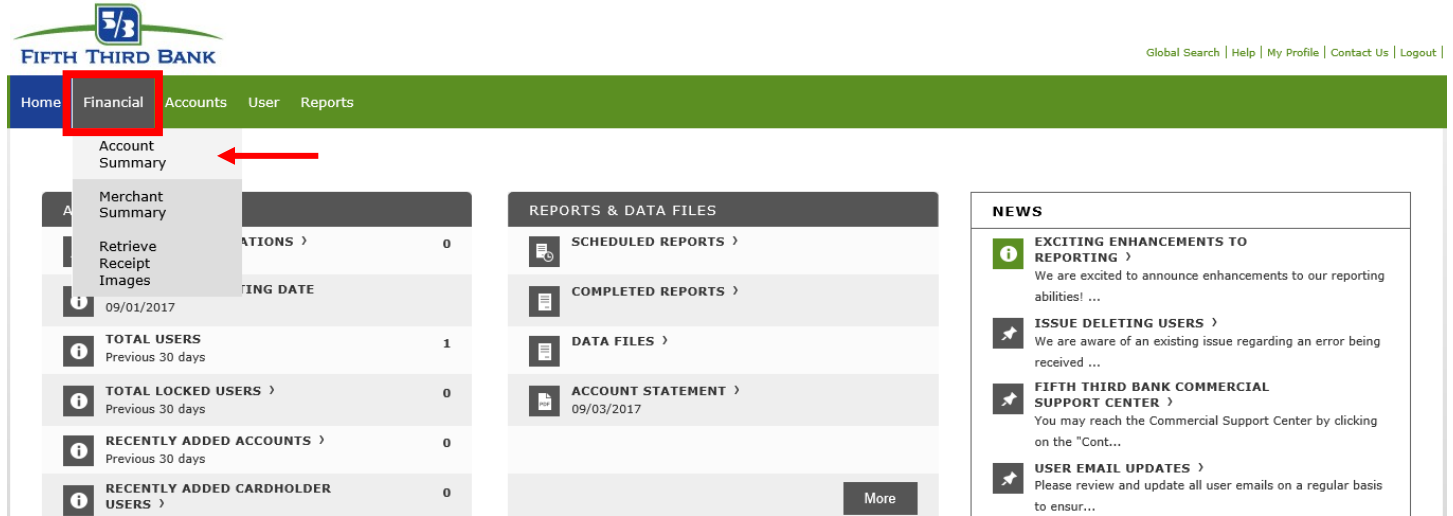
- Select your security question from the drop down menu
- Enter your answer to the security question you selected. **NOTE: your security answer must be at least 4 characters long and cannot contain spaces**. Click **Submit**.

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

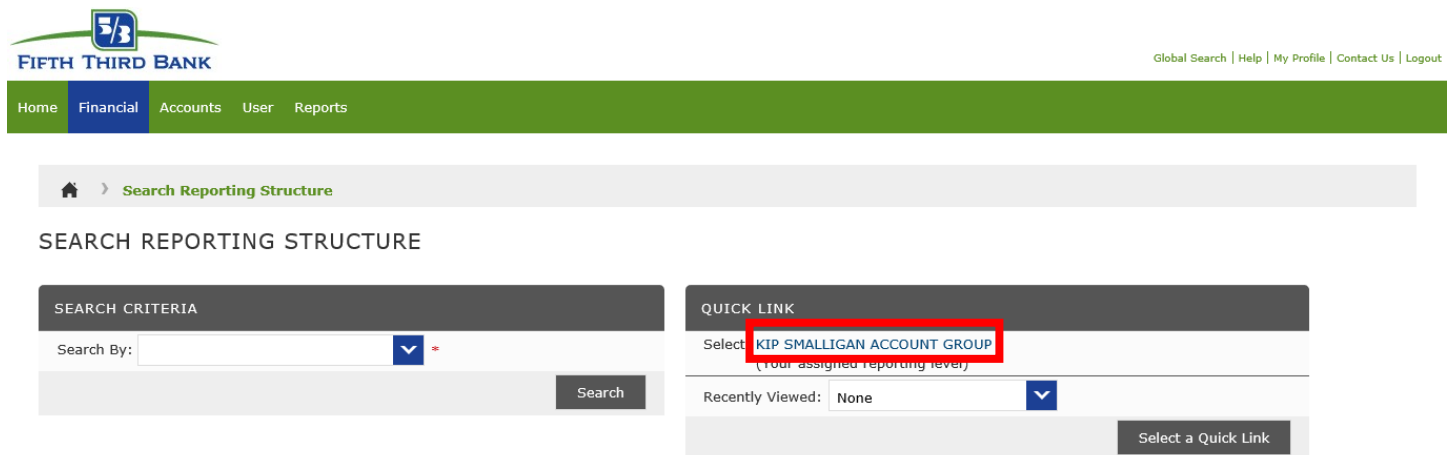
From any screen:

