

Smart Data OnLine Users Guide

For editing CMU Business Credit Card Transactions

CENTRAL MICHIGAN UNIVERSITY

Payroll/Travel Services

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Related Websites:

<http://sdol.jpmorganchase.com>

<http://www.controller.cmich.edu/CreditCards/creditcards.htm>

Table of Contents

Title	Page
INTRODUCTION	3
GETTING STARTED	3
• Login	3
○ Creating a New Password	3
• Initial Login Using Dual Authentication	4
• Login with Dual Authentication	4
• Updating Challenge Questions	4
• Forgot your Password? What to do	5
○ To Receive a Temporary Password	5
• Home Page	5
• Tabs	5
YOUR USER INFORMATION	6
• Reviewing Your User Profile	6
○ Setting up Your Profile for Password Reset	6
HIERARCHY	6
FINANCIAL (viewing credit card transactions)	7
• Transaction Summary	7
• Transaction Account Codes	8
○ To View Account Codes	8
○ To Edit Account Codes	9
○ Saving Transactions with Invalid Account Codes	9
○ To Copy Account Codes	10
• Splitting a Transaction	10
REPORTS	11
• Run Reports	11
• Schedule Report - OPTIONAL	12
• Schedule Summary	13
○ Changing a Schedule	13
○ Deleting a Schedule	13
• Inbox - Retrieving Scheduled Reports	14
ATTACHMENTS	
• GL Account Listing	
• LockDown Schedule	

INTRODUCTION

This application is an online reporting tool that allows you to access your CMU Business Credit Card transactions securely over the Internet. It can help you expedite expense reporting by allowing you to review transactions, assign Cost Centers, GLs, WBS Elements and Internal Order Numbers, split transactions and run reports—all online and at your convenience.

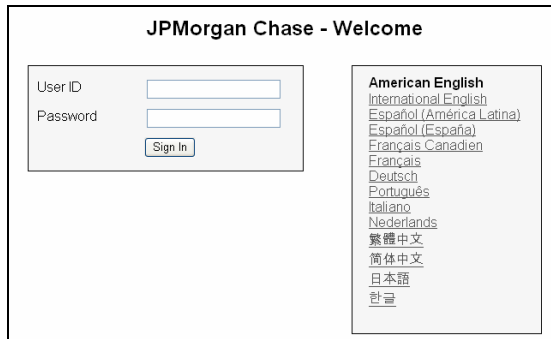
This manual will highlight some of the basic functions of Smart Data OnLine, provide first steps to take when initially logging into the system, explain how to view transactions, update account codes, create splits, run and schedule reports. In addition, there is an on-line help feature and a JP Morgan Chase Online Training Course within the system after you have logged in using your User ID and Password.

GETTING STARTED

Login

To log into SDOL go to <http://sdol.jpmorganchase.com>.

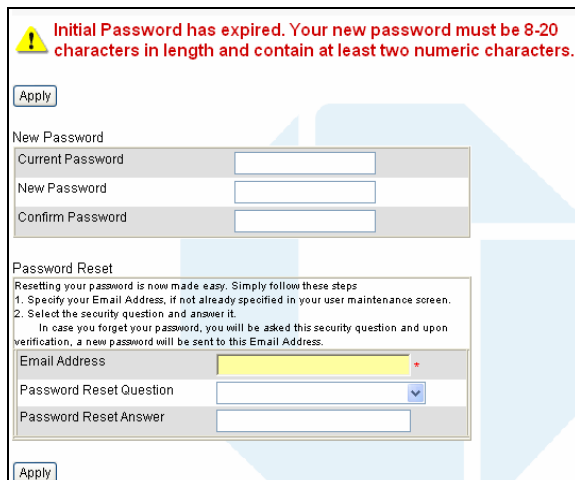
1. Enter your **User ID** and **Password**.



2. Click **Sign In**. If this is your first time logging in, you will be prompted to change your initial password.

Creating a New Password

The first time you log in, you will be prompted to change your password. You will also be prompted to supply additional required information, which will be added to your user profile.



