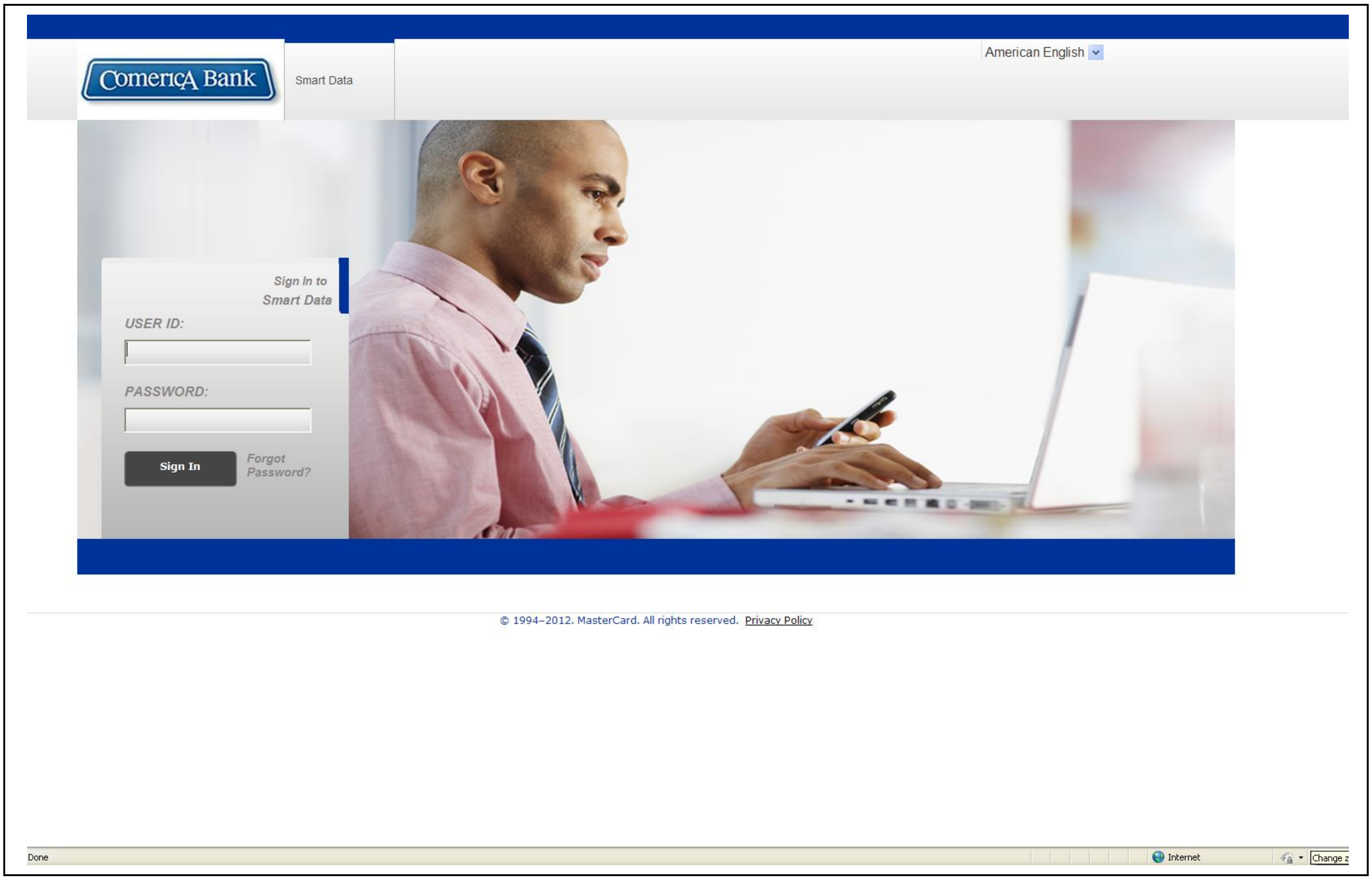
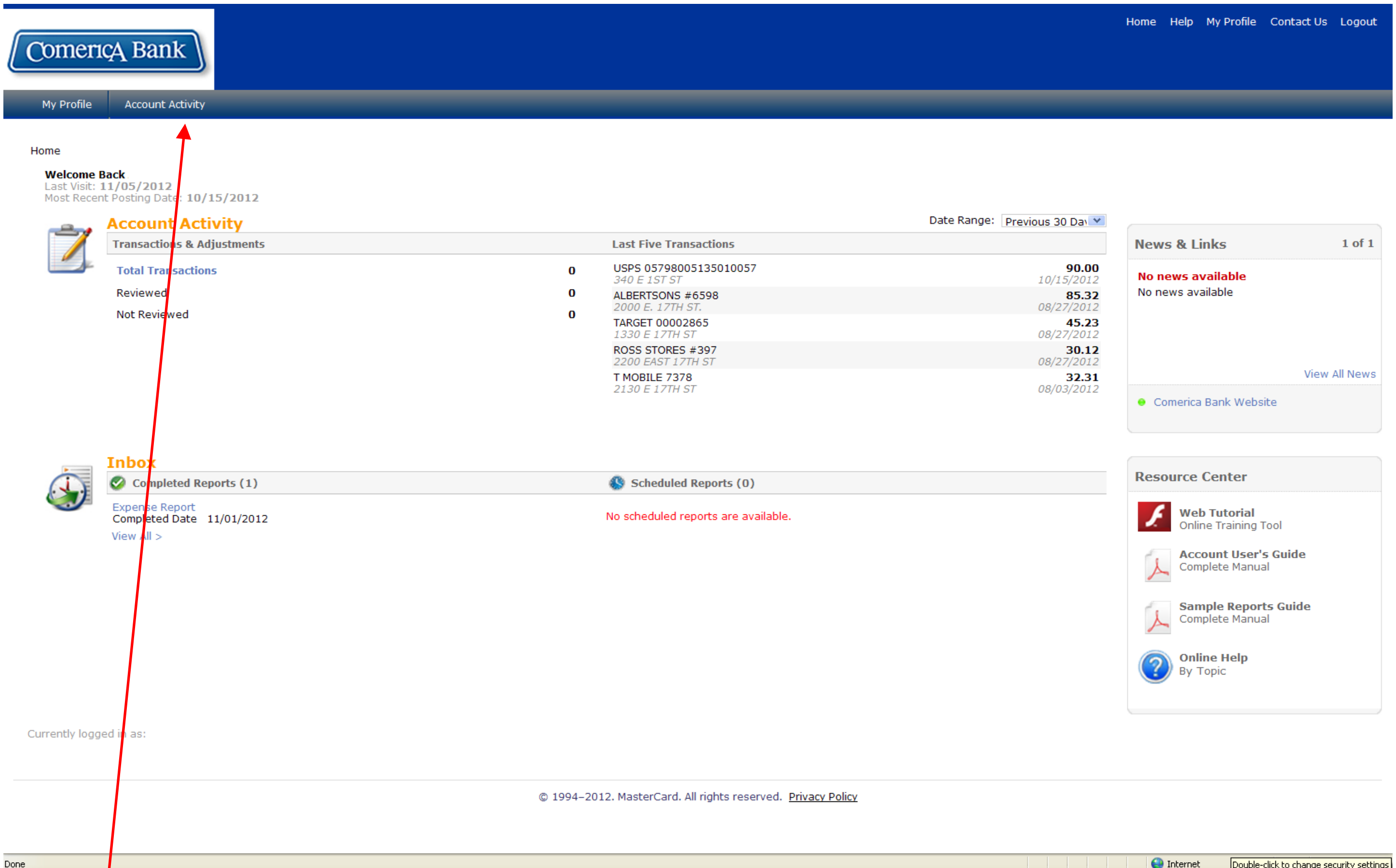
1. **Log in to Smart Data. (https://sdg2.mastercard.com)**



