Smart Data Generation2 (SDG2)
Expense Reporting Mangement - 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.

Additional Information

- For any other questions, please contact 866-475-0729.
- Email: CommercialSupport@53.com

Contents

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

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. **If required by your company, 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.

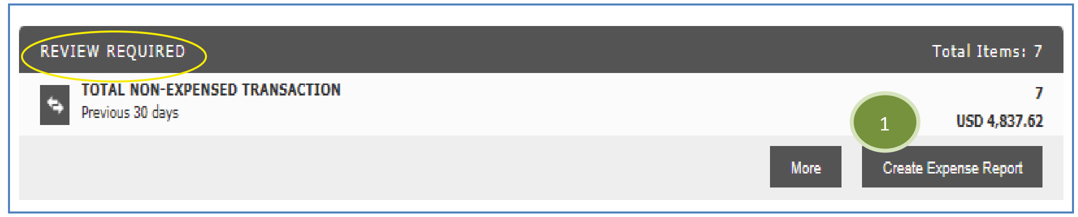
4. **Select** the **reporting cycle.** The automated system will check all un-expensed transactions within the selected reporting cycle date range. You may manually uncheck transactions if they should not be included in this expense report.

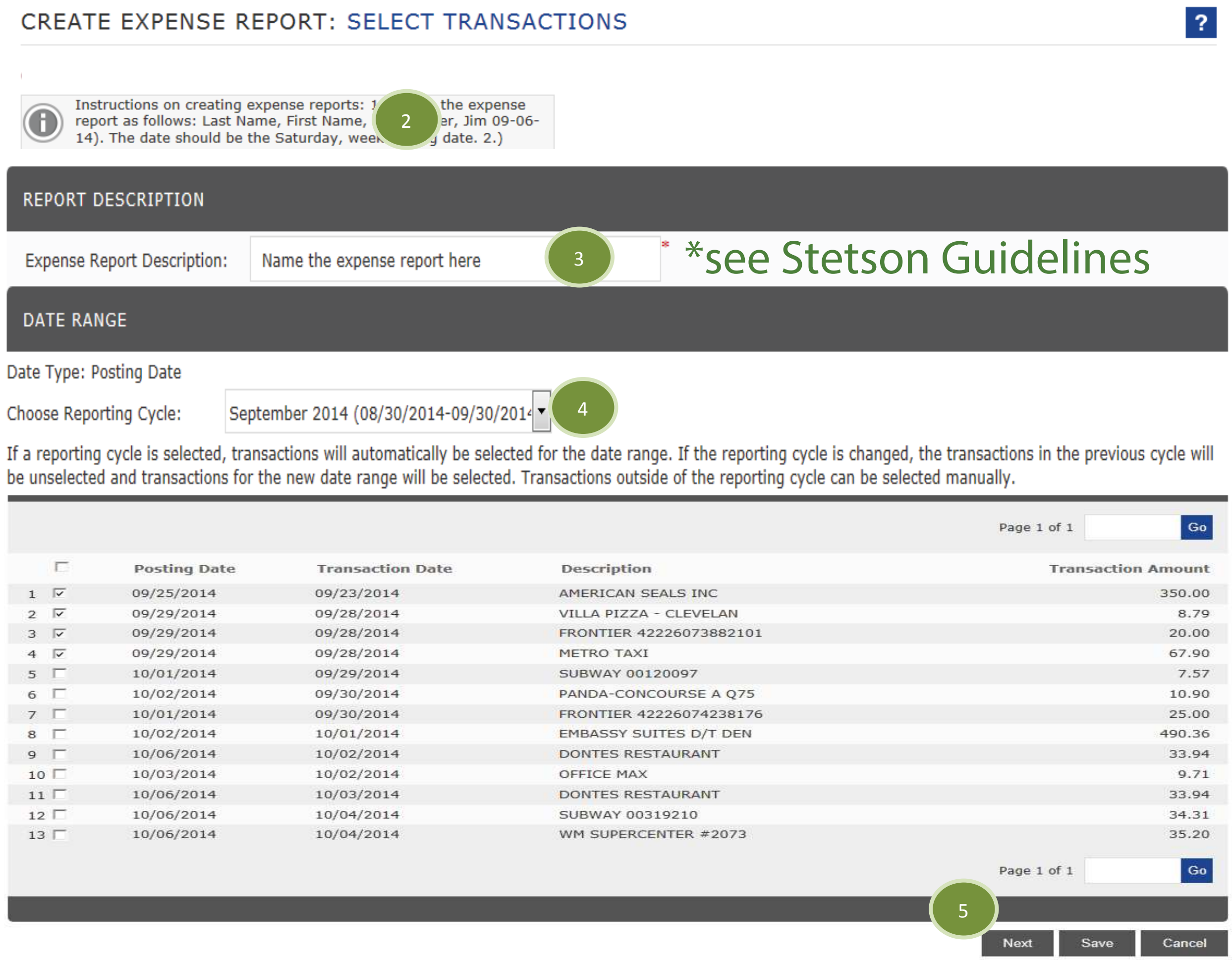
   Note: Transactions added to an expense report will no longer be available on this screen for future reports, even if that expense report has not been submitted.