Password Requirements:

- 8-20 characters; two of which must be numeric characters.
- Passwords are case sensitive.
- Passwords cannot contain spaces.
- Old passwords cannot be reused.
- The password cannot be the same as the user ID.

Initial Login Using Dual Authentication

JPMorgan Chase requires us to use dual authentication. During your initial login, you must select and provide answers to the required number of questions or you will not be allowed into the system.

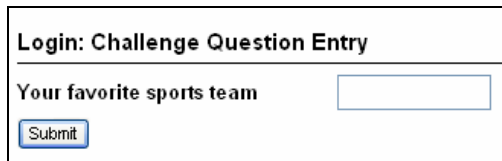
1. From the Login page, enter your **User ID** and **Password**. The **Login: Challenge Question Entry** screen displays.
2. Select a **Question** from each drop-down and enter an **Answer** for each question.
3. Click **Apply** to save the answers.

Answer Requirements:

- Answers are case sensitive.
- Be a minimum of 4 characters
- Contain at least two different characters (i.e. aaaa or 1111 will not work)
- Be unique—the same answer cannot be used for multiple questions

Login with Dual Authentication

1. From the Login page, enter your **User ID** and **Password**.
2. The **Login: Challenge Question Entry** screen displays with one randomly selected question from your list.



Login: Challenge Question Entry

Your favorite sports team

Note: If you fail to answer the challenge question six times, you will be locked out of the system. Contact Cindy Smith at 7363 or Sara Yonkey at 3797 to reset your account.

3. Enter your answer and click **Submit**. Remember that answers are case-sensitive.
4. If you answer the question incorrectly, you will receive an error message. The same question will be presented again. Re-enter your answer. You have six chances to answer the question before your account is locked.

Updating Challenge Questions

After your initial login using dual authentication, you may change your challenge questions at any time.

1. From the **User** tab, select **User Maintenance**.
2. In the **Challenge Question** section, select **Maintain Questions**.
3. Make changes by selecting a new question from the drop-down list (if there are new questions available) or by entering a new answer for a question.
4. Click **Apply** to save your changes.

Note: If an Answer field is blank, the answer was reset after a failed login attempt. You will need to re-enter the answer for that question.

Answer Requirements:

- Answers are case sensitive.
- Be a minimum of 4 characters.
- Contain at least two different characters (i.e. aaaa or 1111 will not work).
- Be unique—the same answer cannot be used for multiple questions.

Forgot your Password? What to do

We can't send you your original password, but we can send you temporary login information so that you can log in and reset your password.

To reset your own password, you should have already set up your security question and answer in your user profile. This enables the system to verify that it's you requesting help to log in.

To Receive a Temporary Password

1. If you cannot remember your password, enter your user ID and any text in the **Password** field. You must enter something in the Password field—even if it is incorrect—or the application will not allow you to go any further.
2. Once you have entered an incorrect password, an error page will display. From this page, click **Forgot Password**. The Password Reset screen displays.
3. Enter the **(Password Reset) Answer** that you set up in your user profile (User Maintenance).
4. Click **Reset Password**. You will receive a temporary password via email. This is a onetime password, which allows you to log in and enter a new password.

If you have not set up a security question and answer, contact Cindy Smith at 7363 or Sara Yonkey at 3797.

Home Page

The Home page is your starting place once you have successfully logged in to the application. You can read important news information, link to other resources, or download scheduled reports from your Inbox.

Summary Information	The Summary Information section offers information in a “dashboard” format, based on each user’s role and authority settings.
News	Refer to the News section for site updates and messages from the company, issuer or system administrator.
Inbox	Contains your scheduled reports.
Links	Provides access to additional resources, information, and tools enabled by the issuer.
User Documents	This section displays links to the user documentation appropriate for your user level and below.

Tabs

	Hierarchy	Financial	Reports	User
Hierarchy	Access credit card account information.			
Financial	Access transactions, allocate account codes.			
Reports	Run reports.			
User	Access user profile to change your password.			

