

BRAZOSPORT COLLEGE Procurement Card Program

*Smart Data On-Line Quick Reference Guide for
Cardholders*



PROCUREMENT CARD ADMINISTRATOR: **GINGER WOOSTER**

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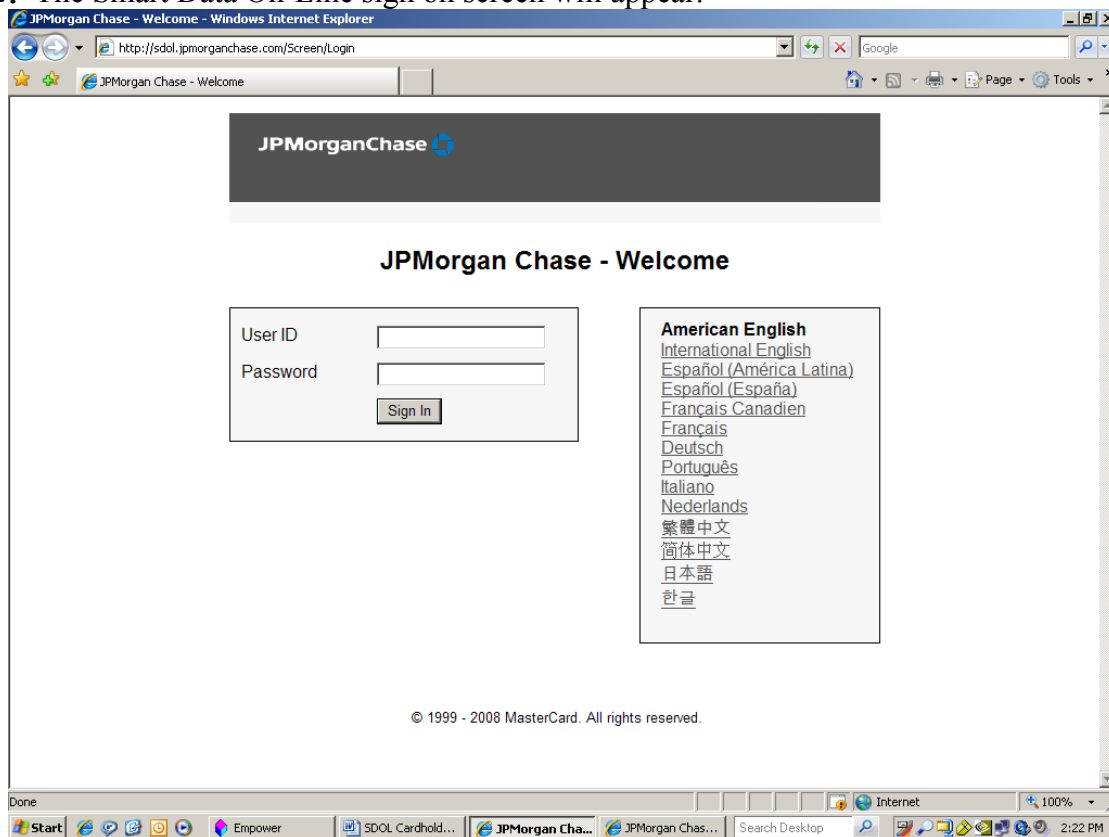
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LOGGING ON

1. Via the Internet type the following URL in the address bar:
sdol.mastercard.com/jpmorganchase.com
2. The Smart Data On-Line sign on screen will appear.