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

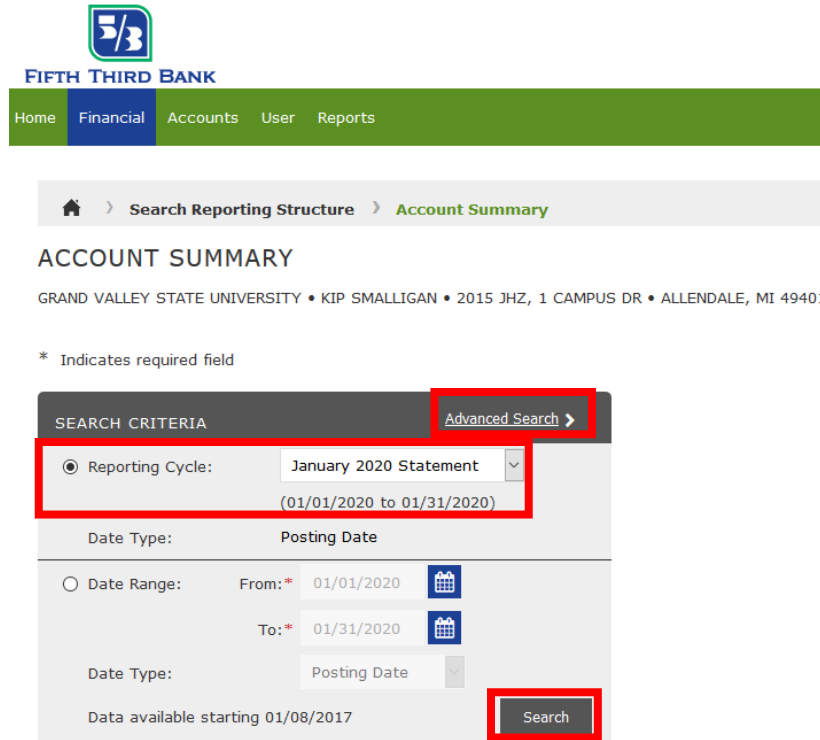


Search Reporting Structure Screen

- 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

VIEWING TRANSACTIONS AND REALLOCATING FOAPs (continued)

Displaying page 1 of 1 search results.

ACCOUNT SUMMARY

GRAND VALLEY STATE UNIVERSITY • KIP SMALLIGAN • 2015 JHZ, 1 CAMPUS DR • ALLENDALE, MI 49401

* Indicates required field

SEARCH CRITERIA Advanced Search >

Reporting Cycle: January 2020 Statement
01/01/2020 to 01/31/2020
Date Type: Posting Date

Date Range: From: 01/01/2020 To: 01/31/2020
Date Type: Posting Date

Data available starting 01/08/2017 Search

SEARCH RESULTS

Account Name	Account Number	Transaction Amount	Adjustment Amount	Total Transaction Amount
ATHLETICS DEPARTMENT	XXXX-XXXX-0164-8354	181.98	0.00	181.98

Search Total: 181.98



Page 1 of 1

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.

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REALLOCATING FOAPS

- You can click on the **Expand All** icon  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.

SEARCH CRITERIA [Advanced Search >](#)

Reporting Cycle: January 2020 Statement

Date Type: Posting Date

Date Range: From: * 01/01/2020  To: * 01/31/2020 





























Date Type: Posting Date

Data available starting 01/08/2017

SEARCH RESULTS

Search Total: 181.98

Page 1 of 1 Page

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
   	<input type="checkbox"/>	01/06/2020	01/03/2020	AMZN MKTP US TS7F72I33 AMZN.COM/BILL, WA -98109	39.91	  
   	<input type="checkbox"/>	01/06/2020	01/05/2020	AMZN MKTP US M18S01KG2 AMZN.COM/BILL, WA -98109	39.93	  
   	<input type="checkbox"/>	01/06/2020	01/05/2020	AMZN MKTP US UM4WR7NC3 AMZN.COM/BILL, WA -98109	3.14	  
   	<input type="checkbox"/>	01/07/2020	01/06/2020	BC.BASECAMP 3 4092834 3122815333, IL -60607	99.00	  















Page 1 of 1 Page

- 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.