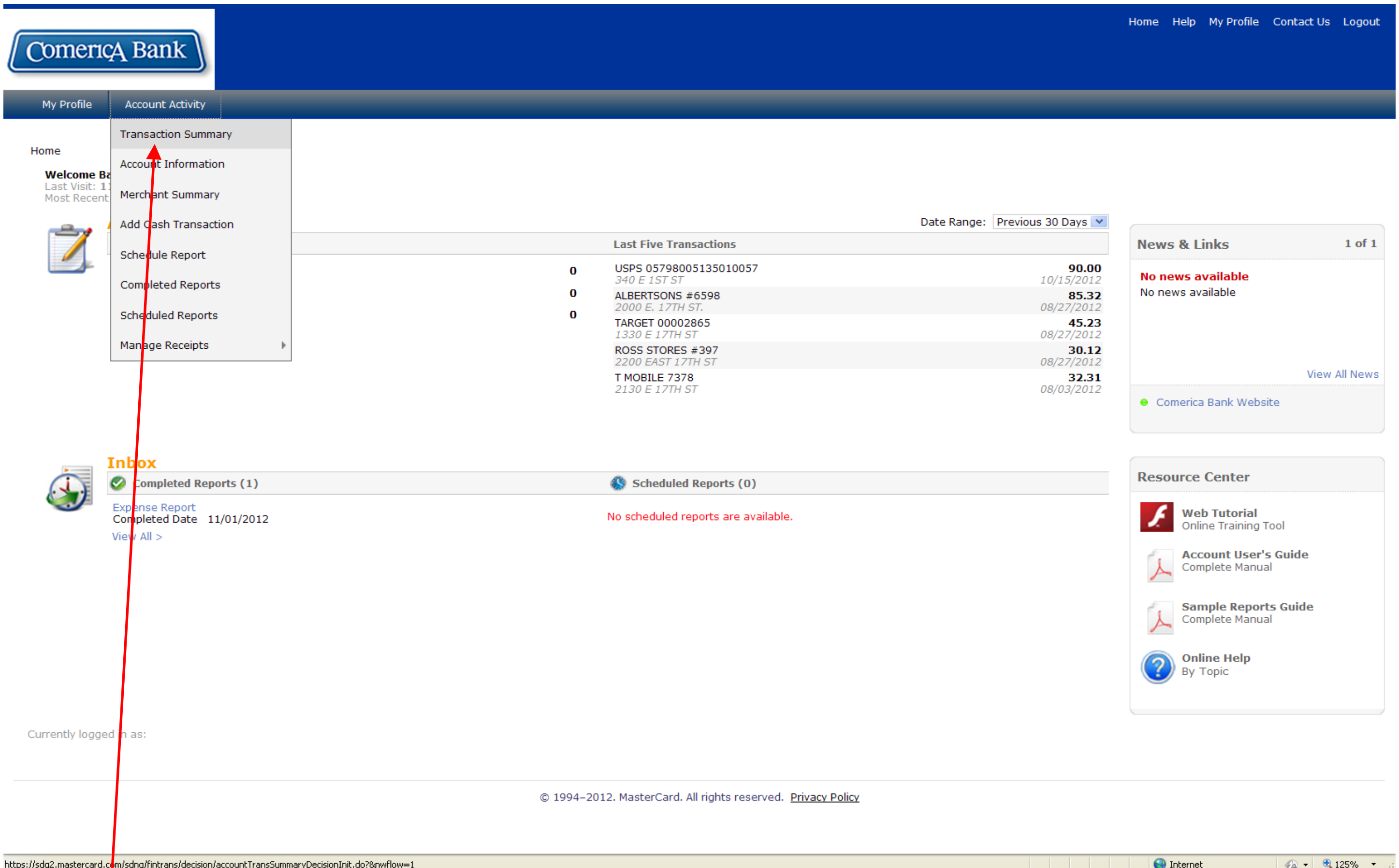
- Your User ID will be your first initial, your last name and the last four digits of your card number (for example – luribe1234)
- Your Password will be emailed to you prior to the delivery of your credit card
- Just follow the prompts and make a note of your new User ID & Password