YOUR USER INFORMATION

Reviewing Your User Profile

The User Maintenance screen contains your user settings, such as user name, email address, password, and default date and currency settings. If this is your first time logging in, take a minute to check the information in your user profile. Contact Cindy Smith at 7363 or Sara Yonkey at 3797 if you need to change any fields that cannot be edited.

To access your user information, click the **User** tab followed by **User Maintenance**. Click on your name to displays your user settings.

Setting up Your Profile for Password Reset – **IMPORTANT!**

The password reset option allows you to reset your password when you have forgotten your current password and cannot log in. Set up a question and answer to use for verification. Then, when you use the reset option, you will be prompted to answer your question. Once you have answered the question correctly, the system will send you a temporary password via email so that you can log in.

1. Select the **Password Reset Question** that you want to answer. Enter a **Password Reset Answer** to your question. Your answer should not be easily recognizable by others, but easy for you to remember. Note that the answer is case sensitive.
2. Enter or confirm your **Email Address**. A temporary password will be sent to this address.
3. Click **Apply** to save.

HIERARCHY

The Hierarchy screen contains information about cardholder accounts you have access to view. You will be able to see the transactions limits assigned to the card as well as default accounting codes.

To view the account information, click the **Hierarchy** tab then **Hierarchy Tree**. Select the cardholder you would like to see more information on. If your account or an account you have access to requires a modification or correction, contact Cindy Smith at 7363 or Sara Yonkey at 3797.

- **Additional Information** provides the details of the credit card account.
- **Supervisor Assignment** displays the SDOL users that have access to view this credit card account. One account can be assigned to multiple users.
- **Transaction Limits** displays the limits set for this account.
- **Account Extended Information Labels, Custom Fields and Default Account GL Code** displays the default account codes for the credit card.

FINANCIAL

Transaction Summary

To view transactions, you will need to identify the date of the transactions you want to view. Then, you can refine your search by selecting transactions based on posting date, transaction date, or optional filters. Transaction history dating back to August 2006 is available in SDOL. Beginning with August 2006, SDOL will maintain up to a rolling 25 months of data online.

1. From the **Financial** tab, select **Account Summary** to access the Transaction Summary screen.

The screenshot shows a search interface with two main sections: 'Search Criteria' and 'Optional Filters'.
Search Criteria: A dropdown menu is open for 'Search By', showing options: 'Description', 'Posting Date', and 'Transaction Date'. Below this, a date range is selected: 'May 25 - Jun 24 2007'. Other date ranges listed include 'Dec 25 - Jan 24 2007', 'Jan 25 - Feb 24 2007', 'Feb 25 - Mar 24 2007', 'Mar 25 - Apr 24 2007', 'Apr 25 - May 24 2007', and 'Jun 25 - Jul 24 2007'. A 'View' button is at the bottom left of the search criteria section.
Optional Filters: This section contains several input fields: 'Review Status' (dropdown menu set to 'All'), 'Transaction Amount' (two input boxes with 'to' between them), 'Merchant Name' (text input), 'Merchant Category Code' (text input), 'Merchant Postal Code' (text input), and 'Addendum Type' (dropdown menu set to 'All').

Note: The date range cannot exceed more than six months, although that range can fall at any place within the company's data retention period.

OPTIONAL: If you are using the Cardholder Reviewed Status field when updating transactions (see page 9), you can use Review Status to search for Cardholder – Not Reviewed transactions. Only transactions that need to be reviewed and updated will be displayed.

