

1. Log in to Smart Data. (<https://sdg2.mastercard.com>)

Comerica Bank Smart Data American English

Sign In to Smart Data

USER ID:

PASSWORD:

Sign In Forgot Password?

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Done Internet Change 2

- Your User ID will be your first initial, your last name and the last four digits of your card number (for example – luribe1234)
- Your Password will be emailed to you prior to the delivery of your credit card
- Just follow the prompts and make a note of your new User ID & Password

2. After logging in, this is the screen you'll see next. From here you'll select the blue "Accounting Activity" tab.

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home

Welcome Back
Last Visit: 11/05/2012
Most Recent Posting Date: 10/15/2012

Accounting Activity Date Range: Previous 30 Days

Transactions & Adjustments

Last Five Transactions			
0	USPS 05798005135010057 340 E 1ST ST		90.00 10/15/2012
0	ALBERTSONS #6598 2000 E. 17TH ST.		85.32 08/27/2012
0	TARGET 00002865 1330 E 17TH ST		45.23 08/27/2012
	ROSS STORES #397 2200 EAST 17TH ST		30.12 08/27/2012
	T MOBILE 7378 2130 E 17TH ST		32.31 08/03/2012

Total Transactions
Reviewed
Not Reviewed

Inbox

Completed Reports (1) Scheduled Reports (0)

Expense Report
Completed Date 11/01/2012
View All >

No scheduled reports are available.

News & Links 1 of 1

No news available

View All News

Comerica Bank Website

Resource Center

- Web Tutorial
Online Training Tool
- Account User's Guide
Complete Manual
- Sample Reports Guide
Complete Manual
- Online Help
By Topic

Currently logged in as:

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Done Internet Double-click to change security settings

- Click on the blue "Accounting Activity" tab

3. Next, click on the “Transaction Summary” menu option.

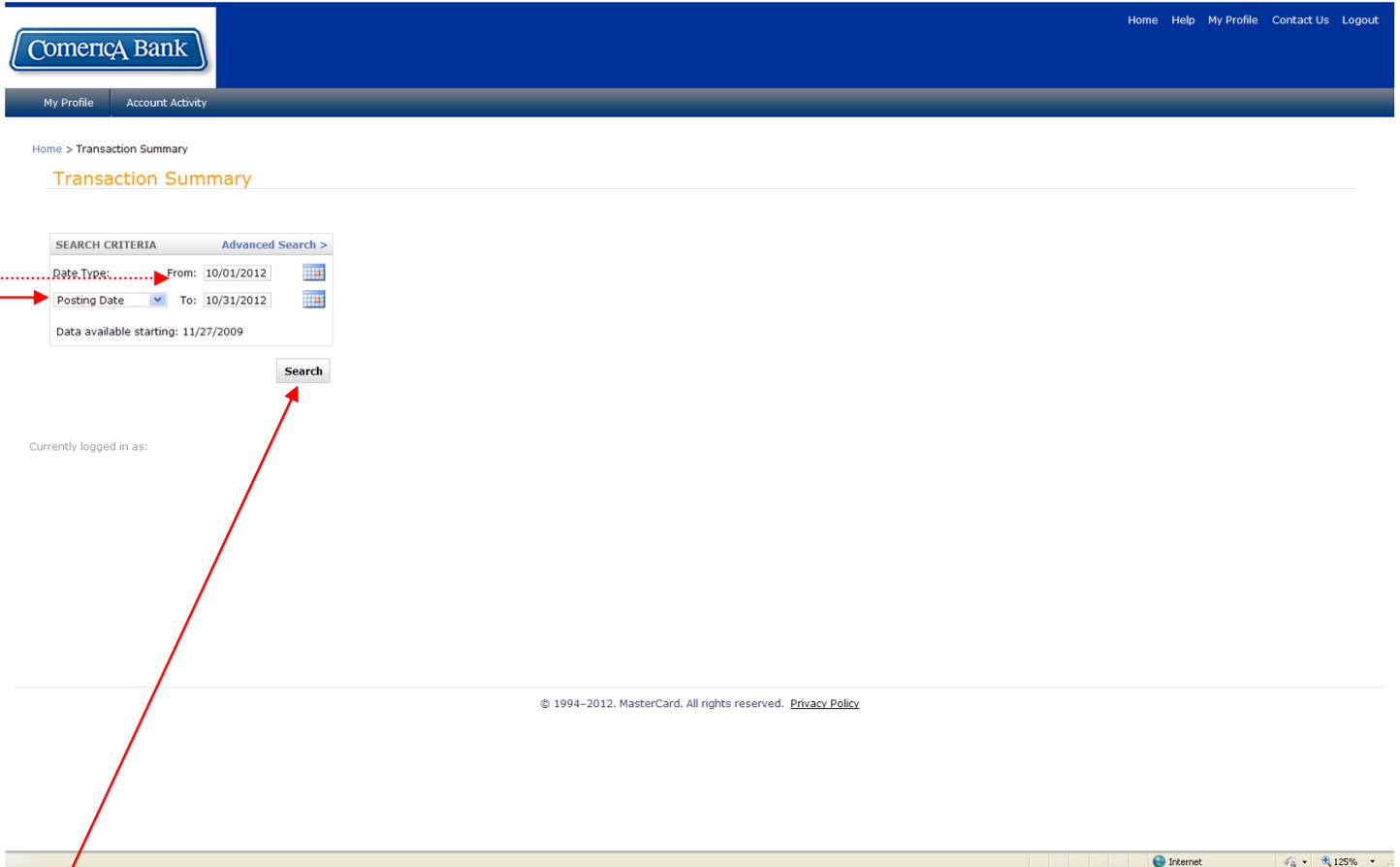
The screenshot shows the Comerica Bank online banking interface. At the top, there is a blue header with the Comerica Bank logo on the left and navigation links (Home, Help, My Profile, Contact Us, Logout) on the right. Below the header is a dark blue navigation bar with two tabs: "My Profile" and "Account Activity". The "Account Activity" tab is selected, and a dropdown menu is open, showing several options: "Transaction Summary", "Account Information", "Merchant Summary", "Add Cash Transaction", "Schedule Report", "Completed Reports", "Scheduled Reports", and "Manage Receipts". The "Transaction Summary" option is highlighted with a red arrow pointing to it. Below the navigation bar, the main content area is divided into several sections. On the left, there is a "Home" section with a "Welcome Back" message and a "Last Visit: 1 Most Recent" indicator. Below this is an "Inbox" section with a "Completed Reports (1)" and "Scheduled Reports (0)" section. The "Completed Reports (1)" section shows a report for "Express Report" completed on "11/01/2012". The "Scheduled Reports (0)" section shows "No scheduled reports are available." In the center, there is a "Last Five Transactions" section with a "Date Range: Previous 30 Days" dropdown. Below this is a table of transactions:

