State of Texas
Procurement Card Program

Smart Data On-Line Cardholder Quick Reference Guide

COMMERCIAL CARD ADMINISTRATOR:
OFFICE PHONE:
OFFICE FAX:
EMAIL:

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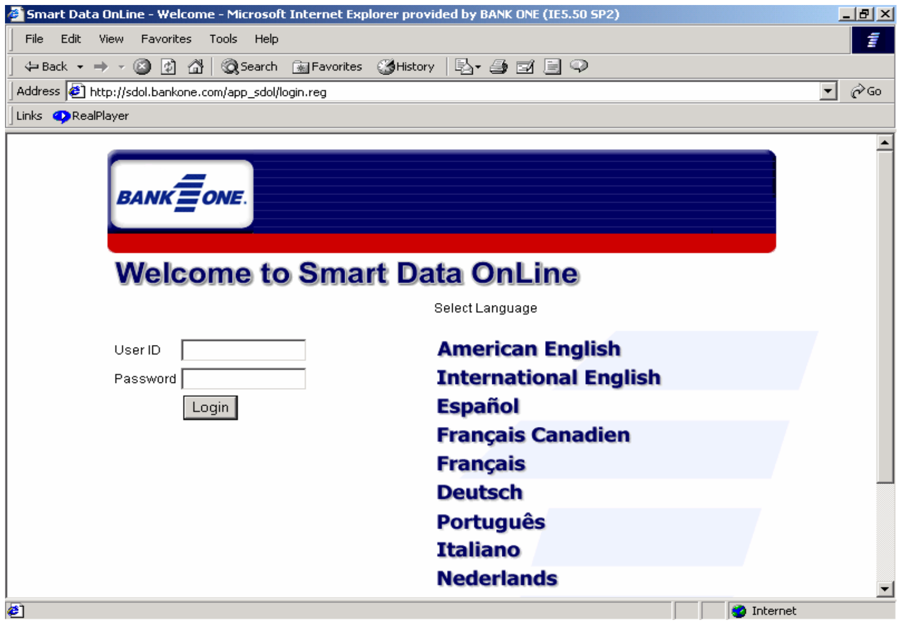
LOGGING ON

1. Via the Internet type the following URL in the address bar: http://sdol.bankone.com

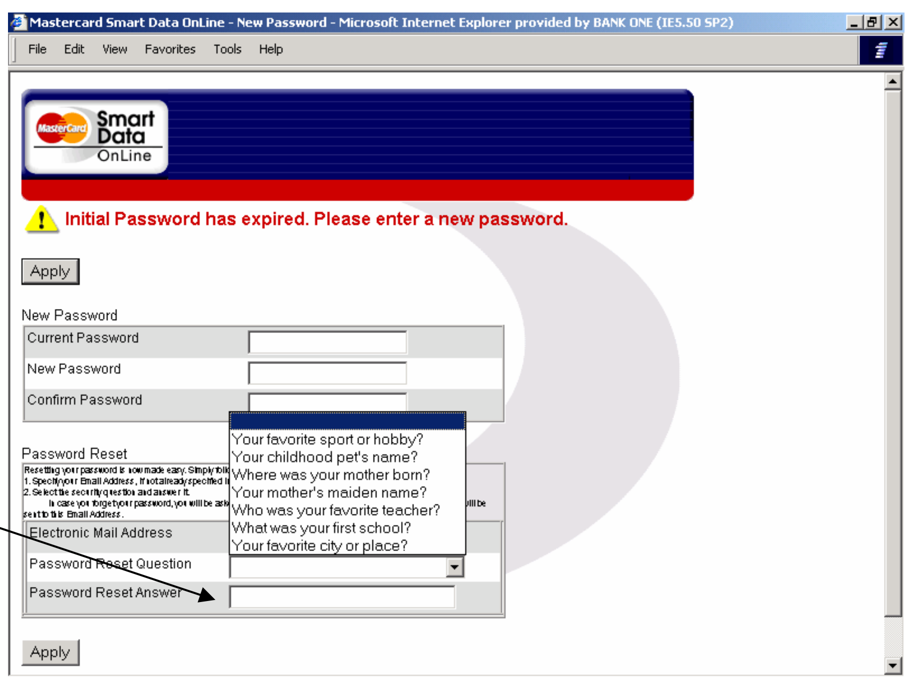
2. The Smart Data On-Line sign on screen will appear.