2. Define the range of transactions that you want to view by selecting the appropriate date criteria.
 - **Billing Cycles** are pre-defined date ranges set up specifically for CMU. They go from the 25th to the 24th. ***This method is strongly encouraged.**
 - **Date Range** can be used to search for any six-month date range in the data retention period. Use **From Date** and **To Date** to select the range, and then use **Search By** to specify whether to search by posting or transaction date. If you are updating the current statement period, make sure you enter the 25th to the 24th and select Posting Date.
 - **Data available starting** shows the date at which transaction data is available for the account. The starting date is not based on posting date or transaction date.
3. To narrow your search to a specific transaction, you may use one or any combination of the optional filters. Review Status, Transaction Amount, Merchant Name, Merchant Postal Code, Merchant Category Code (MCC), Addendum Type
4. Click **View**. Your credit card accounts will appear. You will need to click on the cardholder you would like to see. The screen will refresh, the search criteria will automatically collapse and the search results will display. To change or view the search criteria again, click **Show View Criteria**.

Apply Discard Search Transaction Count Total: 7 Search Transaction Amount Total: 1,648.98

Expand All Collapse All

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Information
	<input type="checkbox"/>	<input type="checkbox"/>	05/25/2007	05/23/2007	OFFICE DEPOT #1091, PLYMOUTH, MI	6.90	
Expense Description: <input type="text"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	05/28/2007	05/24/2007	FAIRFIELD INN-MT PLEAS, MT_PLEASANT, MI	223.56	
Expense Description: <input type="text"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	05/28/2007	05/24/2007	UNIVERSITY CUP COFFEE, MOUNT PLEASAN, MI	101.75	
Expense Description: <input type="text"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	06/01/2007	05/31/2007	WWW.NEWEGG.COM, 800-390-1119, CA	1,129.88	
Expense Description: <input type="text"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	06/11/2007	06/07/2007	OFFICE DEPOT #1091, PLYMOUTH, MI	145.60	
Expense Description: <input type="text"/>							
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/15/2007	06/13/2007	OFFICE DEPOT #1091, PLYMOUTH, MI	27.30	
Expense Description: <input type="text"/>							
	<input type="checkbox"/>	<input type="checkbox"/>	06/18/2007	06/15/2007	OFFICE DEPOT #1091, PLYMOUTH, MI	13.99	
Expense Description: <input type="text"/>							

Page Total: 1,648.98

Apply Discard

Click on column heading to re-sort transactions.

If Supervisor Reviewed box is checked the transaction has been locked and can no longer be edited.

OPTIONAL – After updating a transaction, you may want to mark it as Cardholder Reviewed. See page 9 for details.

If there is an icon in this column, additional information about the purchase has been provided by the issuers/processors. To view, select the icon.

Use the icons to edit or view additional transaction information:

	Click to view the Transaction Detail Screen.
	Click to split a transaction or view the split details.
	Click to view account codes. The transaction has NOT been allocated.
	Click to view account codes. The transaction HAS been allocated.

Transaction Account Codes

Account codes enable you to assign cost centers, GLs and internal order numbers to credit card transactions, which are then exported to SAP. All credit card accounts are assigned default account codes but they can be updated manually by you or by someone else with access to your credit card transactions.

To View Account Codes

On the Transaction Summary screen, click or to view a transaction's account codes, or you can select **Expand All** to see the account codes section for all transactions on the screen.

The screen will refresh to display the account codes section below the transaction summary.

Apply Discard Search Transaction Count Total: 7 Search Transaction Amount Total: 1,648.98

Expand All Collapse All

Detail	Supervisor Reviewed	Cardholder Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
			05/25/2007	05/23/2007	OFFICE DEPOT #1091, PLYMOUTH, MI	6.90	
Expense Description: <input type="text"/>							
Account Codes							
Cost Center	GL	WBS Element	Internal Order	Business Area			
26450	690200						
For Future Use (Fund Code)							
<input type="text"/>							
Edit Account Codes				Copy to All on Page			
			05/28/2007	05/24/2007	FAIRFIELD INN-MT PLEAS, MT. PLEASANT, MI	223.56	
Expense Description: <input type="text"/>							

Business Area is for the Bookstore only.

IMPORTANT! You must click the **Apply** button that displays within the Account Codes frame to save the Account Codes.