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.

Stetson Guidelines: expense report description is your username and the date your expense report is submitted for approval formatted MMDDYY. Example: nellis061915




CREATE EXPENSE REPORT: SELECT TRANSACTIONS

Instructions on creating expense reports: 1 ... the expense report as follows: Last Name, First Name, ...er, Jim 09-06-14). The date should be the Saturday, week... date. 2.)

REPORT DESCRIPTION

Expense Report Description: Name the expense report here *

*see Stetson Guidelines

DATE RANGE

Date Type: Posting Date

Choose Reporting Cycle: September 2014 (08/30/2014-09/30/2014)

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.

Page 1 of 1 Go

		Posting Date	Transaction Date	Description	Transaction Amount
1	☑	09/25/2014	09/23/2014	AMERICAN SEALS INC	350.00
2	☑	09/29/2014	09/28/2014	VILLA PIZZA - CLEVELAN	8.79
3	☑	09/29/2014	09/28/2014	FRONTIER 42226073882101	20.00
4	☑	09/29/2014	09/28/2014	METRO TAXI	67.90
5	☐	10/01/2014	09/29/2014	SUBWAY 00120097	7.57
6	☐	10/02/2014	09/30/2014	PANDA-CONCOURSE A Q75	10.90
7	☐	10/01/2014	09/30/2014	FRONTIER 42226074238176	25.00
8	☐	10/02/2014	10/01/2014	EMBASSY SUITES D/T DEN	490.36
9	☐	10/06/2014	10/02/2014	DONTES RESTAURANT	33.94
10	☐	10/03/2014	10/02/2014	OFFICE MAX	9.71
11	☐	10/06/2014	10/03/2014	DONTES RESTAURANT	33.94
12	☐	10/06/2014	10/04/2014	SUBWAY 00319210	34.31
13	☐	10/06/2014	10/04/2014	WM SUPERCENTER #2073	35.20

Page 1 of 1 Go

Next Save Cancel

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

Utilize the individual detail icons for a more indepth review of transactions and receipt upload.

