

# SMART DATA USER GUIDE

## Cardholder

Updated 1/2020



American English



**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                     | Pg 3 |
| Reallocating FOAPs                       |      |
| Splitting Transactions to Multiple FOAPs | Pg 7 |
| Viewing & Printing Monthly Statements    | Pg 8 |

### Initial (First Time) Login

- Go to Smart Data – <http://sdg2.53.com>
- Click on the words **Cardholder Self-Registration**

### 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 **582147**

## SMART DATA CARDHOLDER USER GUIDE



### CARDHOLDER SELF-REGISTRATION

| USER INFORMATION         |   |
|--------------------------|---|
| * User ID                | <input type="text"/>  |
| * First Name             | <input type="text"/>  |
| * Last Name              | <input type="text"/>  |
| * E-mail Address         | <input type="text"/>  |
| * Confirm E-mail Address | <input type="text"/>  |
| * Password               | <input type="text"/><br><small>(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)</small> |
| * Confirm Password       | <input type="text"/>  |
| * Security Question      | <input type="text"/>                                 |
| * Security Answer        | <input type="text"/>  |

#### 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 to 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

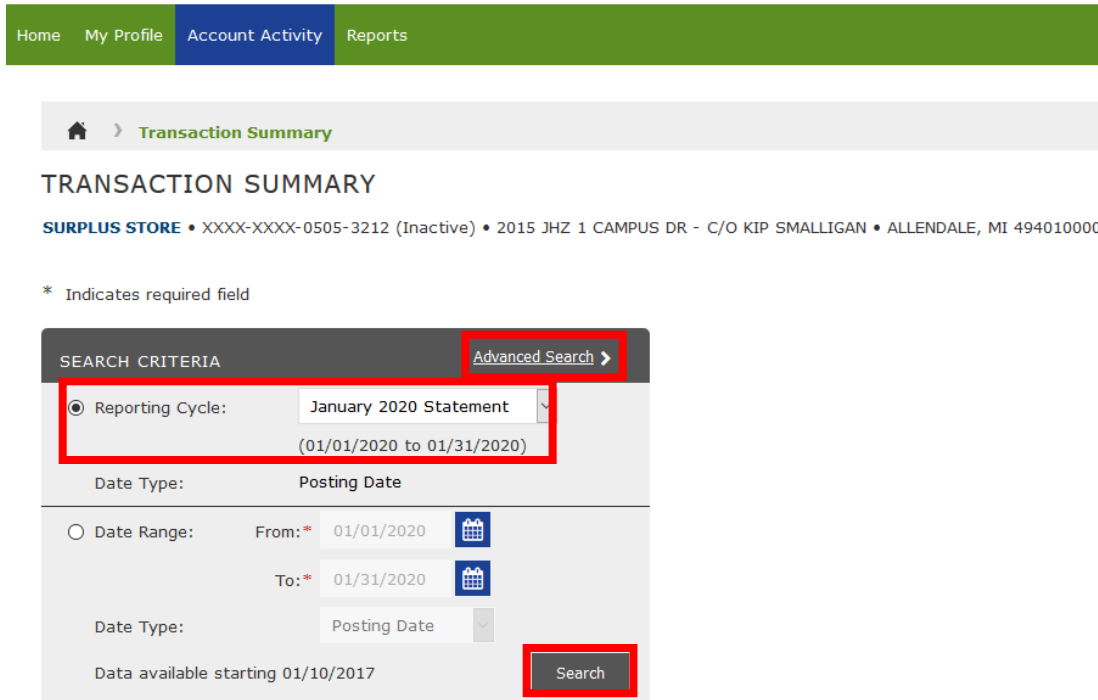
- Password field: Enter your new password (**case sensitive**)
- Must contain **at least eight characters, two of which must be numbers**
- Enter your email address and confirm
- From the drop down window, select a security question  
**Security answer must be at least 4 characters long and cannot contain spaces**
- Click Register Account button

**VIEWING TRANSACTIONS AND REALLOCATING FOAPS**



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

**VIEWING TRANSACTIONS AND REALLOCATING FOAPS (continued)**



**Transaction Summary Screen**



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** (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 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.