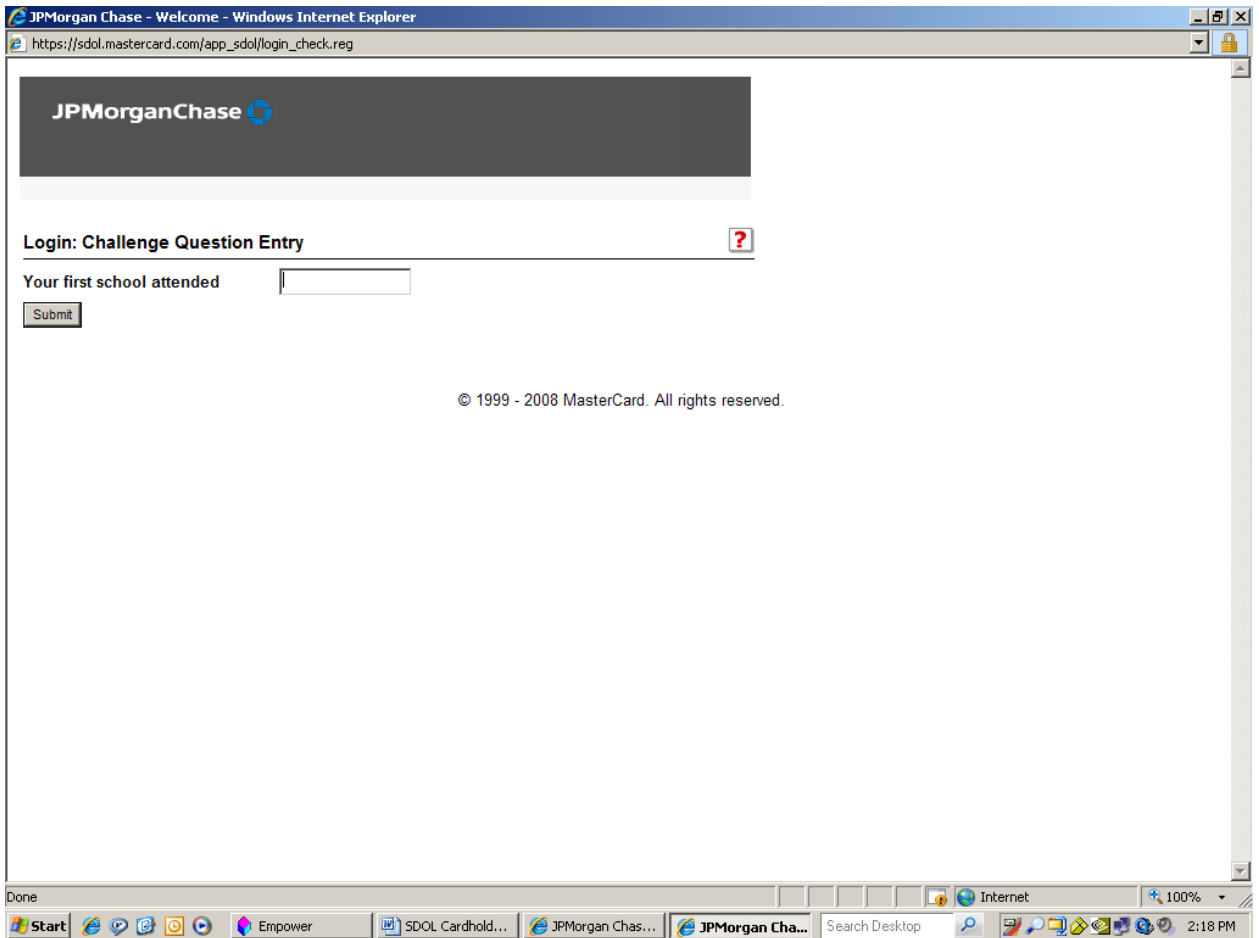
Your temporary **User ID** is your 16-digit card number.

Your temporary password is **case sensitive** and was assigned by your program administrator. Your temporary password is temp1234.

At first login, the system will prompt you to choose a permanent password to continue.
Hint: your password must be at least 8 characters of which at least 2 must be numbers.
You will need to change your User ID at this time. Your new User ID is your first initial and your last name. All are lower case. Please note your UserID and password below:

UserID _____

Password _____



You will also be prompted to answer 3 questions as an added security feature. Write the three answers on the space provided below. Each time you log in to JPMorganChase you will be prompted to answer one of these three questions.

Favorite pet _____

First school attended _____

Favorite sports team _____

Note: Please contact Jessica Buehler (X3392) if you cannot log in after 3 attempts. Under no circumstance should you select "Forgot Password." The account is assigned to Brazosport College not an individual.