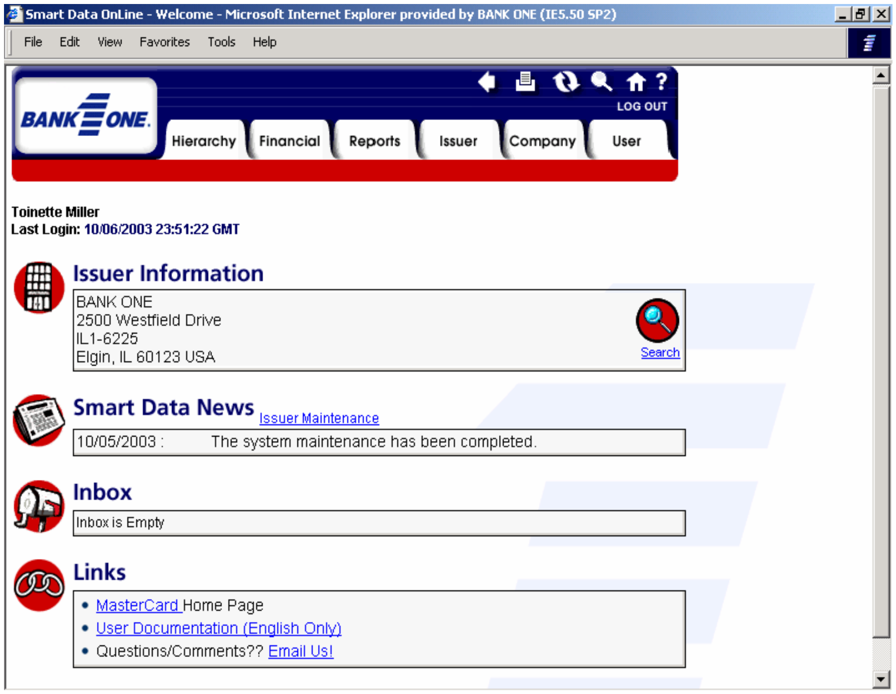
Your **User ID** will always be your 16-digit card account number.
Your temporary **Password** is ___________________ (case-sensitive)

3. At first login, SDOL will prompt you to create and confirm a new private password, input your e-mail address and complete your password reset questions in the screen below. When complete, press apply.

Note: When completing your password reset answer, be sure to input a password reset answer that is <u>EXACTLY six (6)</u> characters in length. Otherwise the feature will not work!



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



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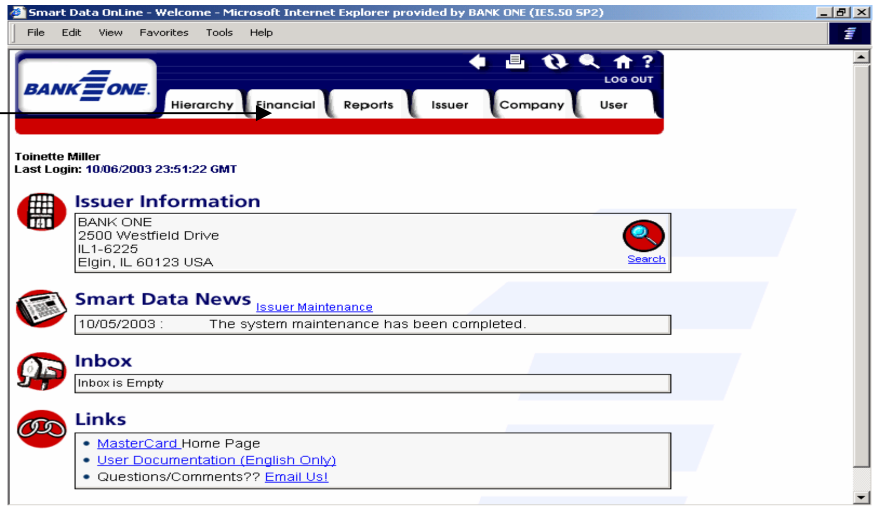
VIEWING TRANSACTIONS