To Edit Account Codes

- Once you have expanded the account codes section for a transaction, click **Edit Account Codes**. Once you select that button, you will see a red stylus icon (✎), indicating that the transaction is in Edit mode.
- Your default account codes will be displayed. Enter an Expense Description and if necessary, change the account codes. For a list of common GL Accounts, see [attachment](#).
 - The majority of users will only need to update the Cost Center and GL field. An Internal Order Number can be assigned.
 - If you need to assign the transaction to a WBS Element account, the GL and WBS Element field should be completed. An Internal Order Number can be assigned.
 - At this time, the Business Area field should only be used by the Bookstore.

Account Code Overview


	Cost Center (5 digits)	GL (6 digits)	WBS Element (6 digits)	Internal Order	Business Area (4 digits)	For Future Use
Most Users	Yes	Yes	No	Optional	No	No
WBS Element Account Users	No	Yes	Yes	Optional	No	No
Bookstore Only	No	Yes	No	No	Yes	No

IMPORTANT - Length requirements

OPTIONAL - It is recommended to mark transactions as Cardholder Reviewed once you have reviewed and updated them. When reviewing transactions at a later date, you can expedite the process by filtering Cardholder – Not Reviewed transactions. Only transactions that need to be reviewed and updated will be displayed.



- You must click **Apply** to save your changes in the account code section. The system does not save your changes when you move to another transaction to edit.

Saving Transactions with Invalid Account Codes

Some fields are set up to validate your input. If you do not enter a valid account code, the system will display an error. The system will place a  next to the invalid account code that needs to be modified. You can not save the transaction until you have entered a valid code.

To Copy Account Codes


You can copy cost allocation codes from one transaction to all editable transactions on the page.


1. Click  or  to expand the account codes section for the transaction from which you want to copy.
2. Select **Copy to All on Page**.
3. Select **Apply**.

Splitting a Transaction

When you have a transaction in which each item in the transaction should be allocated to a different cost center or general ledger code, you can split the transaction to allocate each item separately. For example, you can split one office supply transaction into the actual items purchased, such as paper supplies and printer toner. Then, apply the appropriate account code to each split.


To Split a Transaction

1. On the Transaction Summary screen, click  to split a transaction. The Split Transaction screen displays.





Reference Information					
Posting Detail	Date	Transaction Date	Description	Transaction Amount	Net Amount
	05/07/2007	05/03/2007	OFFICE DEPOT #1091	19.89	18.76

Select number of Splits to create:

2. Select the number of splits that you want and select create. The screen will refresh and display the split lines.

Reference Information					
Posting Detail	Date	Transaction Date	Description	Transaction Amount	Net Amount
	05/07/2007	05/03/2007	OFFICE DEPOT #1091	19.89	18.76

Split by: Split and Balance To: Total Transaction Amount



Allocate	Debit/Credit	Amount	Percent	Expense Description	Remove
	Debit	10.00	50.28	Binders	
	Debit	9.89	49.72	Pencils	
Split Totals		19.89	100.00		
Outstanding Transaction Balance		0.00	0.00		

Parent Transaction

If your split amounts do not balance, a warning icon will display. The **Outstanding Transaction Balance** line calculates the discrepancy for you.

3. In **Split by**, select **Percent** or **Amount**.
4. You can enter the split as a **Debit** or **Credit**, allowing you to record credited items of a transaction, such as a return, or split a credit transaction for re-cost allocation.
5. Enter the **Amount** or **Percent** for each split line.
 - The Split Totals line calculates the splits as each line is entered. When the amounts DO NOT equal the parent transaction, the total displays in red text.
 - Click **Add Split** to add additional lines.
 - Click **Unsplit** to unsplit the transaction.
 - If you will not use all of the split lines, click to remove the line.

- If the splits are balanced when you click **Apply**, any empty rows will be automatically removed.
6. Add an **Expense Description** for each split line.
 7. Click **Apply** to save your changes.

Once you save the splits, you can cost allocate each split. Click  or  to add account codes.