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



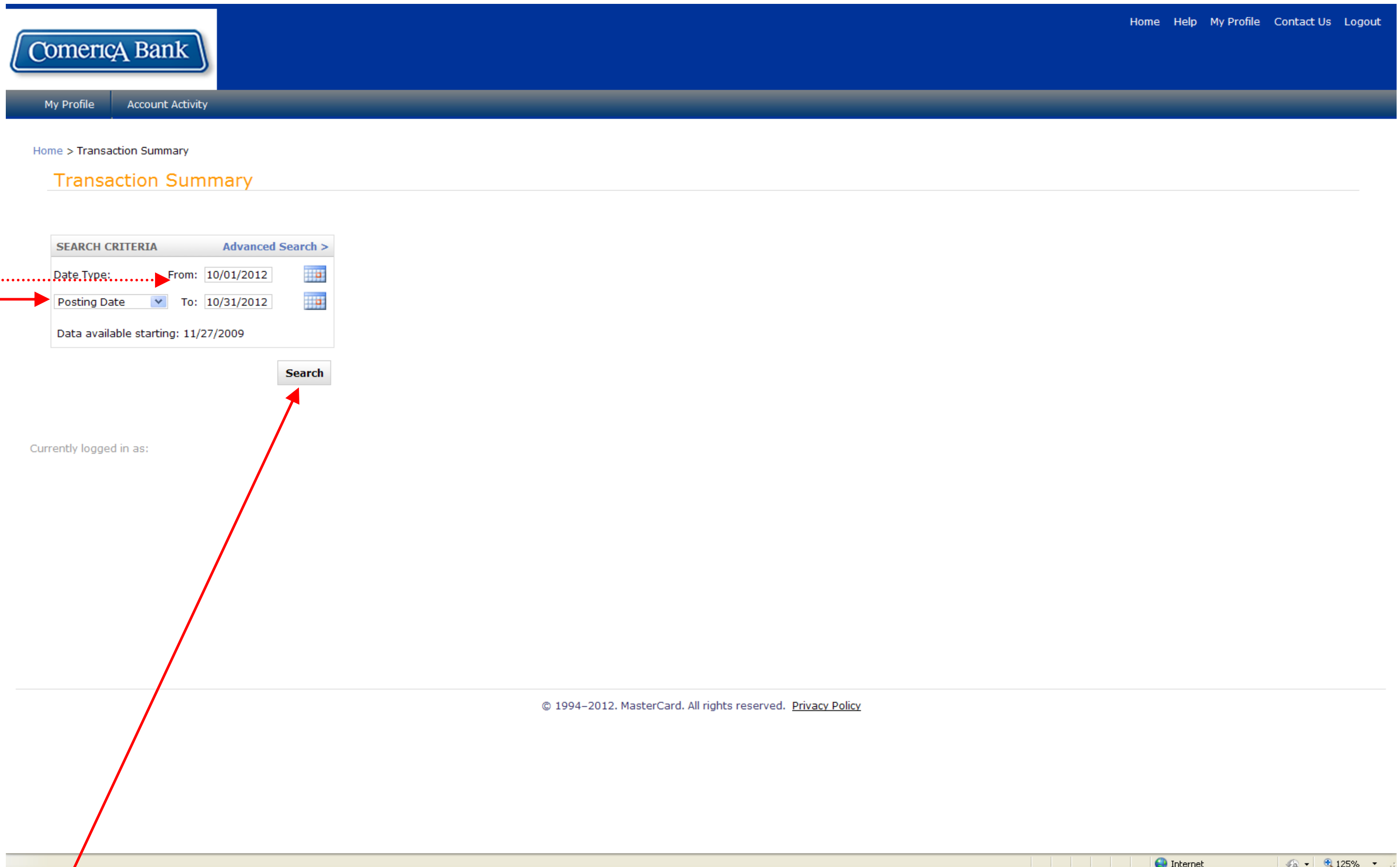
- Click on the blue "Accounting Activity" tab

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



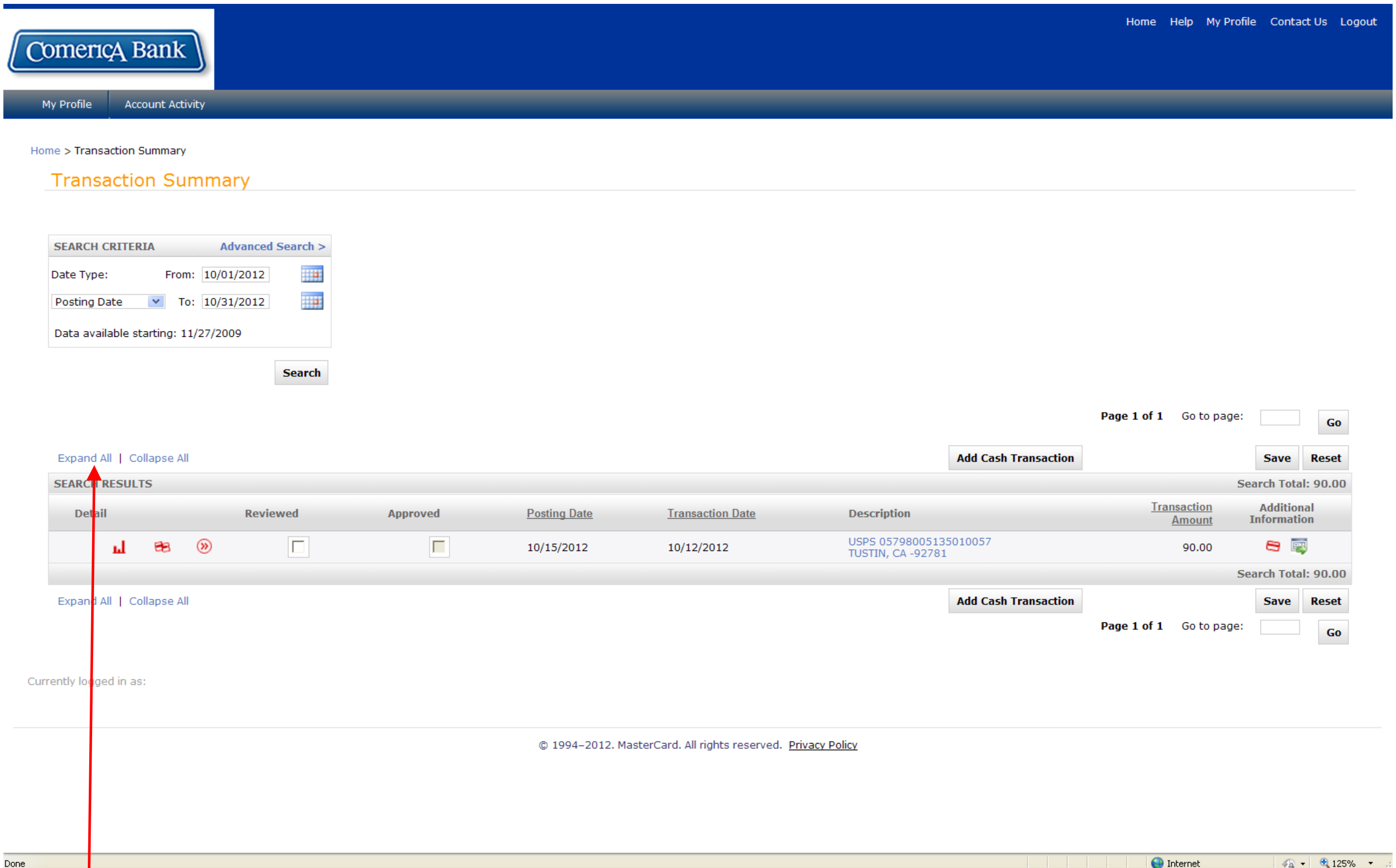
- Click on the “Transaction Summary” menu option