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.

Step #1: Click on the "Financial" tab on the menu items across the top of the screen.

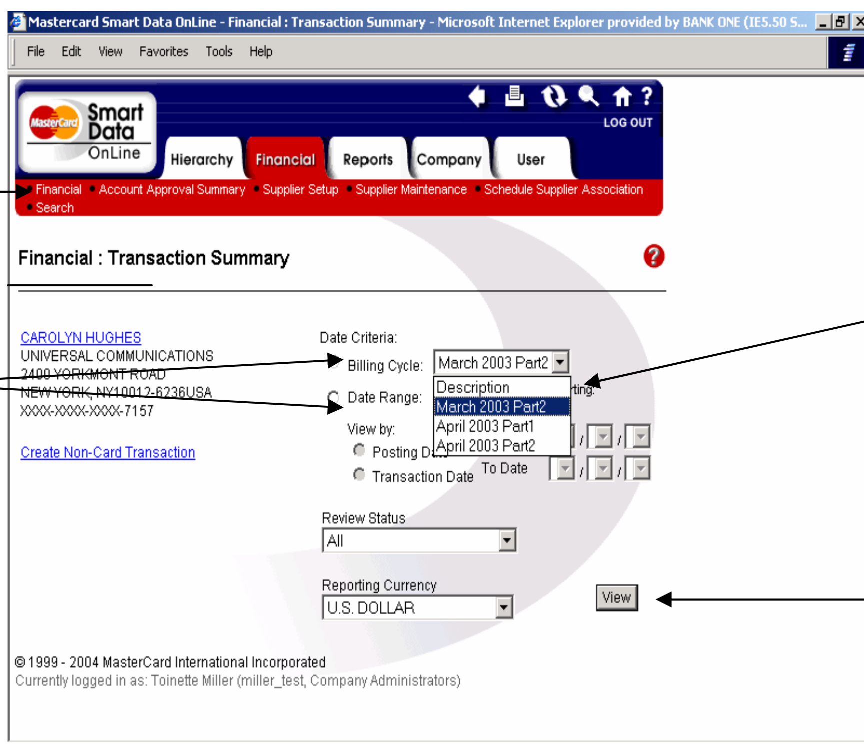
Step #1-Press the Financial Tab



Step #2: Then select the Financial sub-menu to get into Financial: Transaction Summary. The **Financial: Transaction Summary** screen of the Financial tab will appear

Step #2-Select the Financial sub-menu

Step #3-Choose to view transactions by a defined Billing Cycle or by creating a Date Range