## SMART DATA CARDHOLDER USER GUIDE

### VIEWING TRANSACTIONS AND REALLOCATING FOAPs (continued)

- All transactions meeting your search criteria will be listed on the screen (shown below)
- You can click on the white **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 Detail icon for each transaction

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

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<br>AMZN.COM/BILL, WA -98109 | 39.91              |          |
|       | <input type="checkbox"/> | 01/06/2020   | 01/05/2020       | AMZN MKTP US M18S01KG2<br>AMZN.COM/BILL, WA -98109 | 39.93              |          |
|     | <input type="checkbox"/> | 01/06/2020   | 01/05/2020       | AMZN MKTP US UM4WR7NC3<br>AMZN.COM/BILL, WA -98109 | 3.14               |       |
|   | <input type="checkbox"/> | 01/07/2020   | 01/06/2020       | BC.BASECAMP 3 4092834<br>3122815333, IL -60607     | 99.00              |    |






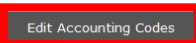





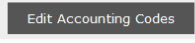
   Page 1 of 1 Page Go

- If you want to reallocate the transaction to a different FOP or Account Code, click on the **Edit Accounting Codes** button to open the 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 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<br>AMZN.COM/BILL, WA -98109 | 39.91              |    |
| <b>ACCOUNTING CODES INFORMATION</b><br>Expense Description  |  |                        |                  |  |                    |   |
| BANNER ID   | FOP                                    | Account Code           |                  |  |                    |   |
| KOWALCZS  | 376001-51100-993 - ICA Auxiliary Admin | 7018 - Purchasing Card |                  |  |                    |   |
|    |  |                        |                  |  |                    |   |
|   | <input type="checkbox"/>               | 01/06/2020             | 01/05/2020       | AMZN MKTP US M18S01KG2<br>AMZN.COM/BILL, WA -98109 | 39.93              |    |
| <b>ACCOUNTING CODES INFORMATION</b><br>Expense Description  |  |                        |                  |  |                    |   |
| BANNER ID   | FOP                                    | Account Code           |                  |  |                    |   |
| KOWALCZS  | 376001-51100-993 - ICA Auxiliary Admin | 7018 - Purchasing Card |                  |  |                    |   |
|    |  |                        |                  |  |                    |   |

## SMART DATA CARDHOLDER USER GUIDE

### VIEWING TRANSACTIONS AND 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<br>AMZN.COM/BILL, WA -98109 | 39.91              |    |

ACCOUNTING CODES INFORMATION Display accounting codes from Account Level




Expense Description

| 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"/> |

- Select desired FOP and Account Code from the drop down menus.
- If you want to assign all the transactions on the 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.
- 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 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 Split Transaction 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  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:  Split and Balance To:

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 * |

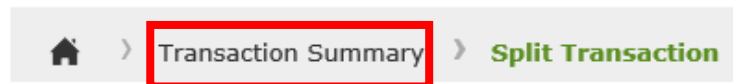
Split Information Totals

|         | Percent | Amount |
|---------|---------|--------|
| Totals: | 100.00  | 39.91  |