Transaction Description	Amount	Date
USPS 05798005135010057 340 E 1ST ST	90.00	10/15/2012
ALBERTSONS #6598 2000 E. 17TH ST.	85.32	08/27/2012
TARGET 00002865 1330 E 17TH ST	45.23	08/27/2012
ROSS STORES #397 2200 EAST 17TH ST	30.12	08/27/2012
T MOBILE 7378 2130 E 17TH ST	32.31	08/03/2012

On the right side of the interface, there is a "News & Links" section with "1 of 1" items. It shows "No news available" and a "View All News" link. Below this is a "Resource Center" section with several links: "Web Tutorial Online Training Tool", "Account User's Guide Complete Manual", "Sample Reports Guide Complete Manual", and "Online Help By Topic". At the bottom of the page, there is a footer with the text "© 1994-2012. MasterCard. All rights reserved. Privacy Policy". The browser address bar at the bottom shows the URL "https://sdq2.mastercard.com/sdngl/intrans/decision/accountTransSummaryDecision?nk.do?bnwflow=1".

- Click on the “Transaction Summary” menu option

4. Complete the transaction Search Criteria and then click on the “Search” button to see your transactions for the month.



- Search by Posting Date (default option)
- Select the Date,Month,Year for the last month's transactions
 - From Date should be the first of the month
 - To Date should be the last day of the month
- Next, click on the “Search” button

5. Review/Process your Transactions for the month.

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary

Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 10/01/2012

Posting Date: To: 10/31/2012

Data available starting: 11/27/2009

Search

Page 1 of 1 Go to page: Go

Expand All | Collapse All

[Add Cash Transaction](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 90.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	

Expand All | Collapse All

[Add Cash Transaction](#) [Save](#) [Reset](#)

Page 1 of 1 Go to page: Go

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Done Internet 125%

- Select the “Expand All” option to see all the fields that are required to be completed.