Step #3-select your date range and other criteria

Step #4-Press "VIEW" to see your transactions

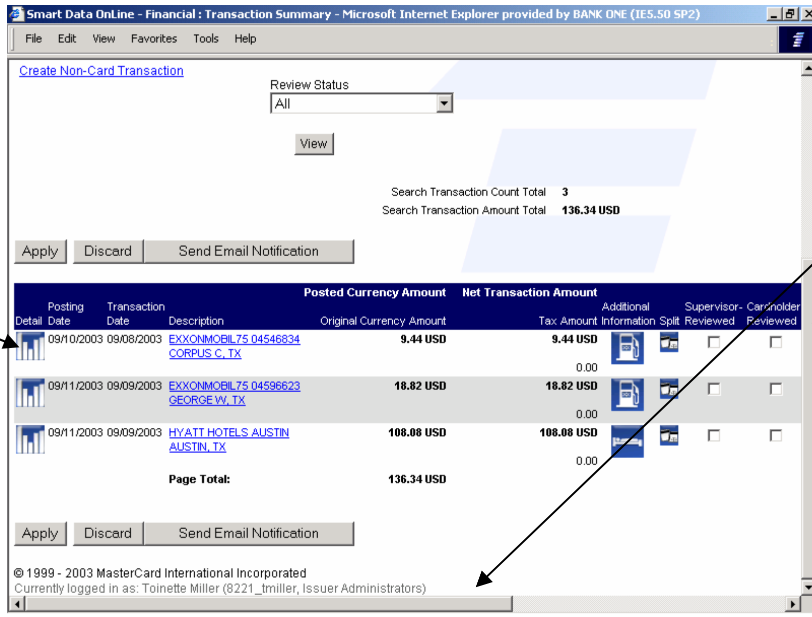
Step #3: Select criteria for the transactions that you would like to view, including date range, date criteria and review status.

Step#4: After you have selected your criteria, press "View" to see your transactions.

Step #5: Use your right scroll bar to scroll down to the bottom of the page to see your results. Use your bottom scroll bar to scroll right in Financial: Transaction Summary to see additional fields established by your agency.

Step #6: Click on the "Details" icon if you want see more detailed information for a transaction.

Step #6-Click here on the "Details" icon to see more information on the transaction



Step #5-Use your scroll bars to scroll down and right to see your transaction results and other available fields.

**Note: This screen shot only shows a portion of the screen. When in SDOL, use the scroll bar to see the other available fields of information such as Expense Description and all of the cost allocation values/fields.*

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REALLOCATING & SPLITTING TRANSACTIONS

Reallocating

Your agency may require you to code or reallocate your transactions on-line instead of completing a paper transaction log. As a result, many of the data fields that were required on your paper transaction log may have been established in SDOL for you to complete on-line.

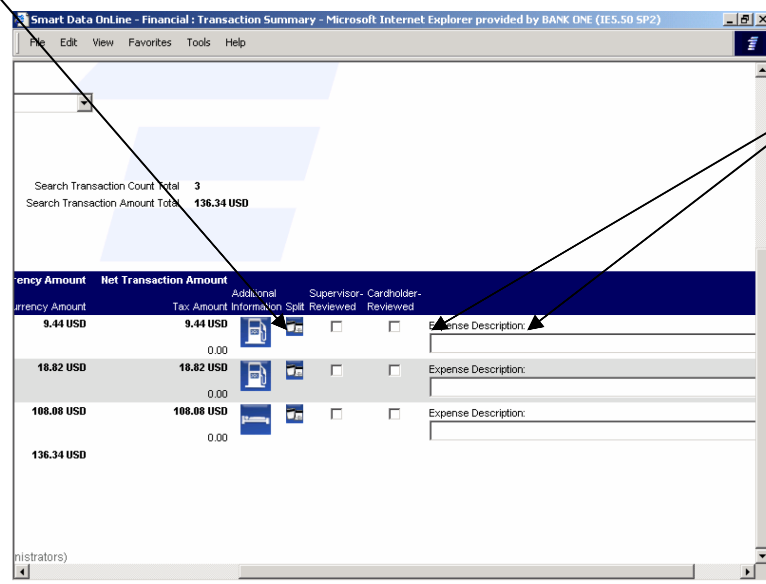
Depending on how your agency established the fields, you will be able to update, change or edit the information in the field, either by direct entry or by using drop-down menus.

To reallocate, simply input the cost allocation values associated with each transaction. Remember to check the "Cardholder Reviewed" flag once you have completed your review of the transaction.