= Transactions details =Split Transaction

=Accounting Code Detail =Provides line item receipt detail

= Add/View Receipt = Send an email

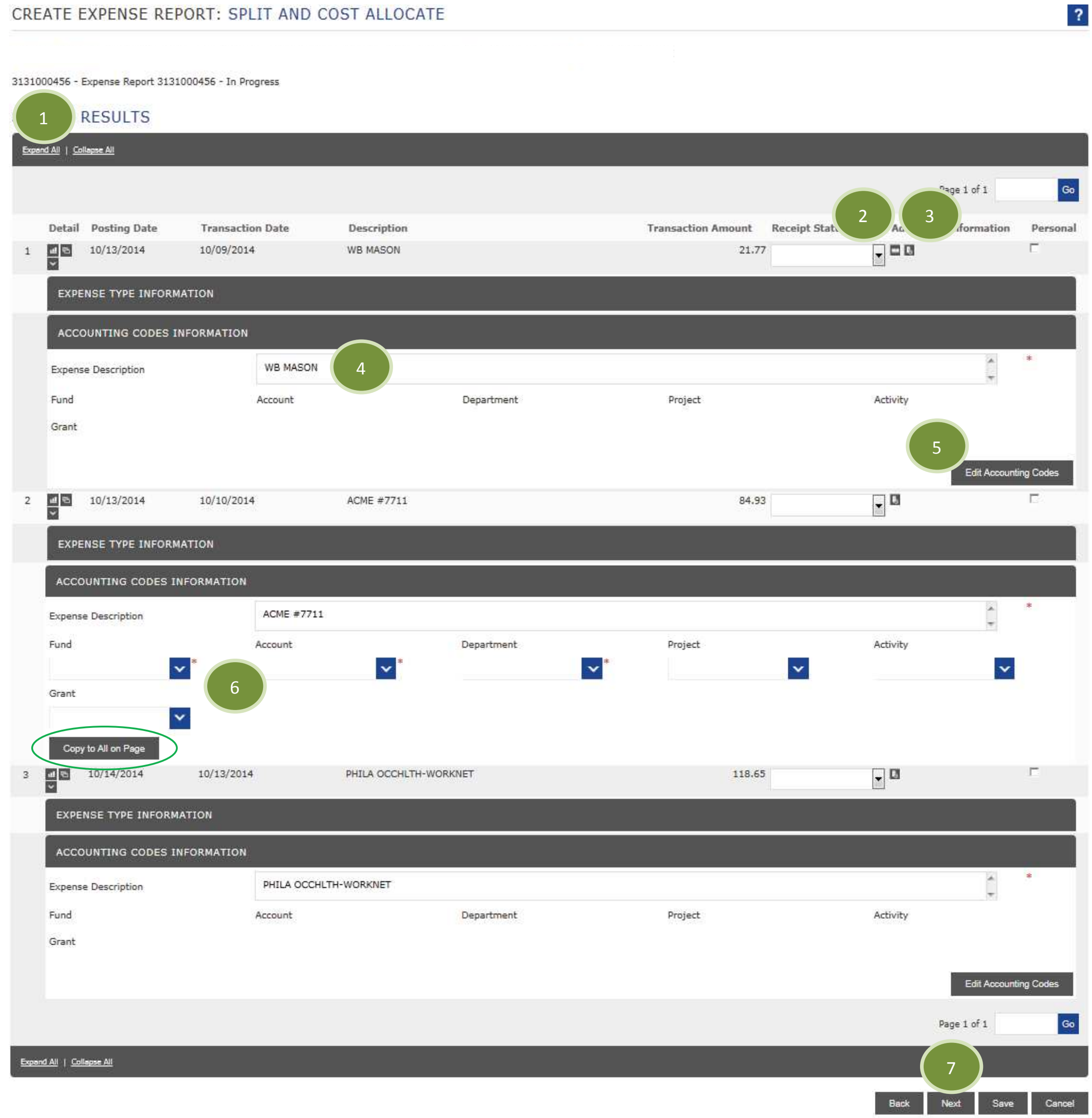
Allocating Transaction Data:

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

1. Select the **Expand All** shortcut to begin the cost allocation for each selected transaction.
2. Select a **Receipt Status** from the appropriate drop-down menu.
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.
4. **Enter comments** regarding the purpose of the purchase in the Expense Description field, which can hold up to 255 characters.
5. Select the **Edit Accounting Codes** button, located on the bottom right corner of each transaction to activate the dropdown and text boxes for allocation.
6. 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.
7. 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.



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

FIFTH THIRD BANK

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.