6. Review/Process your Transactions for the month (continued)...

The screenshot shows the Comerica Bank Transaction Summary page. At the top, there is a navigation bar with the Comerica Bank logo and links for Home, Help, My Profile, Contact Us, and Logout. Below this is a sub-navigation bar with My Profile and Account Activity. The main content area is titled 'Transaction Summary' and includes a search criteria box with the following details:

- SEARCH CRITERIA: Advanced Search >
- Date Type: From: 10/01/2012
- Posting Date: To: 10/31/2012
- Data available starting: 11/27/2009

A 'Search' button is located below the search criteria. The search results are displayed in a table with the following columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, and Additional Information. The search results show a single transaction with a posting date of 10/15/2012 and a transaction date of 10/12/2012. The description is 'USPS 05798005135010057 TUSTIN, CA -92781' and the transaction amount is 90.00. Below the transaction record, there is an 'ACCOUNTING CODES INFORMATION' section with the following details:

Expense Description	District / Department	Site	GL Account
Postage for Fund Development	950000 Fund Development	N/A	Postage and Delivery

An 'Edit Accounting Codes' button is located to the right of the accounting codes information. A red arrow points from the 'Edit Accounting Codes' button to the 'Edit Accounting Codes' text in the list below.

At the bottom of the page, there is a 'Currently logged in as:' section and a 'Done' button. The page footer shows 'Internet' and '125%'.

- Select the “Edit Accounting Codes” option to edit the fields that are required to be completed for each transaction.

7. Review/Process your Transactions for the month (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary

Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 10/01/2012

Posting Date: To: 10/31/2012

Data available starting: 11/27/2009

Search

Page 1 of 1 Go to page: Go

Expand All | Collapse All [Add Cash Transaction](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 90.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
			10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	

ACCOUNTING CODES INFORMATION

Expense Description

Region: 900000 THINK Home Office *

District / Department: 950000 Fund Development *

Site: N/A *

GL Account: Postage and Delivery *

[Copy to All on Page](#)

Expand All | Collapse All [Add Cash Transaction](#) [Save](#) [Reset](#)

Page 1 of 1 Go to page: Go

- Required fields are shown with a red asterisk. Complete those required fields.
 - **Expense Description** – Briefly describe what was purchased and why
 - **Region** – Select the appropriate value from the drop down list that will appear
 - **District/Department** – Select the appropriate value from the drop down list that will appear. For supplemental purchases, be sure to select the correct supplemental district/department.
 - **Site** - Select the appropriate value from the drop down list that will appear. For supplemental purchases, be sure to select the correct supplemental site.
 - **GL Account** – Defaulted to “site level spending”. No changes should be made unless purchase is for supplemental purposes. In this case, “site level spending-supplemental” should be chosen from the drop down list.

8. Review/Process your Transactions for the month (continued)...

The screenshot displays the Comerica Bank Transaction Summary interface. At the top, the Comerica Bank logo is visible on the left, and navigation links (Home, Help, My Profile, Contact Us, Logout) are on the right. Below the logo, there are tabs for 'My Profile' and 'Account Activity'. The main content area is titled 'Transaction Summary' and includes a search criteria box with fields for 'Date Type', 'From' (10/01/2012), 'Posting Date' (10/31/2012), and 'To' (10/31/2012). A 'Search' button is located below these fields. The search results are displayed in a table with columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, and Additional Information. A single transaction is shown with a 'Posting Date' of 10/15/2012 and a 'Transaction Date' of 10/12/2012. The 'Reviewed' column contains an unchecked checkbox. Below the table, there is an 'ACCOUNTING CODES INFORMATION' section with fields for 'Expense Description', 'Region' (900000 THINK Home Office), 'District / Department' (950000 Fund Development), 'Site' (N/A), and 'GL Account' (Postage and Delivery). A 'Copy to All on Page' button is also present. At the bottom of the page, there are 'Add Cash Transaction', 'Save', and 'Reset' buttons, along with a 'Page 1 of 1' indicator and a 'Go to page:' field. A red arrow points from the 'Reviewed' checkbox in the table to the 'Save' button at the bottom of the page.

- Click on the “Reviewed” check box for each transaction once the required fields for that transaction have been completed. If a transaction needs to be split do not check the “Reviewed” check box.
- After all transactions have been processed, click on the “Save” button. If any required fields are incomplete, you will be prompted to complete them. Once you click “Save” no corrections will be allowed, so be sure that all is correct prior to clicking “Save”!