Splitting Transactions

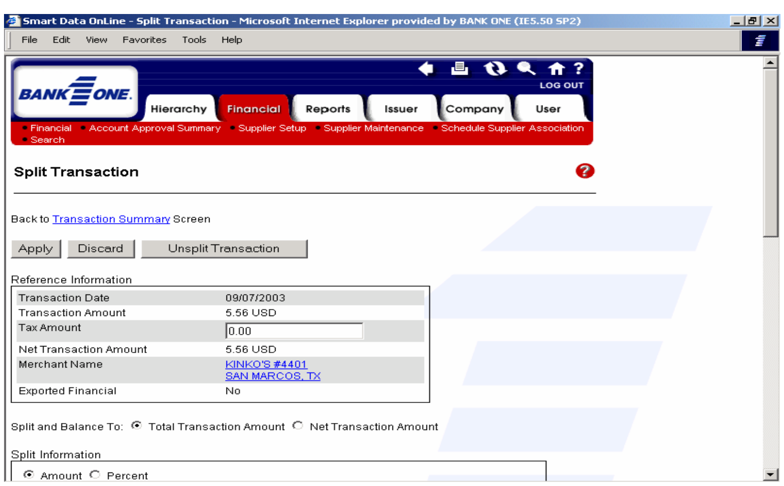
A transaction may require costs to be split.

Step #1: Press the Split button associated with the transaction you want to split. You will be placed into the Split Transaction screen.



***Note: Additional fields established by your agency will appear here. You may be required to update these fields with the appropriate information per your agency's policies & procedures*

Step #2: Use your right scroll bar to scroll to the bottom of the Split Transaction screen.

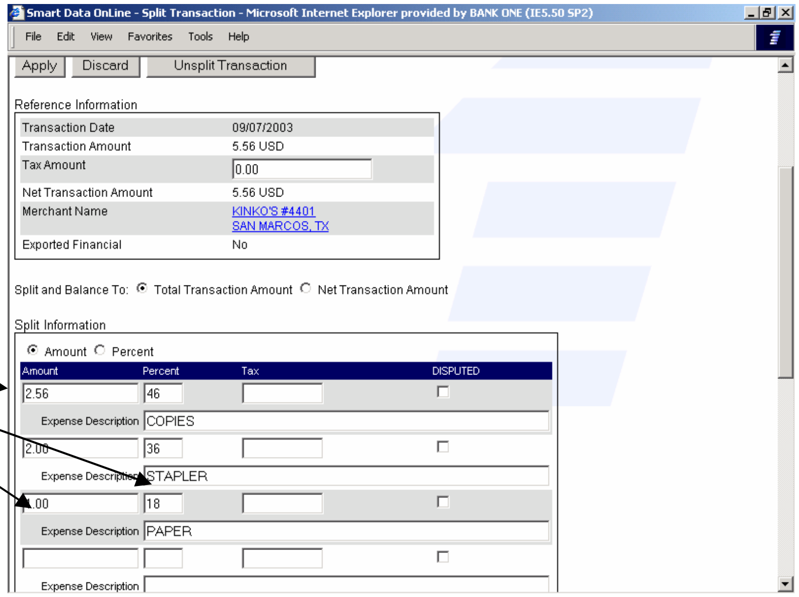


Step #2: Use your right scroll bar to scroll down to the bottom of the screen.