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



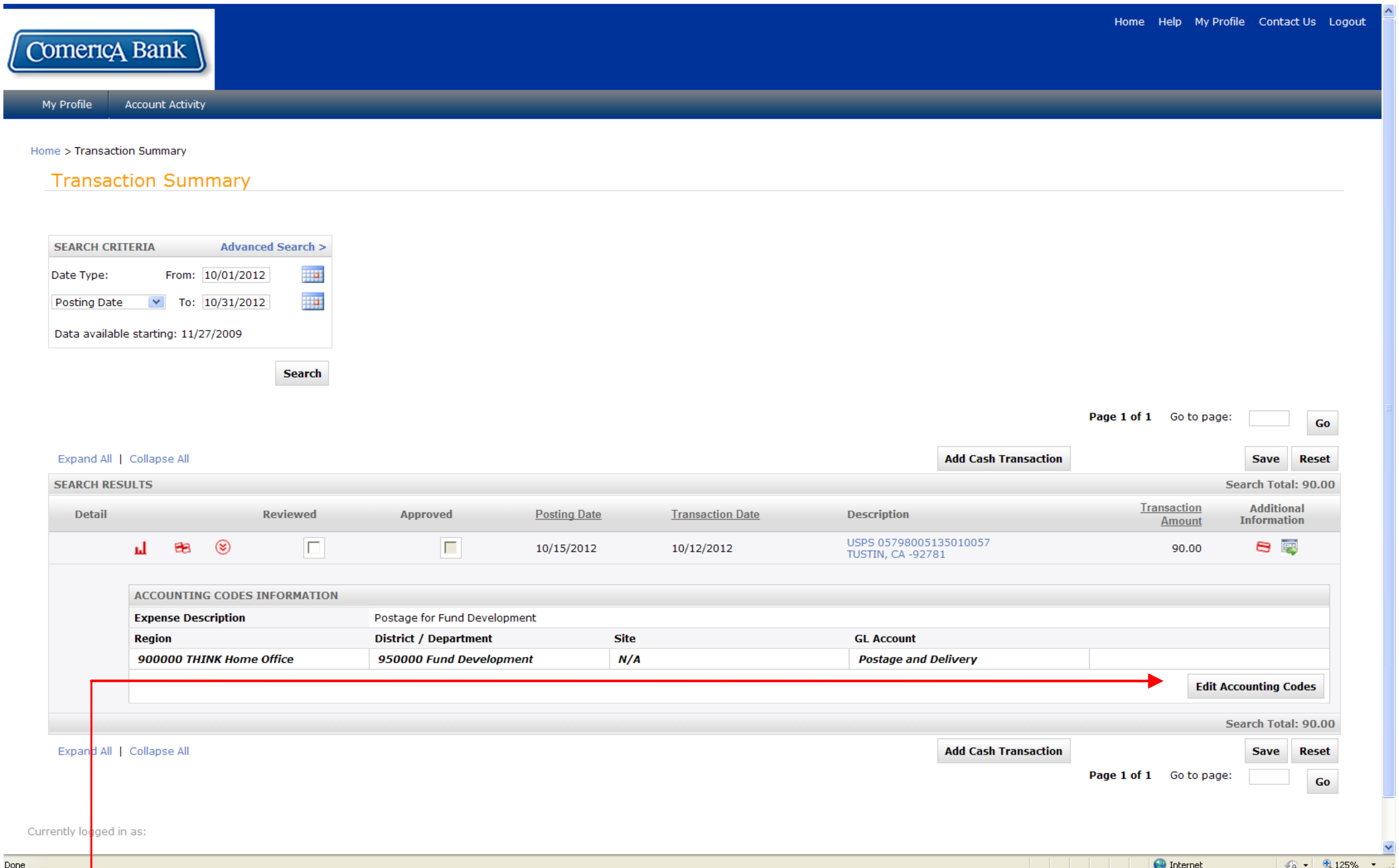
- Search by Posting Date (default option)
- Select the Date,Month,Year for the last month's transactions
    - From Date should be the first of the month
    - To Date should be the last day of the month
- Next, click on the "Search" button

5. Review/Process your Transactions for the month.



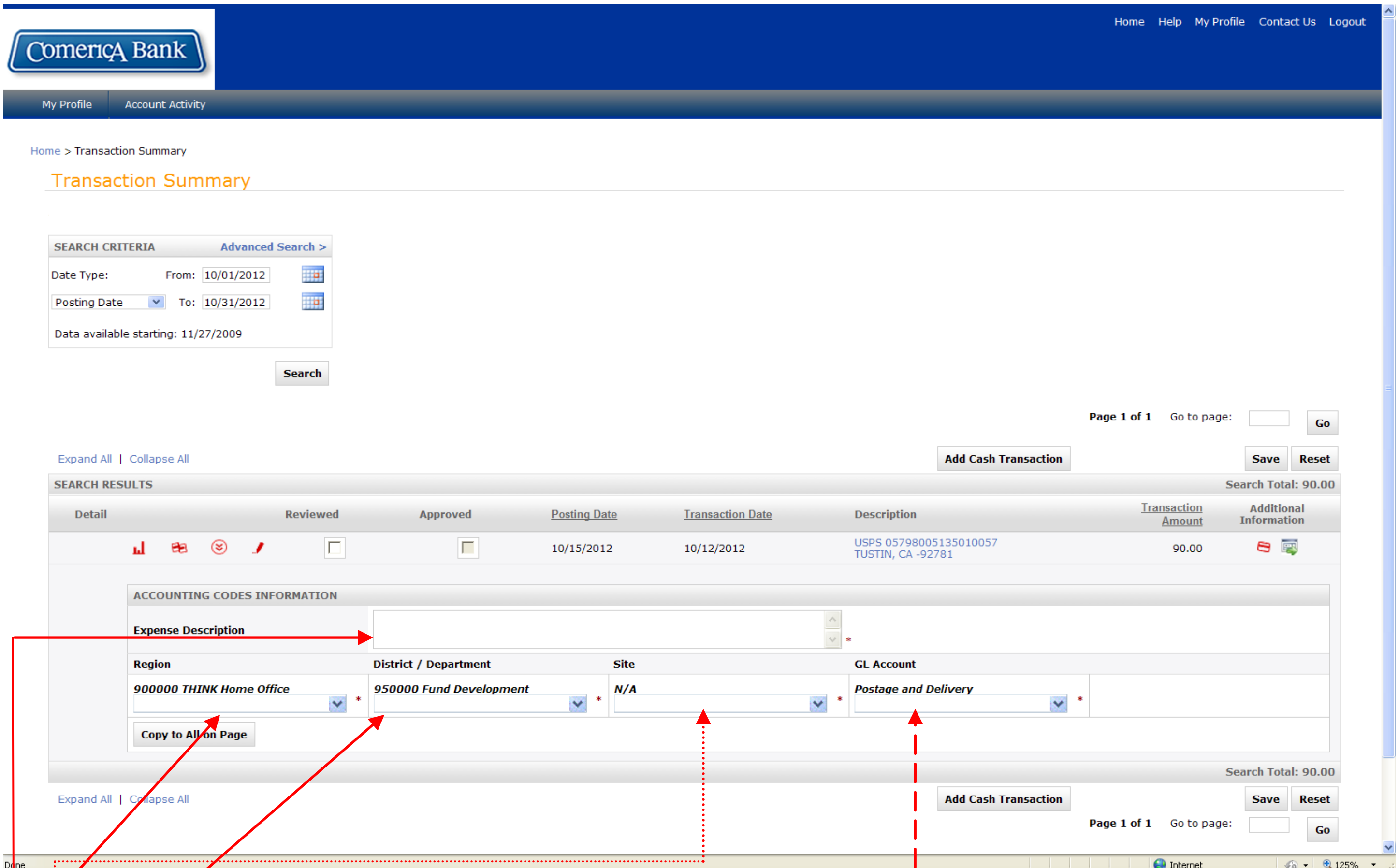
- Select the "Expand All" option to see all the fields that are required to be completed.