3. After successfully logging in, the system will take you to the home page/inbox.

JPMorganChase LOG OUT

Hierarchy **Financial** **Reports** **Company** **User**

J0200 BRAZOSPORT COLLEGE **Welcome Back - Jessica Buehler**
VIRGINIA WOOSTER **Last Visit: 05/28/2008 20:18:26 GMT**

Summary Information

Total Users	152
Total Locked Users	0
Total Active Cardholders	92
Most Recent Posting Date	06/02/2008
Summary for previous 30 days	
User Logins	151
Cardholders with Activity	74
Recently added Cardholders	5
Recently added Merchant Category Codes	2
Transactions and Adjustments	328
- Reviewed by Cardholder	27
- Not Reviewed by Cardholder	301
- Reviewed by Supervisor	0
- Not Reviewed by Supervisor	328

News

Maintain news

05/30/2008 We cordially invite you to attend a webinar to introduce the 8.2 release enhancements for Smart Data OnLine. The main focus of this release will be expanded Expense Reporting capabilities delivered through an Expense Envelope workflow process. Additional enhancements will also be discussed. We will be holding 4 different webinars (90 minutes in length) to demonstrate and discuss these new enhancements which will be deployed on June 22nd, 2008. Please look for an e-mail that will include dial in and webinar details. If you do not receive the e-mail by 5/30/2008 you may contact Client Application Support at 877-967-1100.

Links

[NEW! - Use the Purchase Optimizer™ tool to get the most from your card program](#)

[Upcoming Educational Webinars](#)

[Access the JPMorgan Chase Training Tool](#)

[SDOL 8.1 Changes - Web Training](#)

[SDOL 8.1 Release Notes - Company Admin](#)

[SDOL 8.1 Export Fields Reference Guide](#)

[SDOL 8.1 Sample Reports Guide](#)

[MasterCard Home Page](#)

Have questions or comments? [Email us](#)

Inbox

Inbox is Empty

User Documents

Windows taskbar: Start, Empower, SDOL Cardhold..., JPMorgan Chas..., JPMorgan Cha..., Search Desktop, 2:24 PM

VIEWING TRANSACTIONS

The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range that you select. Transactions will be available for you to view within SDOL the day after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date. Click on the “Financial” tab on the menu items across the top.

Step #1-Select the Financial Tab

Step #2- Under “View Criteria” **Always** select Billing cycle. Click on drop down arrow and select period.

Step #3-Press “VIEW” to see your transactions

Remember: Always use Billing Cycle

On this page you will see a listing of all of your transactions.

Please pay special attention to the “Sales Tax” column. If you ever notice that you have been charged sales tax it is your responsibility to contact the vendor and have the tax credited off. Should you need a tax exemption certificate faxed/mailed to the vendor contact Accounts Payable (X3392) and one will be faxed/mailed.

This icon lists the details of the transaction de

This icon is used to split transactions. See instructions.

This icon is used to allocate accounts for each charge

After you allocate charges, always check “Cardholder Reviewed”. This locks in the information.

JPMorgan Chase - Financial: Transaction Summary - Windows Internet Explorer
https://sdol.mastercard.com/app_sdol/login_check.reg

JPMorganChase

Hierarchy Financial Reports Company User

Account Summary • Merchant Summary • Account Approval Summary • Schedule Transaction Approval • Supplier Setup • Supplier Maintenance
Schedule Supplier Association • Search

Financial: Transaction Summary

Show View Criteria

JUDY PANASCI
J0200-BRAZOSPORT COLLEGE
BUSINESS OFFICE
500 COLLEGE DRIVE
LAKE JACKSON, TX 77566-3136
USA
XXXX-XXXX-0412-4463

Change Successfully Applied

Apply Discard [Icons]

Search Transaction Count Total: 4 Search Transaction Amount Total: 290.70

Expand All Collapse All	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Sales Tax	Additional Information
[Icons]	<input type="checkbox"/>	<input type="checkbox"/>	04/08/2008	04/07/2008	SABLATURA'S OFFICE, CLUTE, TX	219.96	0.00	Expense Description: Office sup-easels for Scott and Valek
[Icons]	<input type="checkbox"/>	<input type="checkbox"/>	04/10/2008	04/09/2008	SABLATURA'S OFFICE, CLUTE, TX	128.94	0.00	Expense Description: Office supplies for department
[Icons]	<input type="checkbox"/>	<input type="checkbox"/>	04/14/2008	04/11/2008	SABLATURA'S OFFICE, CLUTE, TX	11.78	0.00	Expense Description: Office supplies-Lisa

Start Empower SDOL Cardhold... JPMorgan Chas... JPMorgan Cha... Search Desktop 2:29 PM

NOTE: You can allocate throughout the entire month. Allow three to four days for a transaction to be posted. You must select “Cardholder Reviewed” in order to save any allocations that you have done.