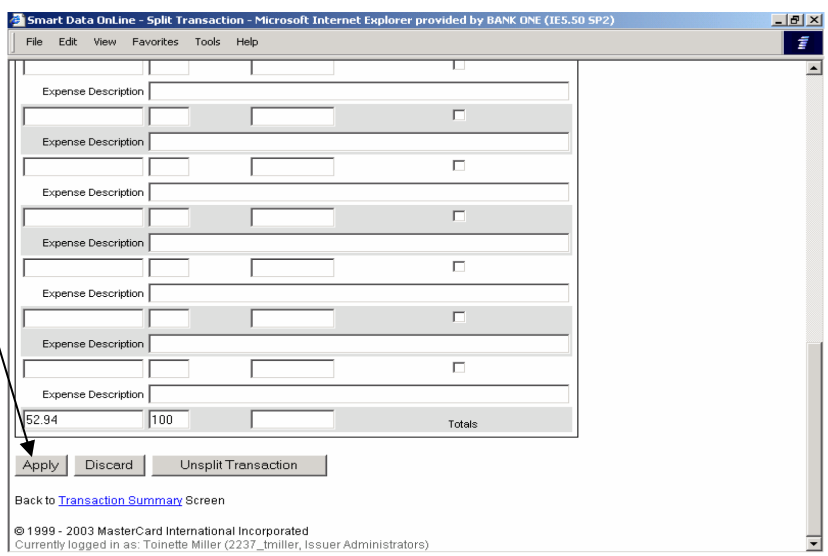
Step #3: Choose to split the transaction by Amount or Percent. Populate the split information with the appropriate data.

**Quick Tip: Your split information screen will automatically provide enough split spaces for the maximum number of splits allowed by your agency. You do not need to use all of the splits available if it is not necessary.*

Step #3: Input split amounts, description and any other data required by your agency.



Step #4: Scroll down to the bottom of the screen and press Apply to save your splits.



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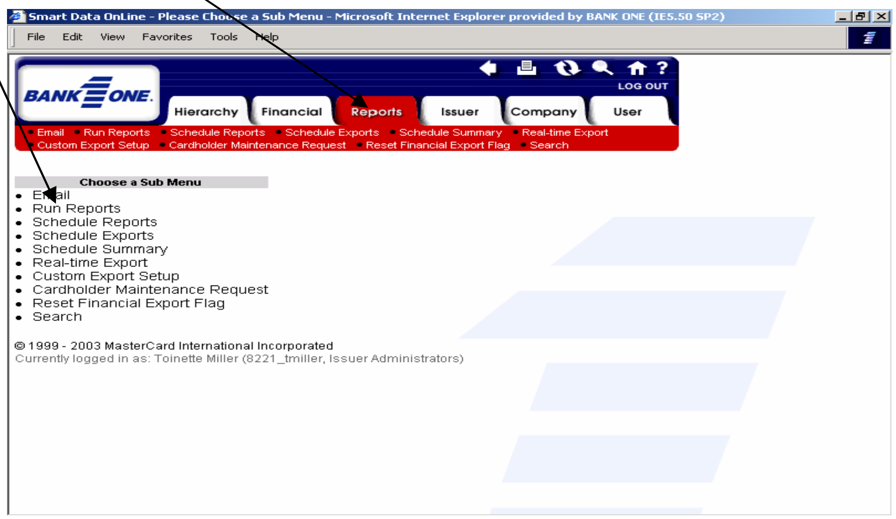
RUNNING REPORTS

Step #1: Select the **"Reports"** tab from the menu tabs across the top of the page.

Step #2: Choose the **"Run Reports"** sub-menu. The **Reports: Run Reports** page will appear and a list of reports available for you to run will show in the Report Selection box