9. If a transaction needs to be allocated (split) across multiple accounting codes... (if not necessary skip to step 15)

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary

Transaction Summary

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 10/01/2012

Posting Date: To: 10/31/2012

Data available starting: 11/28/2009

Search

Page 1 of 1 Go to page: Go

Expand All | Collapse All

[Add Cash Transaction](#) [Save](#) [Reset](#)

SEARCH RESULTS Search Total: 90.00

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	

Expand All | Collapse All

[Add Cash Transaction](#) [Save](#) [Reset](#)

Page 1 of 1 Go to page: Go

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Done Internet 125%

- Click on the red “Split Transaction” icon associated with the specific transaction needing to be split.

10. If a transaction needs to be allocated (split) across multiple accounting codes (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary > Split Transaction

Split Transaction

Financial Detail Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Split(s): 2 Add

Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
This transaction does not have any splits defined.		
Totals:		

Save Reset

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Done Internet 125%

- Select the number of splits to create. For example, if a purchase needed to be split across three elementary schools, you would need to create three splits for that transaction.
- After selecting the number of splits to create, click on the “Add” button.

11. If a transaction needs to be allocated (split) across multiple accounting codes (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary > Split Transaction

Split Transaction

Financial Detail Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Split(s): 2 Add

Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
<input type="checkbox"/> <input type="text"/>	50.00	<input type="text" value="45.00"/>
<input type="checkbox"/> <input type="text"/>	50.00	<input type="text" value="45.00"/>
Totals:	100.00	90.00

Save Reset

Currently logged in as:

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Error on page. Internet 125%

- Allocate the transaction amount by keying the appropriate dollar amounts into the separate lines.
- Next, enter the Expense Description for each line.

12. If a transaction needs to be allocated (split) across multiple accounting codes (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary > Split Transaction

Financial Transaction successfully modified.

Split Transaction

Financial Detail Split Detail Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Split(s): 2 Add

Select All | Deselect All Remove Expand All | Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount
<input type="checkbox"/> Postage for Fund Development	50.00	45.00
<input type="checkbox"/> Postage for Fund Development	50.00	45.00
Totals:	100.00	90.00

Save Reset

Currently logged in as:

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Error on page. Internet 125%

- Next, select the “Expand All” option.

13. If a transaction needs to be allocated (split) across multiple accounting codes (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home > Transaction Summary > Split Transaction

Financial Transaction successfully modified.

Split Transaction

Financial Detail Split Detail

Save Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Split(s): 2 Add

Select All | Deselect All Remove Expand All Collapse All Split By: Amount Split and Balance To: Total Transaction Amount

Description	Percent	Amount	
<input type="checkbox"/> Postage for Fund Development	50.00	45.00	
ACCOUNTING CODES INFORMATION			
Region	District / Department	Site	GL Account
900000 THINK Home Office	950000 Fund Development	N/A	Postage and Delivery
<input type="button" value="Edit Accounting Codes"/>			
<input type="checkbox"/> Postage for Fund Development	50.00	45.00	
ACCOUNTING CODES INFORMATION			
Region	District / Department	Site	GL Account
900000 THINK Home Office	950000 Fund Development	N/A	Postage and Delivery
<input type="button" value="Edit Accounting Codes"/>			
Totals:		100.00	90.00

Error on page. Internet 125%

- Click on the “Edit Account Codes” button for each split.

14. If a transaction needs to be allocated (split) across multiple accounting codes (continued)...

Home > Transaction Summary > Split Transaction

Financial Transaction successfully modified.

Split Transaction

Financial Detail | Split Detail

Save | Reset

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Split(s): 2 Add

Select All | Deselect All | Remove | Expand All | Collapse All

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount
Postage for Fund Development	50.00	45.00
ACCOUNTING CODES INFORMATION		
Region	District / Department	Site
900000 THINK Home Office	950000 Fund Development	N/A
GL Account	Postage and Delivery	
Copy to All on Page		
Postage for Fund Development	50.00	45.00
ACCOUNTING CODES INFORMATION		
Region	District / Department	Site
900000 THINK Home Office	950000 Fund Development	N/A
GL Account	Postage and Delivery	
Edit Accounting Codes		
Totals:		90.00

- Key in the required accounting codes (red dots) for each split amount.
- Click on the “Reviewed” check box for each transaction once the required fields for that transaction have been completed.
- Once those fields are complete, click on the “Save” button.