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



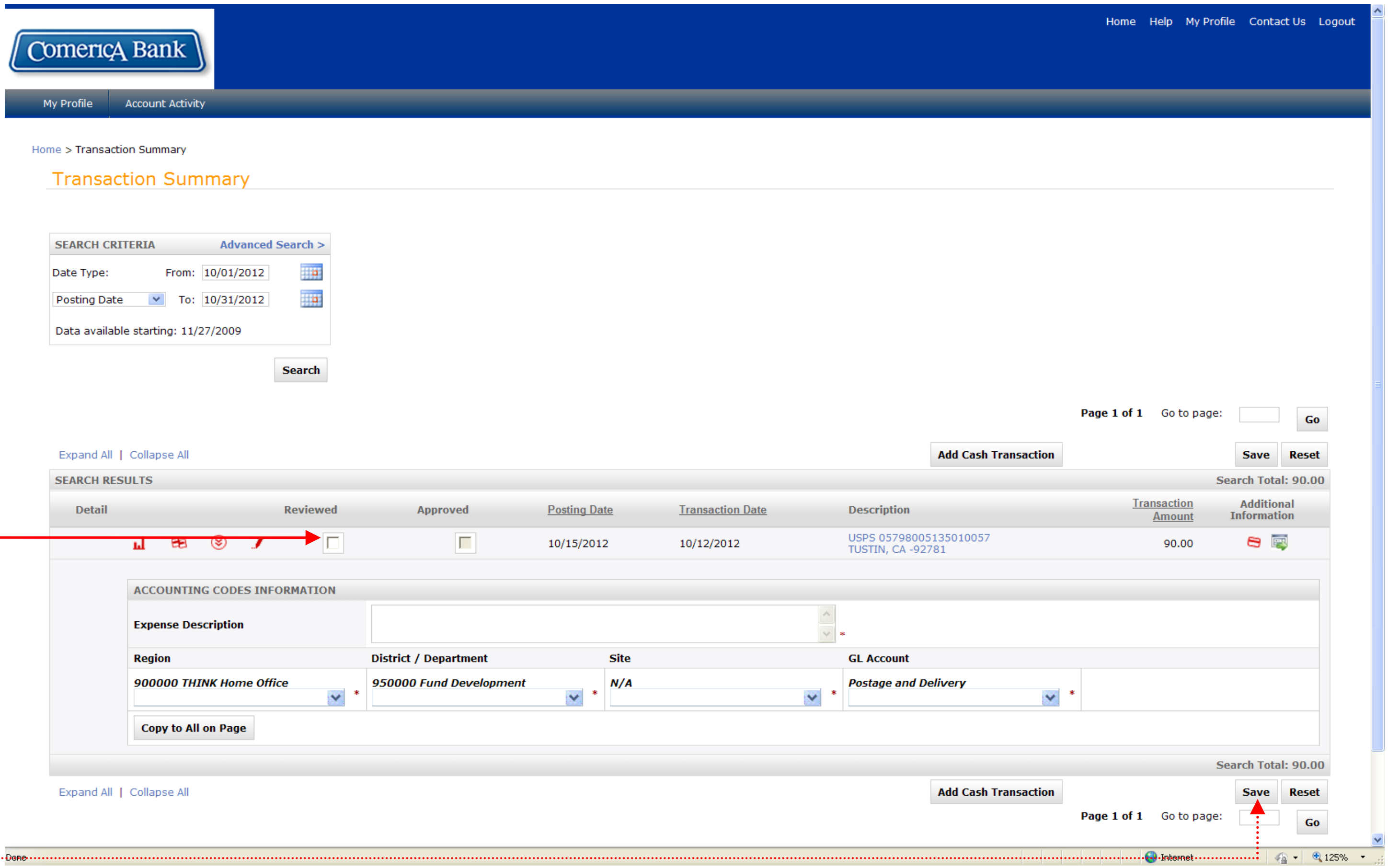
- Select the "Edit Accounting Codes" option to edit the fields that are required to be completed for each transaction.

