Smart Data Generation2 (SDG2) Expense Reporting Management - Cardholder Quick Reference Guide

Access:
Access Smart Data using the following path:
https://sdg2.53.com
- From the login page, enter your User ID and Password then click Sign In.
- Utilize the Forgot Password link if you have forgotten your password and wish to have a temporary password emailed to you.

Navigating your Home page:
1. Activity:
   a. Alerts & Notifications: Select the link to view notifications from the previous 30 days. This section also displays your three most recent transactions.

2. Reports & Data Files:
   a. Scheduled Reports: Select the link to view a list of your scheduled reports.
   b. Completed Reports: Two most recently completed reports will be displayed. Clicking Completed Reports, or the "More" button will navigate you to a collection of all reports completed for you in the previous 30 days.

3. News and Links: Check the News and Links boxes for up-to-date news from your program administrators, Fifth Third Bank, and interactive training videos.

4. Resource Center: The resource center contains user guides, and documents uploaded by your company administrator. Utilize the "down arrow" or "More" button to see a full list of the available resources.

5. Review Required: Displays quick links to open Expense Reports "In progress" and "rejected." The "More" button will take you to the Expense Report List. Click the "Create Expense Report" button to start a new expense report.

6. Snapshots: Providing a high level overview of your account spending and expense report history.

Contents
Access and Navigating the Home page p. 1
Creating an Expense Report p. 2
Allocating Transaction Data p. 3
Mileage and Cash Transactions p. 4-5
Review and Submit Expense Report p. 6

Additional Information
- For any other questions, please contact 866-475-0729.
- Email: CommercialSupport@53.com
Creating an Expense Report:

1. On your SDG2 Home page find the Review Required section, then click the Create Expense Report button.  
   **Note:** The page will refresh and open a new expense report.

2. Please read the special instructions provided by your company administrator, on every page of the expense report.

3. Enter the title of your expense report in the "Expense Report Description" text box. Check with your program administrator about how your reports should be named if it is not specified in the special instructions.

4. If required by your company, select the reporting cycle. The automated system will check all un-expensed transactions within the selected reporting cycle date range. You may manually uncheck transactions if they should not be included in this expense report.  
   **Note:** Transactions added to an expense report will no longer be available on this screen for future reports, even if that expense report has not been submitted.

5. Select Next at the bottom of the page.  
   **Note:** You may also select Save to finish the report at a later date. The saved report will be housed on the Home page in the Review Required section with an "In progress" status.

### CREATE EXPENSE REPORT: SELECT TRANSACTIONS

![Expense Report Screen with Selected Transactions]

**Instructions on creating expense reports:**

1. Select the expense report as follows: Last Name, First Name, reporting cycle, or 3rd party vendors.
2. Date should be the Saturday, week of the 14th.

**EXPENSE REPORT DESCRIPTION**

- **Expense Report Description:** Name the expense report here

**DATE RANGE**

- **Date Type:** Posting Date
- **Choose Reporting Cycle:** September 2014

If a reporting cycle is selected, transactions will automatically be selected for the date range. If the reporting cycle is changed, the transactions in the previous cycle will be unselected and transactions for the new date range will be selected. Transactions outside of the reporting cycle can be selected manually.

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2014</td>
<td>09/23/2014</td>
<td>AMERICAN SEALS INC</td>
<td>350.00</td>
</tr>
<tr>
<td>09/26/2014</td>
<td>09/28/2014</td>
<td>VILLA PIZZA - CLEVELAND</td>
<td>9.79</td>
</tr>
<tr>
<td>09/28/2014</td>
<td>09/29/2014</td>
<td>FRONTIER 4222607362101</td>
<td>20.00</td>
</tr>
<tr>
<td>09/29/2014</td>
<td>09/29/2014</td>
<td>METRO TAXI</td>
<td>67.00</td>
</tr>
<tr>
<td>10/01/2014</td>
<td>10/01/2014</td>
<td>SUBWAY 001500001</td>
<td>7.97</td>
</tr>
<tr>
<td>10/02/2014</td>
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<td>PANDA-CONCORD A Q75</td>
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<tr>
<td>10/04/2014</td>
<td>10/04/2014</td>
<td>FRONTIER 42226074226176</td>
<td>25.00</td>
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<tr>
<td>10/04/2014</td>
<td>10/04/2014</td>
<td>RPMANITY SUITES B/T DEN</td>
<td>490.36</td>
</tr>
<tr>
<td>10/04/2014</td>
<td>10/04/2014</td>
<td>DONUTS RESTAURANT</td>
<td>29.94</td>
</tr>
<tr>
<td>10/04/2014</td>
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<td>OFFICE MAX</td>
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</tr>
<tr>
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<td>SUBWAY 001340210</td>
<td>34.31</td>
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<tr>
<td>10/06/2014</td>
<td>10/04/2014</td>
<td>WM SUPERCENTER #2073</td>
<td>35.20</td>
</tr>
</tbody>
</table>
分配交易数据：