REPORTS

Use reports to compile transaction data into different formats based on account expenses and account codes, etc. You can run a report in real-time or use the report scheduler to schedule reports on a one-time, monthly, or weekly basis.

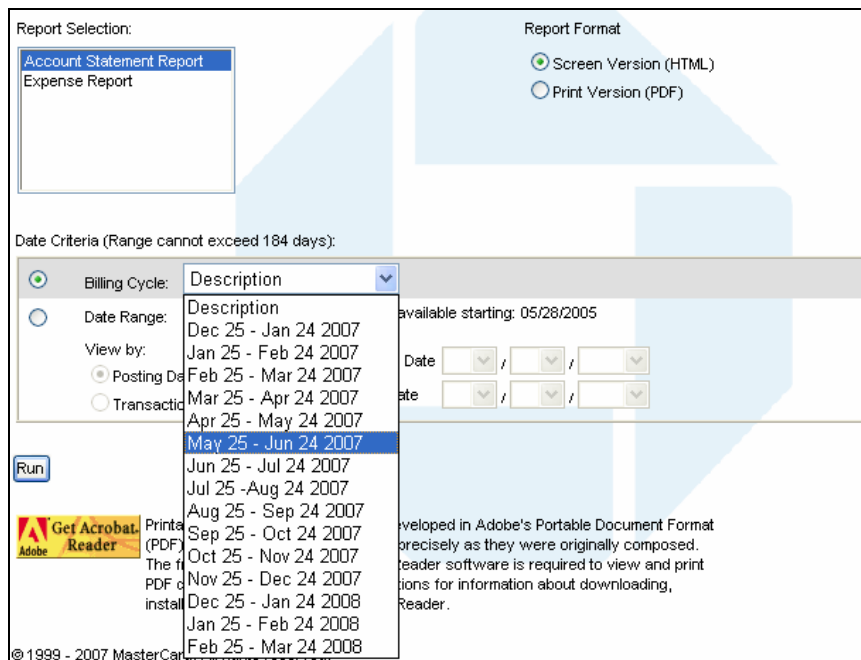
Run Reports

Use Run Reports to create online or PDF reports in real-time. This option is typically used for smaller reports with fewer than 1,000 records. When you run a report that contains more than 1,000 records, the system will prompt you to schedule the report. Or, you can go back to the Run Reports screen, redefine the report criteria and run a smaller report.

Reports that are automatically scheduled will be processed at several times throughout the day. A PDF version of the report will be placed in your Inbox (see page 14).

To Run a Report

1. From the **Reports** tab, select **Run Reports**.



The screenshot shows the 'Run Reports' interface. On the left, under 'Report Selection', there are two options: 'Account Statement Report' (selected) and 'Expense Report'. To the right, under 'Report Format', there are two radio buttons: 'Screen Version (HTML)' (selected) and 'Print Version (PDF)'. Below these, the 'Date Criteria' section includes a 'Billing Cycle' dropdown set to 'Description', a 'Date Range' dropdown set to 'Description', and a 'View by' dropdown set to 'Posting Date'. A list of date ranges is displayed, with 'May 25 - Jun 24 2007' selected. There are also date input fields for 'Date' and 'Date'. At the bottom left, there is a 'Run' button and an Adobe Acrobat Reader icon. At the bottom right, there is a note about the report being developed in Adobe's Portable Document Format.

2. Under **Report Selection**, select the report that you want to run.

- The Account Statement Report is a very basic listing of credit card charges for a specific time frame.

- The Expense Report is very similar to the Account Statement Report but includes the assigned account codes and expense descriptions.
3. Under **Report Format**, indicate how the report will display in your browser window:
 - **Screen Version (HTML)** - displays the report online in your browser window.
 - **Print Version (PDF)** - displays the report in Adobe Portable Document Format.
 4. Select a **Date Criteria** option to define the range of transactions that you want to include in the report.
 - The date range cannot exceed more than six months, although that range can fall any place within the company's data retention period. To obtain a larger range of data, the report may be scheduled rather than run immediately.
 5. Click **Run**. Your credit card accounts will appear. You will need to click on the cardholder you would like to run the report for. The report will display in the format you selected.
 - If you selected Printable Version, you may get a Browser Warning because of your security options. Allow the download.