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



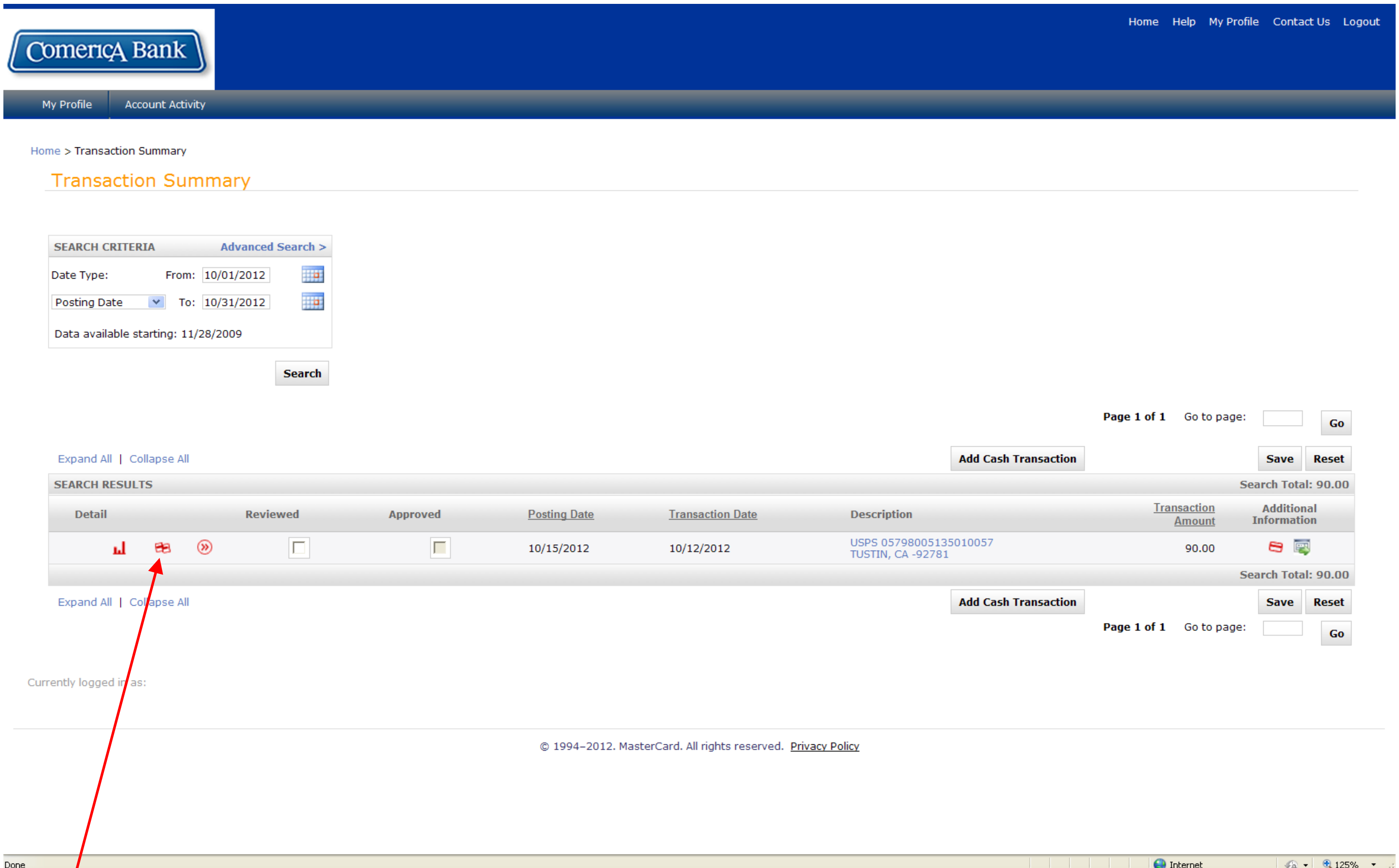
- Required fields are shown with a red asterisk. Complete those required fields.
  - **Expense Description** – Briefly describe what was purchased and why
  - **Region** – Select the appropriate value from the drop down list that will appear
  - **District/Department** – Select the appropriate value 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)…



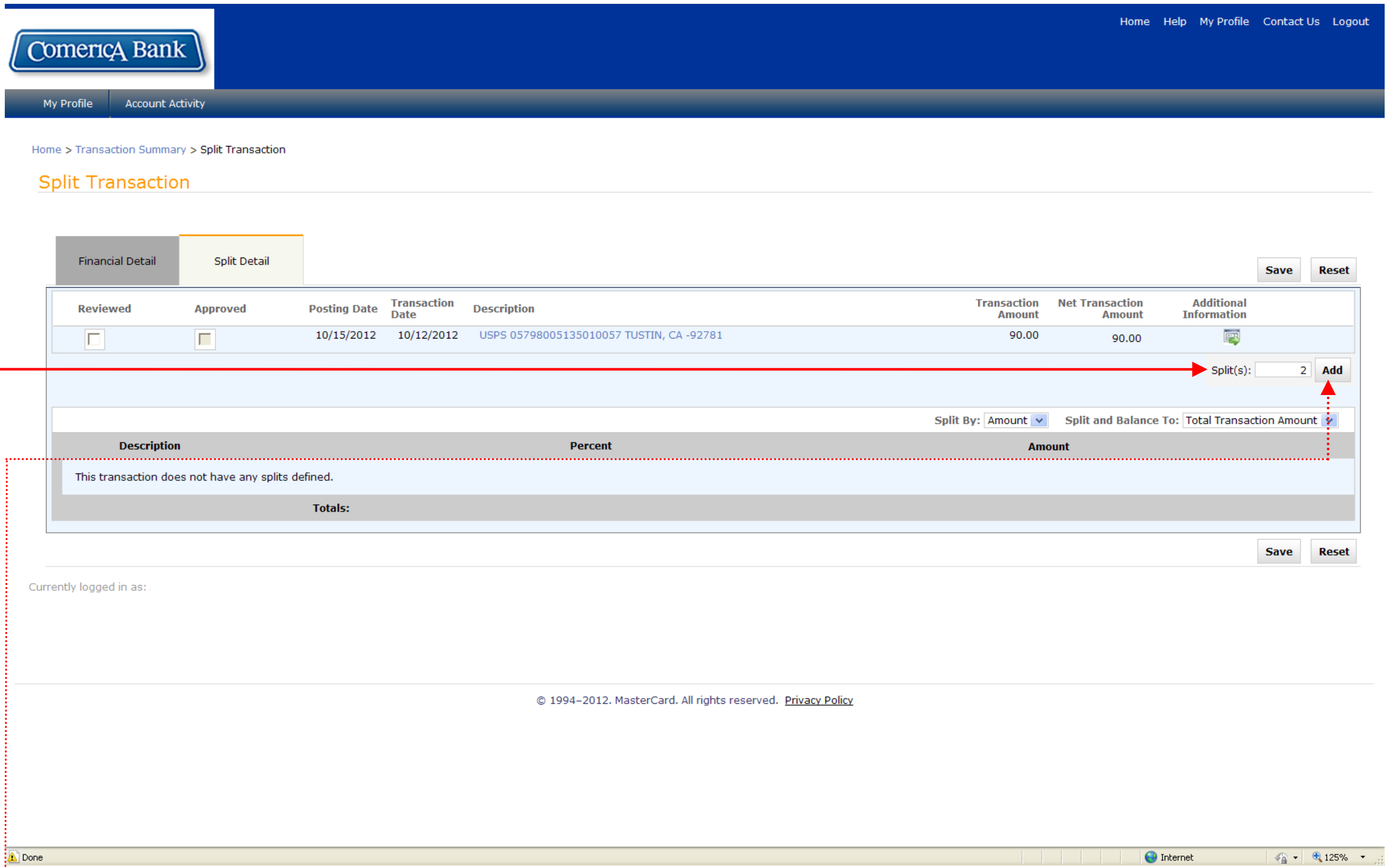
- Click on the "Reviewed" check box for each transaction once the required fields for that transaction have been completed. If a transaction needs to be split do not check the "Reviewed" check box.
- After all transactions have been processed, click on the "Save" button. If any required fields are incomplete, 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)