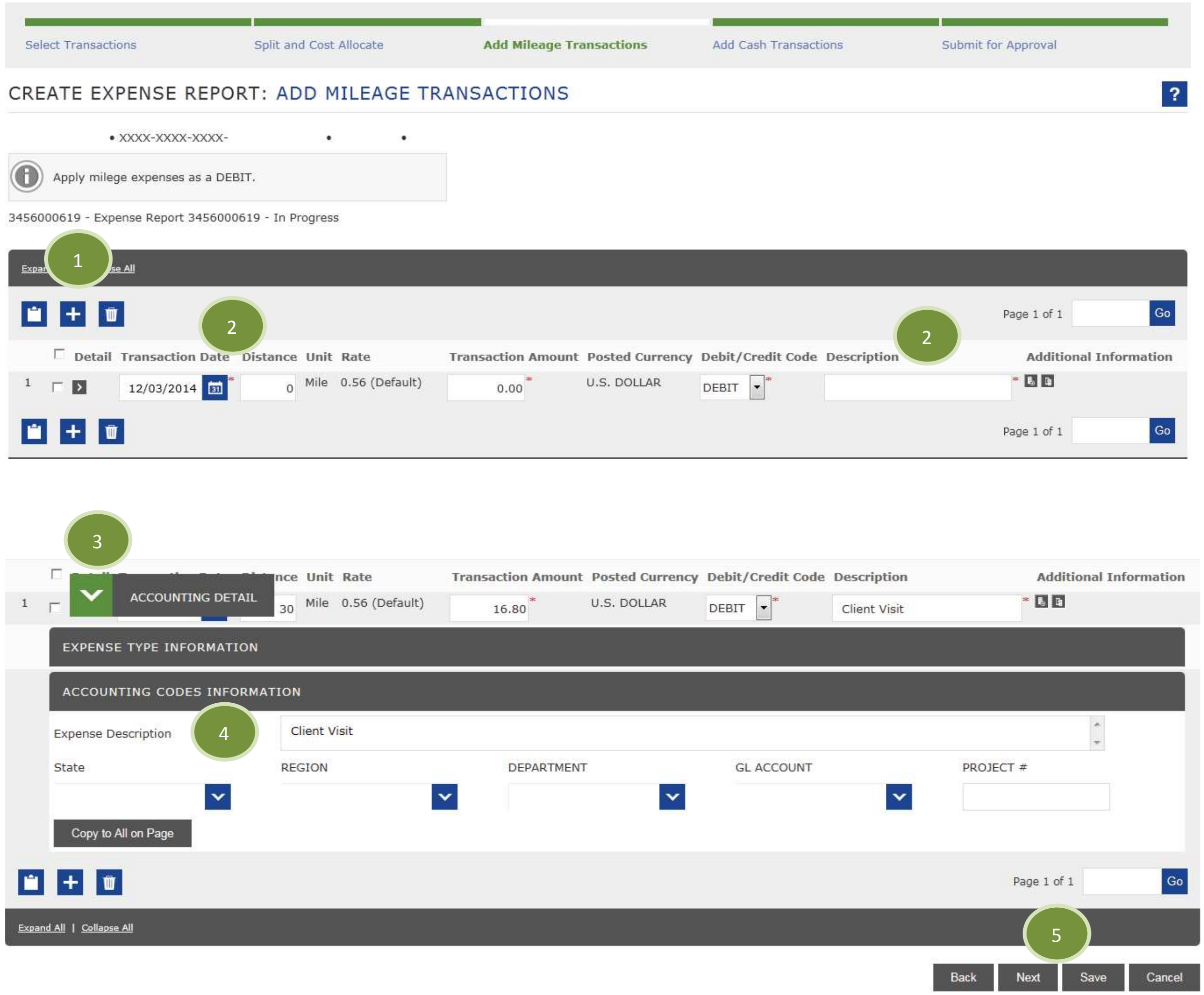
3. Click the **Accounting Code Detail** icon ▶ to activate the dropdown and text boxes for allocation.

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.