Schedule Report – **OPTIONAL**

Use the Schedule Report option to create a report on a monthly basis. For example, you can set up your credit card statement to be generated on the same day each month. You will receive an email letting you know the statement is ready. The statement is created in PDF and placed in your SDOL Inbox (see page 14).

To Schedule a Report

1. From the **Reports** tab, select **Schedule Reports**.
2. Under **STEP 1: Report Selection**,

- **Select the report that you want to schedule:**
 - The Account Statement Report is a very basic listing of credit card charges.
 - The Expense Report is very similar to the Account Statement Report but includes the assigned account codes and expense descriptions.
- **View by** specifies how the transactions will be selected: Select **Posting Date**.
- Use the **Notify Me At** option to receive an email notification when your scheduled file is ready to download from the Inbox. Enter your email address.

3. **STEP 2: Schedule Criteria** specifies the day and the frequency that the report will be run. For your monthly statement select **Billing Cycle**.

- Select a cycle from the **Billing Cycle** drop-down box. The schedule will run the day after the last day of the billing cycle, unless you specify a value in the Schedule Offset field.
- Use **Schedule Offset** to delay processing for up to 25 days after the end of the billing cycle. When an offset is used, the run date is calculated by adding the number of offset days to the normal process date (the day after the end of the billing cycle). **An offset of five days is recommended.**
- In **Number of cycles to run**, specify the duration of the schedule. Select the highest number possible.

Example

You scheduled the item on...	Billing Cycle	Schedule Offset	Cycles to Run	Processing Date	Data Range
July 9	Jun 25 – Jul 24 2007	5	12	July 29th	June 25-July 24, 2007
				August 29th	July 25-August 24, 2007



4. Under **STEP 3: Schedule Description**, enter a description that will help you identify the report in the schedule summary.
5. Click **Apply**. Select the cardholder you would like to run the report for.

The Schedule Summary displays with your schedule added to the list.

Schedule Summary

When you schedule an item, the Schedule Summary screen displays a list of your active and pending schedules.

From the **Reports** tab, select **Schedule Summary**.

Detail	Next Run Date	Previous Run Date	Final Run Date	Type	Frequency	Description	Status	Delete
	07/29/2007		06/24/2008	Report	Billing Cycle	John Smith's credit card statement.	Active	

- **Active** schedules will run on the **Next Run Date** as displayed on the Schedule Summary screen.
- **Pending** schedules are in the processing queue.
- Once a schedule is processed, it drops off the list.

Changing a Schedule

You can change your **Active** schedules at any time prior to processing. Schedules with a **Pending** status cannot be edited.

If you change the date range of a schedule, the run dates are recalculated based on your new dates. After you save the schedule, you will see the new dates on the Schedule Summary screen.

1. On the Schedule Summary screen, click the **Detail** icon. The schedule screen will display, which will allow you to change the schedule criteria.
2. The **Status** indicates whether the scheduled item is in the processing queue (Pending) or awaiting to run on the next run day (Active).

Deleting a Schedule

You can delete any of your **Active** schedules.

1. In the Schedule Summary screen, click the **Delete** icon.
2. A dialog box displays to confirm that you want to delete the schedule. Click **OK** to permanently remove the schedule.

Inbox – Retrieving Scheduled Reports

The Inbox contains processed reports that you scheduled in the application.

To access your Inbox items, click the **View all inbox files** link in the Inbox section of the Home page. The system retains Inbox items for 14 days before they are automatically deleted.

To Download a File

1. Click the report you want to view.
2. In the File Download dialog box, select **Open this file from its current location**. Depending on the security options set for your browser, you may not be able to open the file directly from the browser.
3. Click **OK**.