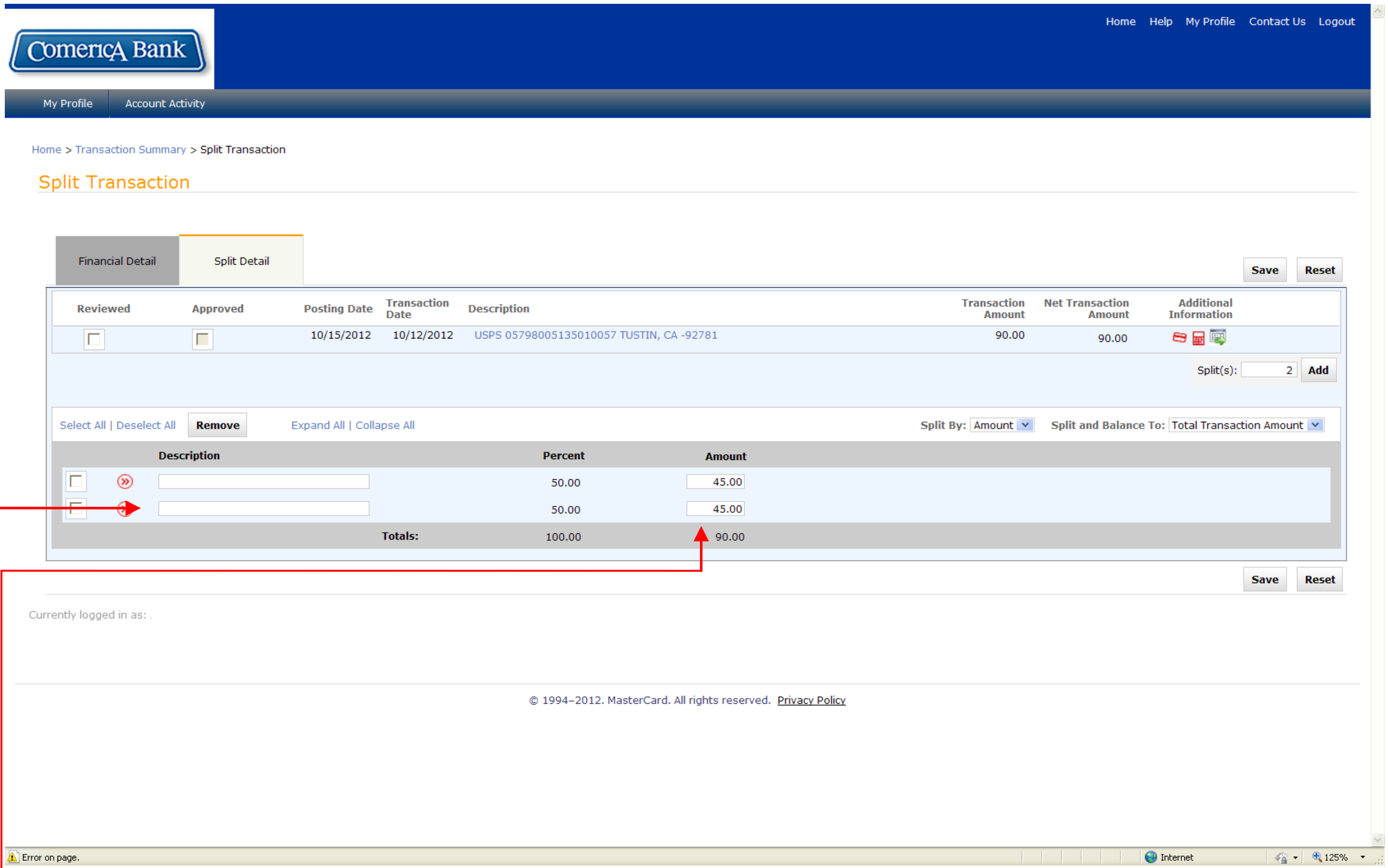
- Click on the red “Split Transaction” icon associated with the specific transaction needing to be split.