15. Schedule monthly statement report to be downloaded.

The screenshot shows the Comerica Bank website interface. The 'Account Activity' tab is selected, and the 'Schedule Report' option is highlighted in the dropdown menu. Below the menu, a transaction report is displayed for a USPS transaction on 10/12/2012. The report includes a table with columns for Description, Percent, and Amount, and another table for ACCOUNTING CODES INFORMATION with columns for Region, District / Department, Site, and GL Account.

Posting Date	Transaction Date	Description	Transaction Amount	Net Transaction Amount	Additional Information
10/15/2012	10/12/2012	USPS 05798005135010057 TUSTIN, CA -92781	90.00	90.00	

Description	Percent	Amount
Postage for Fund Development	50.00	45.00

ACCOUNTING CODES INFORMATION

Region	District / Department	Site	GL Account
900000 THINK Home Office	950000 Fund Development	N/A	Postage and Delivery

Description	Percent	Amount
Postage for Fund Development	50.00	45.00

ACCOUNTING CODES INFORMATION

Region	District / Department	Site	GL Account
900000 THINK Home Office	950000 Fund Development	N/A	Postage and Delivery

Totals:

- Click on the "Account Activity" tab
- Choose "Schedule Report"

16. Schedule monthly statement report to be downloaded (continued)...

The screenshot shows the Comerica Bank website interface. At the top, there is a navigation bar with the Comerica Bank logo and links for Home, Help, My Profile, Contact Us, and Logout. Below the navigation bar, there are tabs for My Profile and Account Activity. The main content area is titled "Schedule Report: Choose Report" and includes a "Show Reports Inbox" checkbox. The page is divided into several sections: "Progress - Step 1", "Select Report" (No report selected), "Completed Reports" (1 Reports Complete), "Expense Report" (Description empty), and "Scheduled Reports" (0 Reports Scheduled). A red arrow points from the "Expense Report" in the "Scheduled Reports" section to the "Expense Report" in the main grid of reports. The grid contains 20 reports, including "Account Activity Spending Alerts", "Account Statement", "Account Statement Report with Signature Lines", "Account Status", "Accounting Code Detail", "Accounting Codes Analysis", "Accounting Software Download", "Airline Summary", "Cash Transaction Detail", "Copy of Sample Export Report", "Daily Transaction Summary", "Detail Spend Analysis by Account", "Expense Report", "Fleet Costs Report", "Fuel Brand Summary", "Fuel Exception / Detail", "Line Item Detail", "Lodging Chain and Summary", "Merchant Detail", "Merchant Related Spending", "Spend Analysis by Merchant", "Spend Analysis by Merchant Category", "Spend Analysis by Transaction Category", and "Supplier Transaction Detail Report". The "Expense Report" is highlighted in the grid. At the bottom, there is a footer with copyright information and a Privacy Policy link.

- Select "Expense Report" from the Choose Report selection area.

17. Schedule monthly statement report to be downloaded (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home Show Reports Inbox

Progress - Step 2 of 5

Select Report
Expense Report

Select Scheme
No scheme selected

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

Completed Reports
1 Reports Complete

Expense Report
[Description empty]

Scheduled Reports
0 Reports Scheduled
No scheduled reports.

Schedule Report: **Select Cost Allocation Scheme**
Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity **ALICIA CUEVAS**

THINK TOGETHER INC (ACTIVE)
Region, District / Department, Site, GL Account

None
Include all transactions. Accounting code fields are not available.

Next Cancel

- Choose “THINK TOGETHER INC (ACTIVE)” as your cost allocation scheme (default option).
- Click on the “Next” button.

18. Schedule monthly statement report to be downloaded (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home Show Reports Inbox

Progress - Step 3 of 5

Select Report
Expense Report

Select Scheme
THINK TOGETHER INC

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

Completed Reports
0 Reports Complete
No completed reports.

Scheduled Reports
0 Reports Scheduled
No scheduled reports.

Schedule Report: **Filters**

Select the field, type, and value Click the Add button to add the filter.

Field Type

Add

Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.		

Select All | Deselect All Delete

Back Next Cancel

- **DO NOT** choose any of the "Filters"
- Click "Next"

19. Schedule monthly statement report to be downloaded (continued)...

Home Show Reports Inbox

Progress - Step 4 of 5

Select Report
Expense Report

Select Scheme
THINK TOGETHER INC

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

Completed Reports
0 Reports Complete
No completed reports.