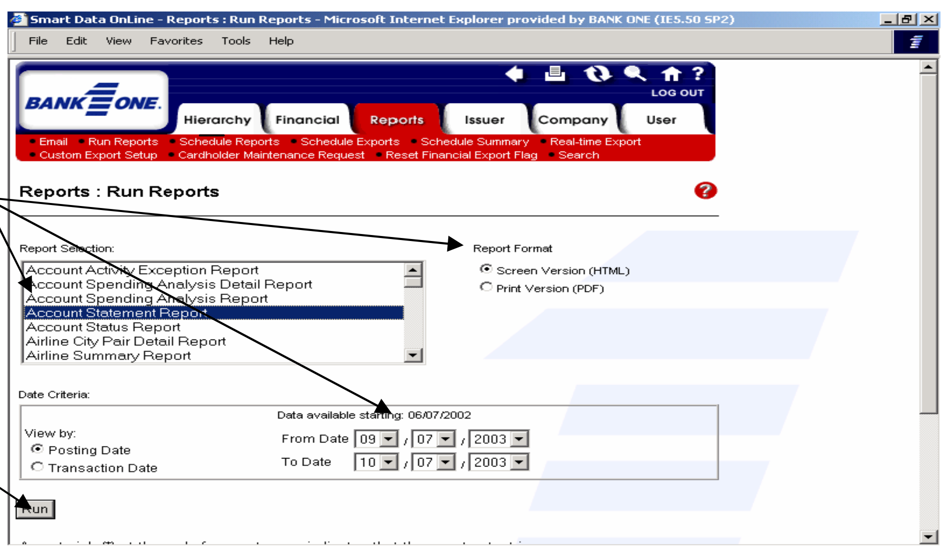


Step #3: Highlight the report that you want to run, select the report format and the date criteria.

Step#4: Press **Run** at the bottom of the screen.

Step #3-Highlight the report you want to run, the date criteria and select the report format.

Step #4-Press RUN to run the report.

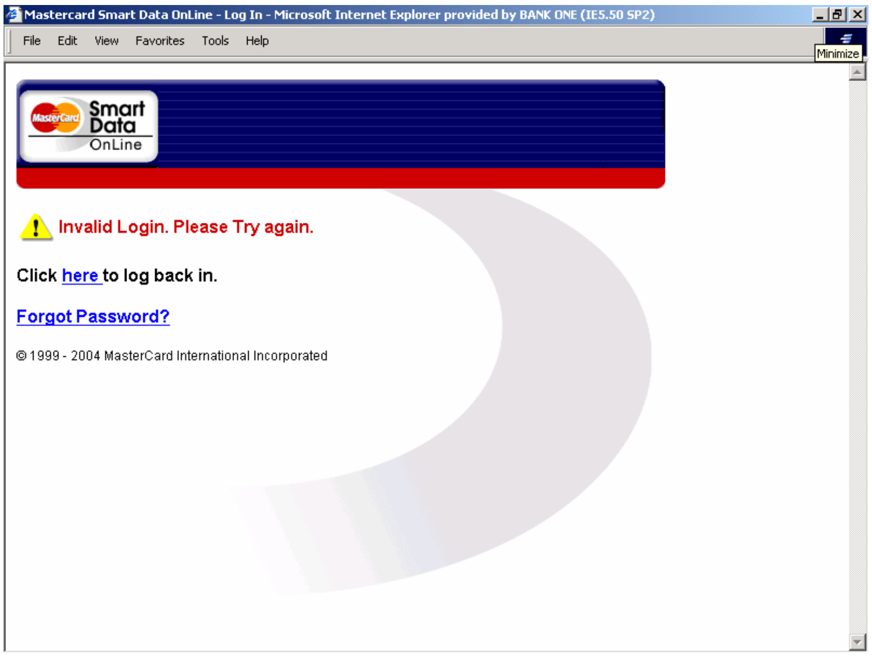


Step #5 Your report will appear on the screen in either HTML or PDF, depending on the report format you chose. The system may schedule larger reports to run in the background. If this is the case, the report will appear in your INBOX on the home page.