- **注释**：请阅读特别说明，由公司管理员在屏幕顶部提供。
- 1. 选择**Expand All**快捷方式以开始成本分配。
- 2. 选择**Receipt Status**从下拉菜单中选择。
- 3. 使用**Add Receipt**按钮上传每笔交易的收据。一旦上传收据，图标将更新并可查看附件。
- 4. **Enter comments**关于购买的目的，填入**Expense Description**字段，最多可容纳255个字符。
- 5. 选择**Edit Accounting Codes**按钮，位于每笔交易的右下角，激活下拉框。
- 6. 使用下拉框分配各笔交易。
   - **注释**：如果您的分配代码相同或相似，则可以复制第一笔交易以复制分配数据。
- 7. 选择**Next**在页面底部。
   - **注释**：完成报告后，选择**Save**，稍后保存。保存的报告将显示在主页的**Review Required**部分。
Adding a Mileage Transaction:

**Note:** Please read the special instructions, provided by your company administrator at the top of this screen.

1. To add a mileage transaction, click the **Add** icon.

2. Select a **Transaction Date**, the **Distance** traveled, and a **Description** for this transaction.
   **Note:** Depending on your administrator's preference, you may be asked to enter a number of miles or "From" and "To" odometer readings.

3. Click the **Accounting Code Detail** icon to activate the dropdown and text boxes for allocation.

4. Utilize the dropdown fields and/or text boxes to allocate each of your transactions.
   **Note:** If your allocation codes are the same or similar for all your transactions, you may allocate your first transaction then utilize the **Copy to All on Page** shortcut to duplicate the allocation data.

5. Select **Next** at the bottom of the page.
   **Note:** You may also select **Save** to finish the report at a later date. The saved report will be housed on the Home page in the **Review Required** section.
Adding a Cash Transaction:

**Note:** Please read the special instructions, provided by your company administrator at the top of this screen.

1. To add a cash transaction, click the Add icon ➕.

2. Select a Transaction Date and enter a Description for this transaction.

3. Utilize the Add Receipt button to upload a receipt for each transaction. Once a receipt is uploaded the icon will update and can be used to View the attached receipt.
   **Note:** Depending on your administrator's preference, you may or may not be expected to attach a receipt to this type of transaction.

4. Click the Accounting Code Detail icon ➔ to activate the dropdown and text boxes for allocation.

5. Utilize the dropdown fields and/or text boxes to allocate each of your transactions.

   **Note:** If your allocation codes are the same or similar for all your transactions, you may allocate your first transaction then utilize the Copy to All on Page shortcut to duplicate the allocation data.

6. Select Next at the bottom of the page.

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Review and Submit Expense Report:

**Note:** Please read the special instructions, provided by your company administrator at the top of this screen.

1. **Review** the summary page for accuracy, and read any **Out of Policy** messages. An out of policy transaction will be flagged with a yellow dot throughout the expense report.

**Note:** If you find it necessary to make edits, utilize the **Progress Pane** at the top of the page, or **Back** button at the bottom of the page to navigate back through the expense report.

2. **Utilize** the **Add Receipt or Add Mobile Receipt** (if applicable) button to add receipts at the report level.

**Note:** The upload receipt buttons will not appear here at the report level if receipts are only allowed to be uploaded at the individual transaction level.

**Note:** Selecting the **Schedule** button will run a .pdf copy of the expense report and all of the receipt images attached to it. The report will be delivered to your Completed Reports queue.

**Note:** If you do not see a **Schedule** button that means your program is setup to automatically deliver a copy of the report and receipts to your Completed Report queue.

3. **Select Submit.** Your Expense Report has been electronically delivered to the appropriate reviewer for approval. Based on your company settings, you may receive emails as your expense report moves through the approval process.
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