SEARCH RESULTS

Search Total: 181.98








Page 1 of 1 Page

Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
   	<input type="checkbox"/>	01/06/2020	01/03/2020	AMZN MKTP US TS7F72I33 AMZN.COM/BILL, WA -98109	39.91	  
ACCOUNTING CODES INFORMATION						
Expense Description						
BANNER ID	FOP	Account Code				
KOWALCZS	376001-51100-993 - ICA Auxiliary Admin	7018 - Purchasing Card			<input type="button" value="Edit Accounting Codes"/>	
   	<input type="checkbox"/>	01/06/2020	01/05/2020	AMZN MKTP US M18S01KG2 AMZN.COM/BILL, WA -98109	39.93	  
ACCOUNTING CODES INFORMATION						
Expense Description						
BANNER ID	FOP	Account Code				
KOWALCZS	376001-51100-993 - ICA Auxiliary Admin	7018 - Purchasing Card			<input type="button" value="Edit Accounting Codes"/>	


REALLOCATING FOAPs (continued)

Search Total: 181.98

Page 1 of 1 Page Go




Detail	Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
   	<input type="checkbox"/>	01/06/2020	01/03/2020	AMZN MKTP US TS7F72I33 AMZN.COM/BILL, WA -98109	39.91	  
ACCOUNTING CODES INFORMATION						
Expense Description						Display accounting codes from Account Level
BANNER ID	FOP	Account Code				
KOWALCZS	376001-51100-993 - ICA Auxiliary Admin	7018 - Purchasing Card				
<input type="text" value="KOWALCZS"/>	<input type="text" value="376001-51100-993 - ICA Auxiliary Admi"/>	<input type="text" value="7018 - Purchasing Card"/>				

Copy to All on Page

- 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 click 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.
- 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 checked transactions to prevent further editing. If you need a transaction unlocked, uncheck the checkbox and click **Save**. Then click **Edit Accounting Code** button again to make FOAP changes.

IMPORTANT: Each month there is a deadline to complete reallocations in Smart Data. You have three business days (midnight of the third day) 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  button.

Home > Search Reporting Structure > Account Summary > Transaction Summary > Split Transaction

SPLIT TRANSACTION


✓ 2 splits have been added to the transaction.


ATHLETICS DEPARTMENT • XXXX-XXXX-0164-8354 (Active) • C/O KIP SMALLIGAN - 2015 JHZ 1 CAMPUS DR • ALLENDALE, MI 494010000



* Indicates required field

Financial Detail | Split Detail

FINANCIAL DETAIL INFORMATION

Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	01/06/2020	01/03/2020	AMZN MKTP US TS7F72I33 AMZN.COM/BILL, WA -98109	39.91	39.91	

Split(s): 

Split By: Amount  Split and Balance To: Total Transaction Amount 

Split Information

Select All	Description	Percent	Amount
<input type="checkbox"/>	Split - Office Supplies *	50.00	19.96 *
<input type="checkbox"/>	Split - Marketing Materials *	50.00	19.95 *