Scheduled Reports
0 Reports Scheduled
No scheduled reports.

Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Delivery Options: System Inbox

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Additional Options: Include Splits

Account Type: Include Account Financials Only

Description: October Expense Report

Notify Me At: XXXXXXXX@THINKTOGETHER.ORG
Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

- Make sure that the “Schedule Report: Options” selected are the following:
 - **Date Type:** “Posting Date”
 - **Delivery Options:** “System Inbox”
 - **Report Format:** “Adobe PDF”
 - **Number Format:** “XX,XXX.XX”
 - **Date Format:** “MM/DD/YYYY”
 - **Additional Options:** Check the “Include Splits” box if you created any splits.
 - **Account Type:** “Include Account Financials Only”
 - **Description:** Type a brief description of the report you are downloading.
 - e.g. “October Expense Report”
 - **Notify Me At:** Type the email address where you want to be notified once the report is finish downloading.

20. Schedule monthly statement report to be downloaded (continued)...

Home Show Reports Inbox

Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date: 10/01/2012 To Date: 10/31/2012 Schedule Offset: 0 (in days)

Daily

Start Date: 10/28/2012 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly

From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

Monthly

From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

- Choose “Run Once” as the frequency
- Select the date range, first of the month through end of the month.
 - DO NOT click on the “Schedule Offset” button
- Next, click on the “Save” button.

21. Print your monthly statement summary, attach your receipts, and forward to your supervisor.

The screenshot shows the Comerica Bank website interface. At the top, there is a navigation bar with links for Home, Help, My Profile, Contact Us, and Logout. Below this is a 'My Profile' dropdown menu with options like Home, Progress, Select Report, Completed Reports, Scheduled Reports, and Manage Receipts. The main content area is titled 'Schedule Report: Choose Report' and contains a grid of report icons and titles. A red dashed line points from the 'Completed Reports' section in the sidebar to the 'Expense Report' listed under 'Scheduled Reports'.

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https://sdq2.mastercard.com/sdq/report/completed/executeInk.do?8nvf0w=1

- Wait approximately 5 minutes for the report to be downloaded.
- Click on the “Account Activity” tab
- Choose “Completed Report”

22. Print your monthly statement summary, attach your receipts, and forward to your supervisor (continued)...

Comerica Bank

Home Help My Profile Contact Us Logout

My Profile Account Activity

Home Show Reports Inbox

Report Summary

Successful Reports 1
Failed Reports 0
Scheduled Reports 0

Completed Reports
1 Reports Complete

Expense Report
October Expense Report

Scheduled Reports
0 Reports Scheduled

No scheduled reports.

Report Requests: Completed Reports

Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system for your records.

Page 1 of 1 Go to page:

Name	File Size	Status	Completed
<input type="checkbox"/> Expense Report October Expense Report	51.3 KB	Success	11/28/2012 14:45:29 EST

Page 1 of 1 Go to page:

Select All | Deselect All

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https://sdq2.mastercard.com/sdnq/report/completed/detail/render.do?id=74192178&reportType=BO Internet 125%

- Click on the “Expense Report” link to download the report.

23. Print your monthly statement summary, attach your receipts, and forward to your supervisor (continued)...

The screenshot displays the Comerica Bank web interface. At the top, there is a navigation bar with links for Home, Help, My Profile, Contact, and Logout. Below this, a secondary bar contains 'My Profile' and 'Account Activity'. The main content area is titled 'Home' and includes a 'Show Reports Inbox' checkbox. On the left, there are three summary boxes: 'Report Summary' (1 Successful, 0 Failed, 0 Scheduled), 'Completed Reports' (1 Complete), and 'Scheduled Reports' (0 Scheduled). The central focus is a 'Report Requests Completed Report' section, which contains a table with the following details:

Name	Expense Report
Completed	11/28/2012 14:45:29 EST
Scheduled	11/28/2012 14:45:15 EST
File Size	51.3 KB
Status	Complete
Description	October Expense Report
Created By	System

Below the table are 'Download' and 'Delete' buttons. A red dotted arrow points from the bottom-left corner of the page to the 'Download' button. At the bottom of the page, there is a footer with copyright information and a 'Privacy Policy' link.

- Click "Download" to view and print the report.
- Once you have printed the report be sure to Logout of SDOL.
- Attach your receipts to the hard copy report (the report will be multiple pages)
 - Attach them in the same order they appear on the report
- Submit the hard copy report and receipts to your supervisor.