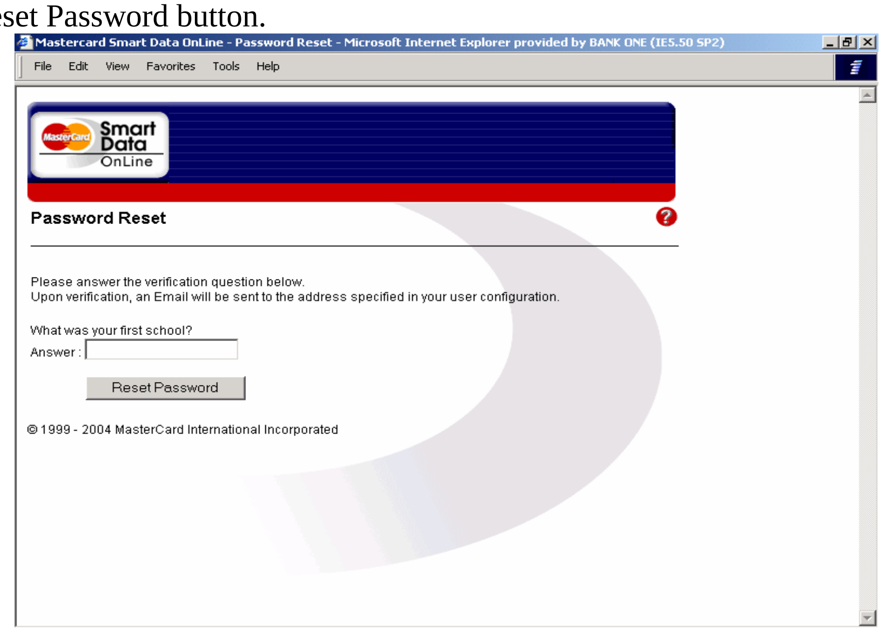
FORGET YOUR PASSWORD?

In the event that you forget your password, SDOL has an electronic user reset password feature that will allow you to reset your password based on the Password Reset questions you answered when first logging in.

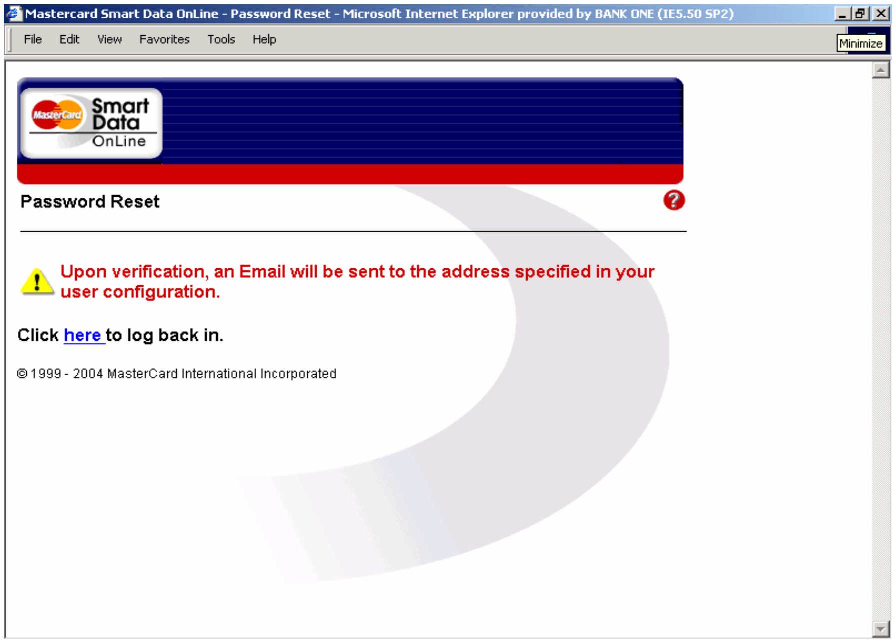
1. After attempting to login with an invalid login, SDOL will give you the screen below. To begin the automated password reset process, Press the Forgot Password? Link.



2. The Password Reset screen will appear with the password reset question and answer that you specified in your user configuration at first login. Type your answer and press the Reset Password button.



4. The system will verify your answer and if correct, will send an email with a new temporary password to the email address you specified in your user configuration at first login. The email will come from **cpsreporting@mastercard.com.**



5. Once you receive your temporary password, follow the instructions for Logging On in page 3 of this manual.

Note: Receipt of your temporary password via email usually takes only minutes but can take longer depending on your technical environment. Your program administrator can immediately reset your password if necessary.