Split Information Totals

	Percent	Amount
Totals:	100.00	39.91

- 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

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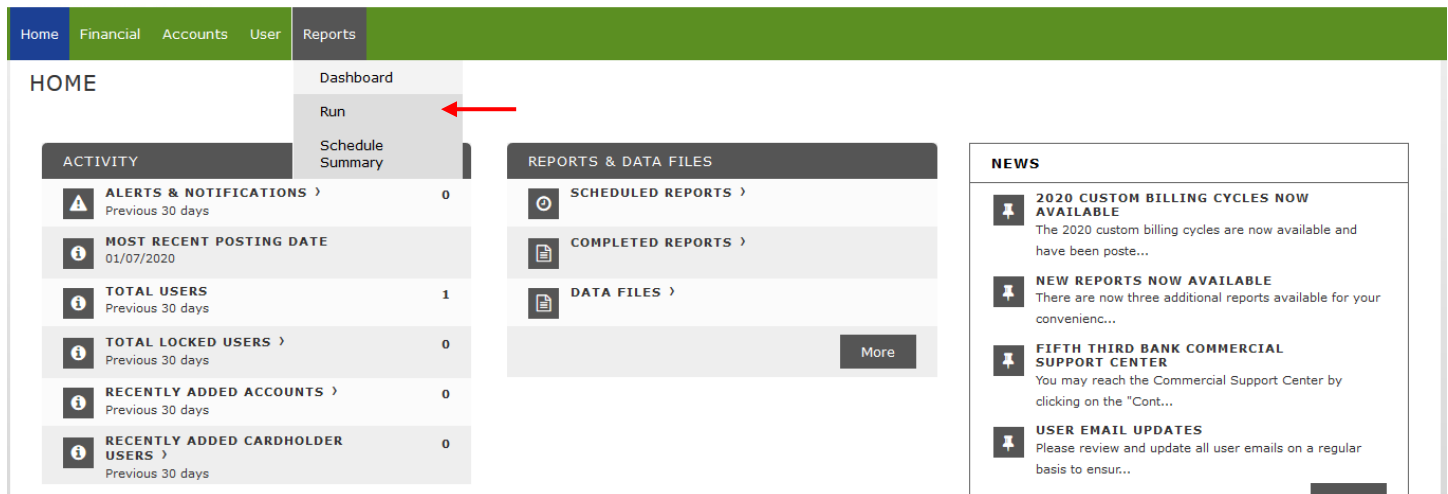
SPLITTING A TRANSACTION TO MULTIPLE FOAPs (continued)

- 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**.



The screenshot displays the top navigation bar with a green banner containing the following menu items: Home, Financial, Accounts, User, and Reports. The Reports dropdown menu is open, showing options: Dashboard, Run (highlighted with a red arrow), and Schedule Summary. Below the navigation bar, the main content area is divided into three sections: HOME, REPORTS & DATA FILES, and NEWS. The HOME section includes a table of activity metrics such as Alerts & Notifications, Most Recent Posting Date, Total Users, Total Locked Users, Recently Added Accounts, and Recently Added Cardholder Users. The REPORTS & DATA FILES section lists Scheduled Reports, Completed Reports, and Data Files. The NEWS section contains several announcements, including '2020 Custom Billing Cycles Now Available', 'New Reports Now Available', 'Fifth Third Bank Commercial Support Center', and 'User Email Updates'.

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Click on **Financial and Spending Reports** to expand the section. Select **Account Statement Report with Signature Lines**.

- 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 report to your **Favorites** so that it displays on under the banner on the right side of the screen.

Run Report

* Indicates required field

1. Reporting Entity: SURPLUS STORE

2. Report Name: Select report below

Search

My Exports	>
Alert and Exception Reports	>
Financial and Spending Reports	▼
☆ Account Statement	!
☆ Account Statement (v2)	!
★ Account Statement Report with Signature Lines	!
☆ Detail Spend Analysis by Account	!
☆ Spend Analysis by Transaction Category	!
Merchant and Supplier Reports	>
Travel Reports	>

FAVORITES

- ★ Account Statement Report with Signature Lines !

You do not need to edit any fields in the **Criteria** section

Click 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. Leave the default values at "0" for **Schedule Offset** and "1" for **Number of cycles to run**. Click **Submit Request**.

Run Report

* Indicates required field

1. Reporting Entity: SURPLUS STORE

2. Report Name: Account Statement Report with Signature Lines

3. Criteria: Select criteria below

4. Frequency: Reporting Cycle

Once

Daily

Weekly

Monthly

Quarterly

Reporting Cycle

Reporting Cycle: December 2019 Statement (12/02/2019 - 12/31/2019) Date Type: POSTING

Schedule Offset (in days): 0

Number of cycles to run: 1

5. Delivery Options and Notifications: System Inbox & SMALLIGK@GVSU.EDU

Submit Request Cancel

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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

Dashboard

COMPLETED SCHEDULED ↻

Name	Frequency	From Date	To Date	Next Run Date	Action
> Account Statement Report with Signature Lines ⓘ	Custom	12/02/2019	12/31/2019	Queued	📄

Delete

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 it will move to the **Completed** tab. You can click on the **Download** icon under **Action** on the right side of your screen to download the report. You might have to refresh the screen using the **Refresh** icon ↻ at the far right side of the screen for the report to show up on the **Completed** tab.