ALLOCATING & SPLITTING TRANSACTIONS

Allocating

You will be required to code or allocate your transactions on-line prior to submitting the receipts to the Accounts Payable department. If an account is not listed on the drop down menu contact the Accounts Payable department (X3392). The account can easily be added. Accounts are listed in numeric order. You will be able to update, change or edit the information in the field, either by direct entry or by drop-down menus. After allocated charges always click “Apply”.

Splitting Transactions

A transaction may require costs to be split between several accounts. To split a transaction, click on the second icon from the left. You will then enter the number of splits you need to create. You will then enter the dollar amount for each split as well as an expense description. Once you have created the split, you will need to allocate each dollar amount.

Cardholder Reviewed

Once you have reallocated all transactions be sure to scroll to the top of the page and click in the “cardholder reviewed” box for each transaction. Click “Apply”.

Click on the drop down and select the fund.

Click in the “DEPT” box and type in your department.

Optional: You can click in the “Expense Description” and type a brief description of the purchase.

Click the drop down box and select the account number.

The screenshot shows the JPMorgan Chase Financial Transaction Summary page. At the top, there are navigation tabs: Hierarchy, Financial, Reports, Company, and User. Below these are links for Account Summary, Merchant Summary, Account Approval Summary, Schedule Transaction Approval, Supplier Setup, and Supplier Maintenance. The main heading is "Financial: Transaction Summary".

Below the heading, there is a "Show View Criteria" link and a cardholder information box for JUDY PANASCI at J0200-BRAZOSPORT COLLEGE BUSINESS OFFICE, 500 COLLEGE DRIVE, LAKE JACKSON, TX 77566-3136, USA, with phone number XXXX-XXXX-0412-4463. A "Back to Account Summary screen" link is also present.

The main content area shows a table of transactions. The first transaction is dated 04/08/2008, with a posting date of 04/07/2008, a description of "SABLATURA'S OFFICE, CLUTE, TX", a transaction amount of 219.96, and a sales tax of 0.00. Below this transaction, there is an "Expense Description" field containing "Office sup-easels for Scott and Valek".

Below the expense description is the "Account Codes" section, which includes a table with columns: FUND, DEPT, ACCOUNT NUMBER, and Disputed. The FUND dropdown is set to 11, DEPT is 203, and ACCOUNT NUMBER is 21100*OFFICE SUPPLIES. There is a "Disputed" checkbox which is unchecked. Below this table are buttons for "Edit Account Codes", "Copy to All on Page", and "Return to Top".

At the bottom of the page, there is a second transaction entry with a date of 04/10/2008, a posting date of 04/09/2008, a description of "SABLATURA'S OFFICE, CLUTE, TX", a transaction amount of 128.94, and a sales tax of 0.00.

Red arrows from the text boxes above point to the FUND dropdown, the DEPT field, the Expense Description field, and the ACCOUNT NUMBER dropdown in the Account Codes section.

RUNNING REPORTS

To run reports choose the “**Reports**” tab. Always select “**Printable Version**”. Select Billing Cycle (Brazosport College always uses billing cycle). Click on the Description drop down box. Select the appropriate period. Remember you are allocating charges for the prior month. Example: If you received the e-mail notification from JPMorgan on October 8, 2010 you will be allocating charges for expenses made during September 2010. Click on “Run”.

A new security feature in the Windows environment has been installed. Shortly after you click on “Run” a dialog box will appear that reads: “Did you notice the information bar?” Click OK. Located near the top of your screen is a light bar that has a notice regarding this security feature. Right click on this bar. Click on “download file”. At this time you will have to set the report up to be run again using the exact steps as you did the first time. Once you queue the report, a dialog box will appear requesting you to either open or save the report. Always click on “Open”. The report is launched in Adobe Acrobat and should be in landscape format. Once the report is able to be viewed, print out the report. At this time close Adobe Acrobat.

Verify that you have used the correct accounts for the charges. If there is an error contact Jessica Buehler (X3392) and she will unlock your allocations so that you can make the appropriate changes. Sign the bottom left side of the report. Attach all receipts to the report and forward to the supervisor for approval. If you are the signature authority on a particular account there is no need for you to forward the report for additional signature. Once you have obtained all signatures on the report, forward the report with attached receipts to Jessica Buehler.

Note: It is imperative that you verify and route the report to the appropriate approvers prior to the report being sent to the Accounts Payable department.