

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:

- 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:

- Scheduled Reports:** Select the link to view a list of your scheduled reports.
- 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.

- 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.

- 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.

- 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.

- 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

Smart Data Generation2 (SDG2) Expense Reporting Management - 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, (e.g., Jim 09-06-14). The date should be the Saturday, week (e.g., 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.

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

Page 1 of 1 Go

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.

CREATE EXPENSE REPORT: SPLIT AND COST ALLOCATE

3131000456 - Expense Report 3131000456 - In Progress

1 RESULTS

Expand All | Collapse All

Page 1 of 1 Go

Detail	Posting Date	Transaction Date	Description	Transaction Amount	Receipt Status	Accounting Information	Personal
1	10/13/2014	10/09/2014	WB MASON	21.77			
EXPENSE TYPE INFORMATION							
ACCOUNTING CODES INFORMATION							
Expense Description: WB MASON							
Fund	Account	Department	Project	Activity			
Grant	Edit Accounting Codes						
2	10/13/2014	10/10/2014	ACME #7711	84.93			
EXPENSE TYPE INFORMATION							
ACCOUNTING CODES INFORMATION							
Expense Description: ACME #7711							
Fund	Account	Department	Project	Activity			
Grant	Edit Accounting Codes						
Copy to All on Page							
3	10/14/2014	10/13/2014	PHILA OCCHLTH-WORKNET	118.65			
EXPENSE TYPE INFORMATION							
ACCOUNTING CODES INFORMATION							
Expense Description: PHILA OCCHLTH-WORKNET							
Fund	Account	Department	Project	Activity			
Grant	Edit Accounting Codes						
Page 1 of 1 Go							
Expand All Collapse All							
7							
Back Next Save Cancel							

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



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.

The screenshot shows the 'CREATE EXPENSE REPORT: ADD CASH TRANSACTIONS' page. At the top, there are navigation tabs: 'Select Transactions', 'Split and Cost Allocate', 'Add Mileage Transactions', 'Add Cash Transactions' (highlighted), and 'Submit for Approval'. Below the tabs, the page title is 'CREATE EXPENSE REPORT: ADD CASH TRANSACTIONS'. A message box says 'Apply any cash transactions as a DEBIT.' Below that, it says '3456000619 - Expense Report 3456000619 - In Progress' and a 'Reset Rates' button.

The main section is 'SEARCH RESULTS'. It has a table with columns: 'Transaction Date', 'Description', 'Debit/Credit Code', 'Original Currency Amount', 'Original Currency', 'Conversion Rate', 'Transaction Amount', 'Posted Currency', 'Receipt Status', and 'Additional Information'. A row is shown with '12/03/2014', 'DEBIT', '0.00', 'U.S. DOLLAR', and '0.00'. Callout 1 points to the 'Add' icon (+) in the top left of the table. Callout 2 points to the 'Add' icon (+) in the top right of the table. Callout 3 points to the 'Additional Information' column header.

Below the table, there are sections for 'EXPENSE TYPE INFORMATION' and 'ACCOUNTING CODES INFORMATION'. The 'ACCOUNTING CODES INFORMATION' section has dropdowns for 'State', 'REGION', 'DEPARTMENT', 'GL ACCOUNT', and 'PROJECT #'. Callout 4 points to the 'ACCOUNTING DETAIL' icon (arrow) in the top left of the table. Below these dropdowns is a 'Copy to All on Page' button. Callout 5 points to the 'Copy to All on Page' button. Callout 6 points to the 'Next' button at the bottom right of the page.

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



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.

[Show/Hide Progress Panel](#)

Select Transactions
Split and Cost Allocate
Add Mileage Transactions
Add Cash Transactions
Submit for Approval

CREATE EXPENSE REPORT: SUBMIT FOR APPROVAL ?

LILY HARRIS • XXXX-XXXX-XXXX-1604 (Inactive) • 1 MAIN ST • SOLON , OH 44139-3549

i Once an expense report is submitted you will not be able to edit unless your approver rejects.

3456000677 - Expense Report 3456000677 - In Progress

Report Summary	Amount
Card Transaction Expenses:	56.00
Personal Transaction Expenses:	0.00
Mileage Transaction Expenses:	0.00
Cash Transaction Expenses:	0.00
Expense Total:	56.00
Amount Due to Employee:	0.00
Amount Due on Card:	56.00

CARD TRANSACTIONS

Posting Date	Transaction Date	Description	Transaction Amount
01/30/2015	01/28/2015	APCOA CLEVELAND HOPKIN	23.00
01/31/2015	01/30/2015	TPT* AP270601N1W29F2Z	33.00
Subtotal			56.00

Schedule
Submit

Back