Dashboard

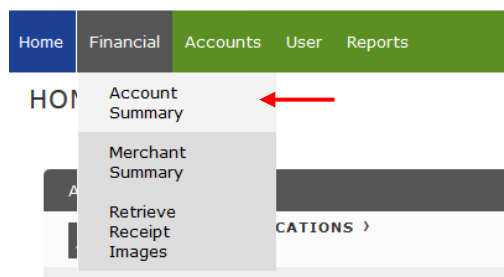
COMPLETED SCHEDULED ↻

Name	Size	File Format	Completed Date	Action
> Account Statement Report with Signature Lines ⓘ	147.76 KB	📄 .pdf	01/08/2020	📄 📄

Delete

VIEWING CARDS IN YOUR ACCOUNT GROUP

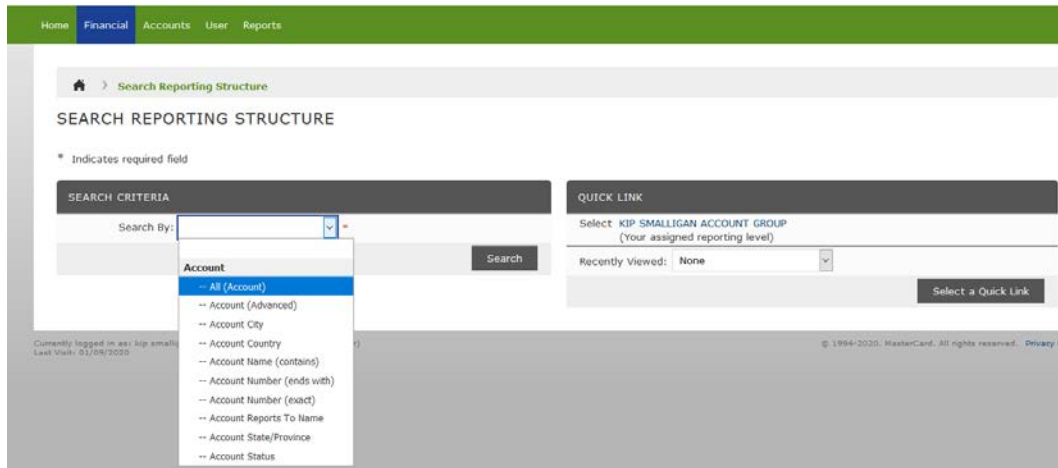
If you would like to view a list of cards in your Account Group, you can do so by first clicking the **Financial** tab at the top of your screen and selecting **Account Summary**



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VIEWING CARDS IN YOUR ACCOUNT GROUP (cont.)

In the **Search By** dropdown, select **All (Account)** and then click **Search**.



The screenshot shows the 'SEARCH REPORTING STRUCTURE' page. At the top, there is a navigation bar with 'Home', 'Financial', 'Accounts', 'User', and 'Reports'. Below this, the page title is 'SEARCH REPORTING STRUCTURE'. A note indicates that an asterisk (*) denotes a required field. The 'SEARCH CRITERIA' section features a 'Search By:' dropdown menu with a list of options: 'All (Account)', 'Account (Advanced)', 'Account City', 'Account Country', 'Account Name (contains)', 'Account Number (ends with)', 'Account Number (exact)', 'Account Reports To Name', 'Account State/Province', and 'Account Status'. The 'All (Account)' option is currently selected. To the right of the search criteria is a 'QUICK LINK' section with a dropdown menu for 'Select KIP SMALLIGAN ACCOUNT GROUP (your assigned reporting level)' and a 'Recently Viewed:' dropdown menu set to 'None'. A 'Search' button is located to the right of the search criteria dropdown. At the bottom of the page, there is a footer with the text 'Currently logged in as: kip.smallig@... Last Visit: 01/08/2020' and '© 1994-2020, MasterCard. All rights reserved. Privacy Policy'.

The results will show a list at the bottom of the screen with the cards that are included in your Account Group. You may notice some closed cards listed here – those are kept in your Account Group so that you are able to access any past transactions you may need. If you would like them removed, please contact a program administrator.

Go to the [GVSU Purchasing Card Program](#) website for additional information, forms, FAQs, and videos for Smart Data

Contact:

Purchasing Card Admin

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