- Optional: 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

## SMART DATA CARDHOLDER USER GUIDE

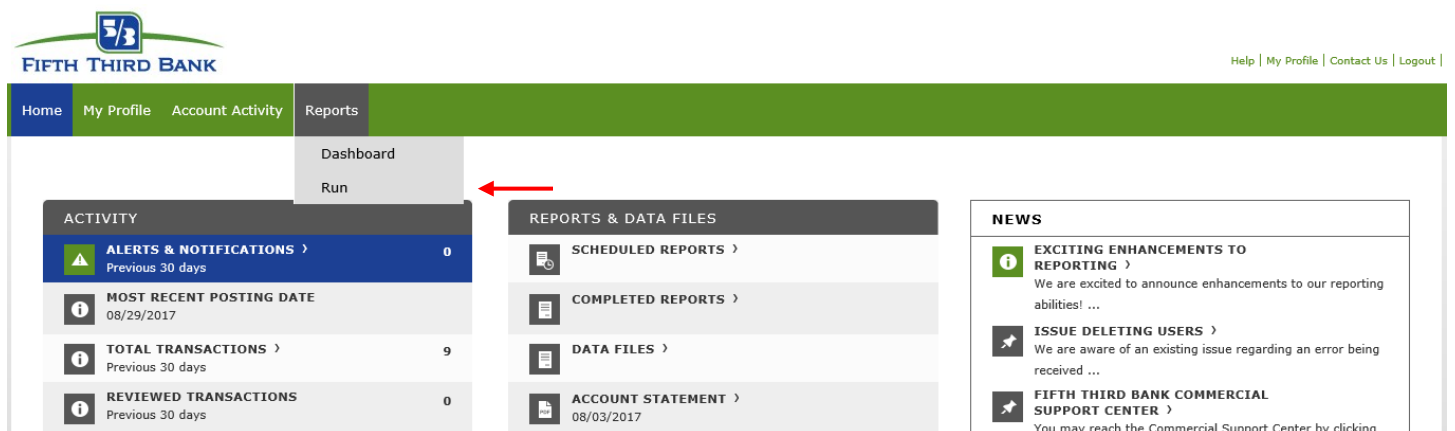
- If splitting by percent, enter the percentage for each split in the **Percent** fields; Smart Data will calculate the correct dollar amounts for percentages.
- Click the **Save** icon. Next you will enter the FOAPs and Account Codes.
- Click on the **Accounting Detail** icon  under the **Description** 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.
- **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 confirm the split has been removed.



### VIEWING & PRINTING MONTHLY STATEMENTS 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 **Reports & Data Files** section. The steps below show you how to manually run your statement if you want to run it for a custom date range, or if you want to run past statements on demand.

- Click on the **Reports** drop down menu in the green banner at the top of the screen
- Select **Run**



The screenshot shows the Fifth Third Bank website interface. At the top left is the Fifth Third Bank logo. At the top right are links for 'Help | My Profile | Contact Us | Logout'. Below this is a green navigation banner with 'Home', 'My Profile', 'Account Activity', and 'Reports'. The 'Reports' dropdown menu is open, showing 'Dashboard' and 'Run' (indicated by a red arrow). Below the banner are three main sections: 'ACTIVITY' with 'ALERTS & NOTIFICATIONS' (0), 'MOST RECENT POSTING DATE' (08/29/2017), 'TOTAL TRANSACTIONS' (9), and 'REVIEWED TRANSACTIONS' (0); 'REPORTS & DATA FILES' with 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'DATA FILES', and 'ACCOUNT STATEMENT' (08/03/2017); and 'NEWS' with three items: 'EXCITING ENHANCEMENTS TO REPORTING', 'ISSUE DELETING USERS', and 'FIFTH THIRD BANK COMMERCIAL SUPPORT CENTER'.



## SMART DATA CARDHOLDER USER GUIDE

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                             | i |
| ☆ Account Statement (v2)                        | i |
| ★ Account Statement Report with Signature Lines | i |
| ☆ Detail Spend Analysis by Account              | i |
| ☆ Spend Analysis by Transaction Category        | i |
| Merchant and Supplier Reports                   | > |
| Travel Reports                                  | > |

FAVORITES

- ★ Account Statement Report with Signature Lines i

- 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

## SMART DATA CARDHOLDER USER GUIDE

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** 

| <input type="checkbox"/> | Name  | Frequency | From Date  | To Date    | Next Run Date ↕ | Action  |
|--------------------------|---|-----------|------------|------------|-----------------|---|
| <input type="checkbox"/> | > 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** 

| <input type="checkbox"/> | Name  | Size      | File Format  | Completed Date ↕ | Action  |
|--------------------------|---|-----------|--|------------------|---|
| <input type="checkbox"/> | > Account Statement Report with Signature Lines ⓘ | 147.76 KB |  .pdf | 01/08/2020       |   |

Delete

**Note:** Statements and other reports will automatically delete after 30 days.

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

### Contact:

**Purchasing Card Admin**

[pcardadmin@gvsu.edu](mailto:pcardadmin@gvsu.edu)

616-331-2280

**Aaron Caccamo**

[caccamo@gvsu.edu](mailto:caccamo@gvsu.edu)

616-331-3436

**Kip Smalligan**

[smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)

616-331-3211

**Heather White**

[whitheat@gvsu.edu](mailto:whitheat@gvsu.edu)

616-331-3058