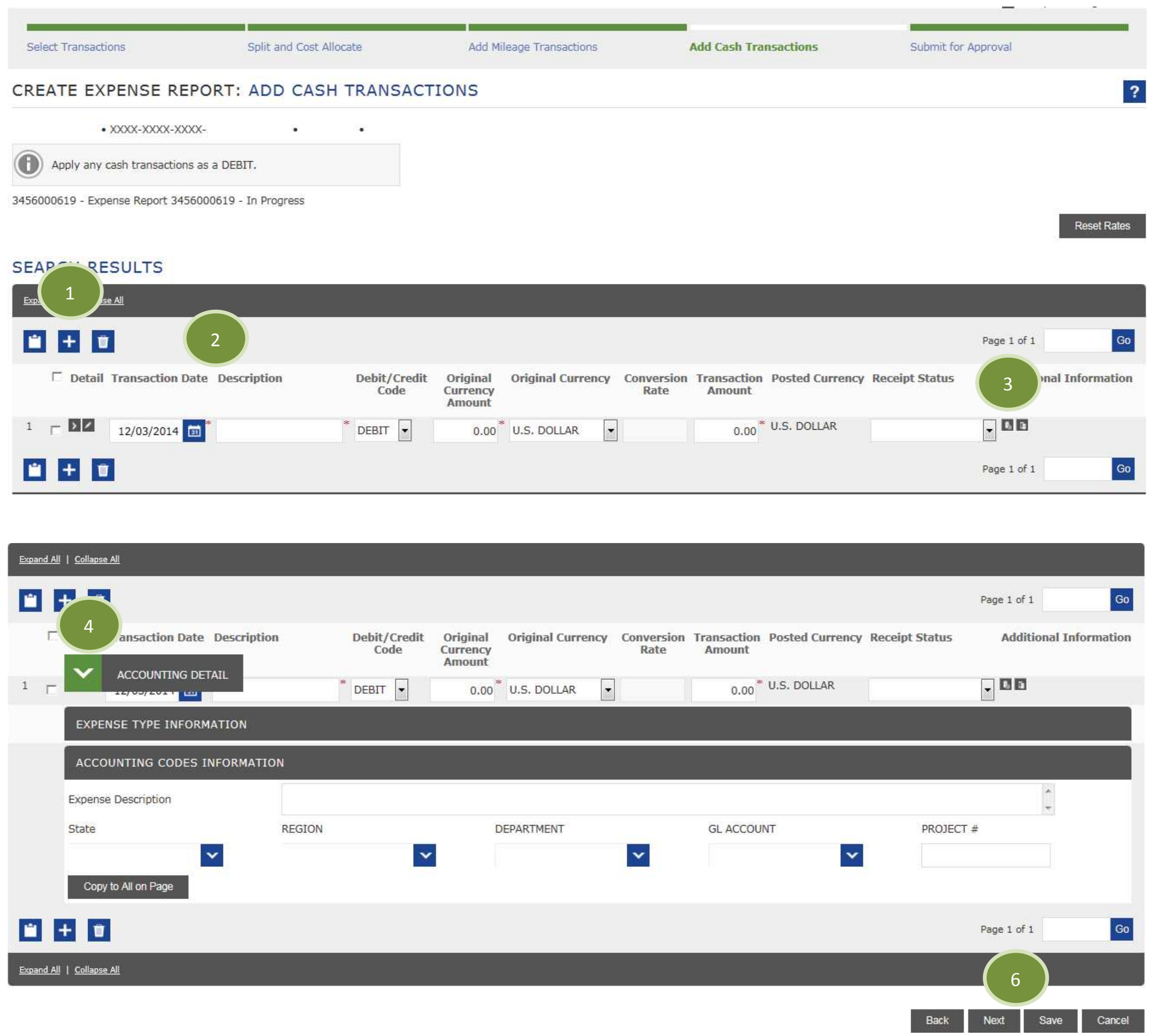
4. Click the **Accounting Code Detail** icon to activate the dropdown and text boxes for allocation.

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.

   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.



FIFTH THIRD BANK

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.

   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.

2. **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.