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



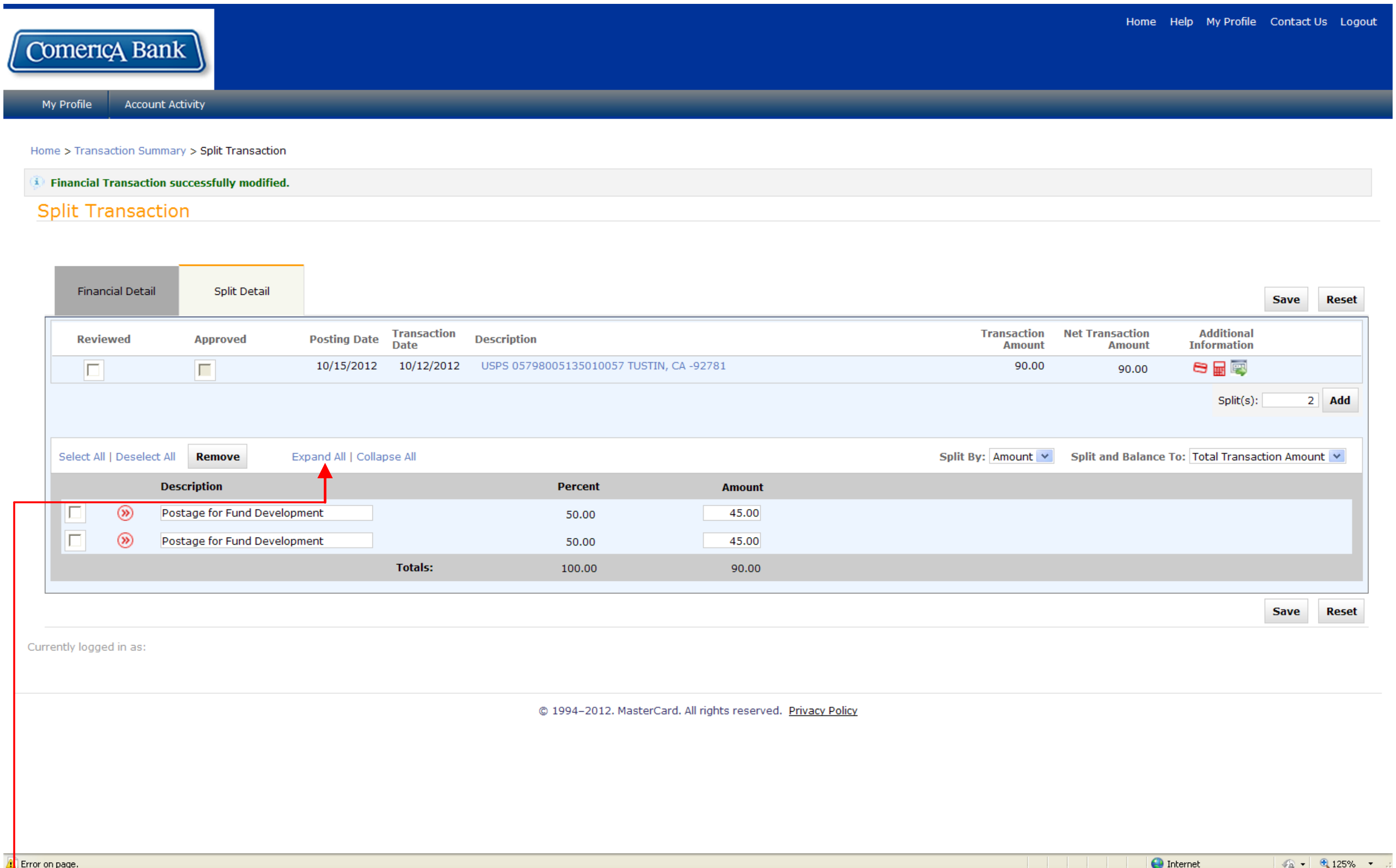
- Select the number of splits to create. For example, if a purchase needed to be split across three elementary schools, you would need to create three splits for that transaction.
- After selecting the number of splits to create, click on the “Add” button.

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



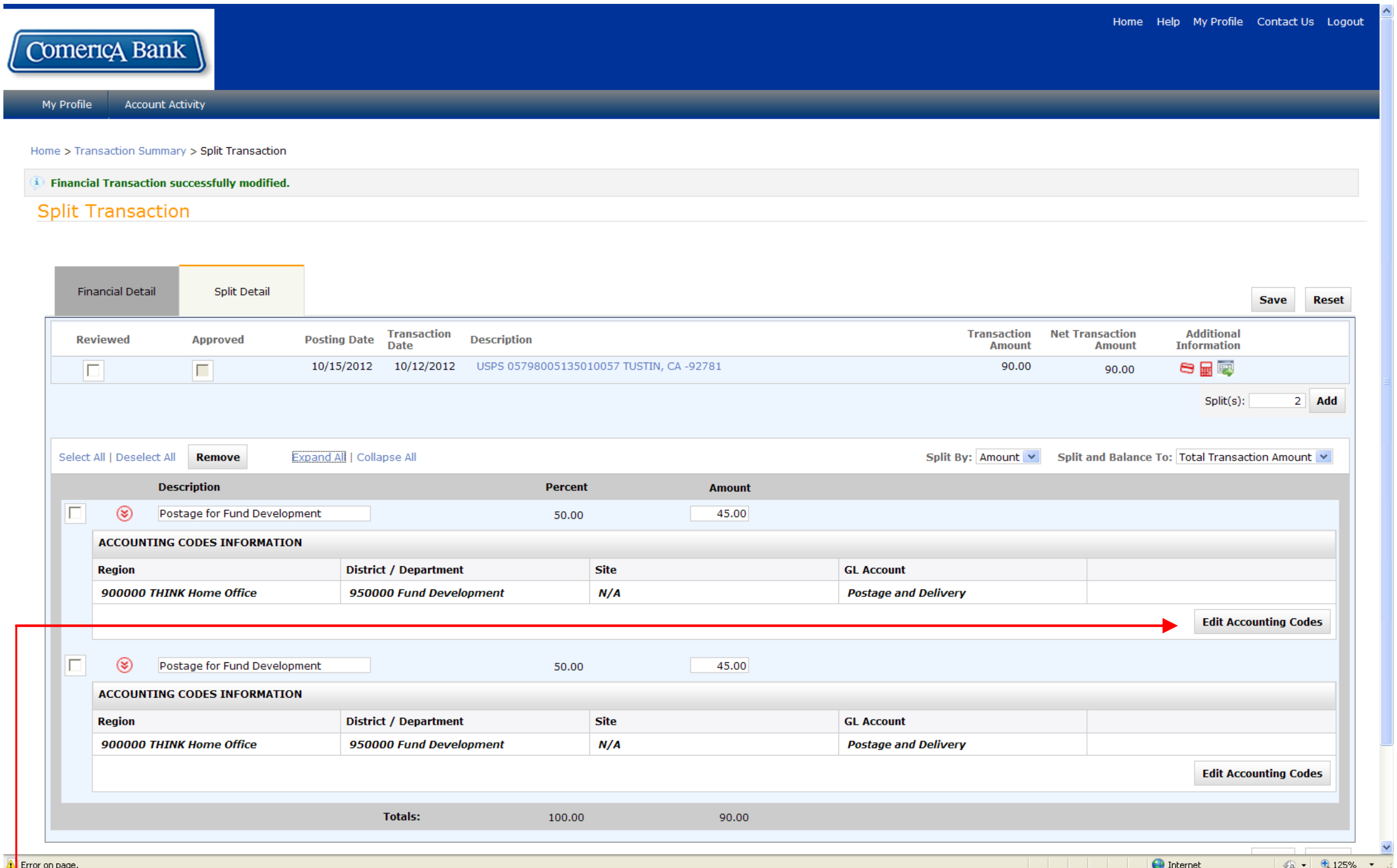
- Allocate the transaction amount by keying the appropriate dollar amounts into the separate lines.
- Next, enter the Expense Description for each line.

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



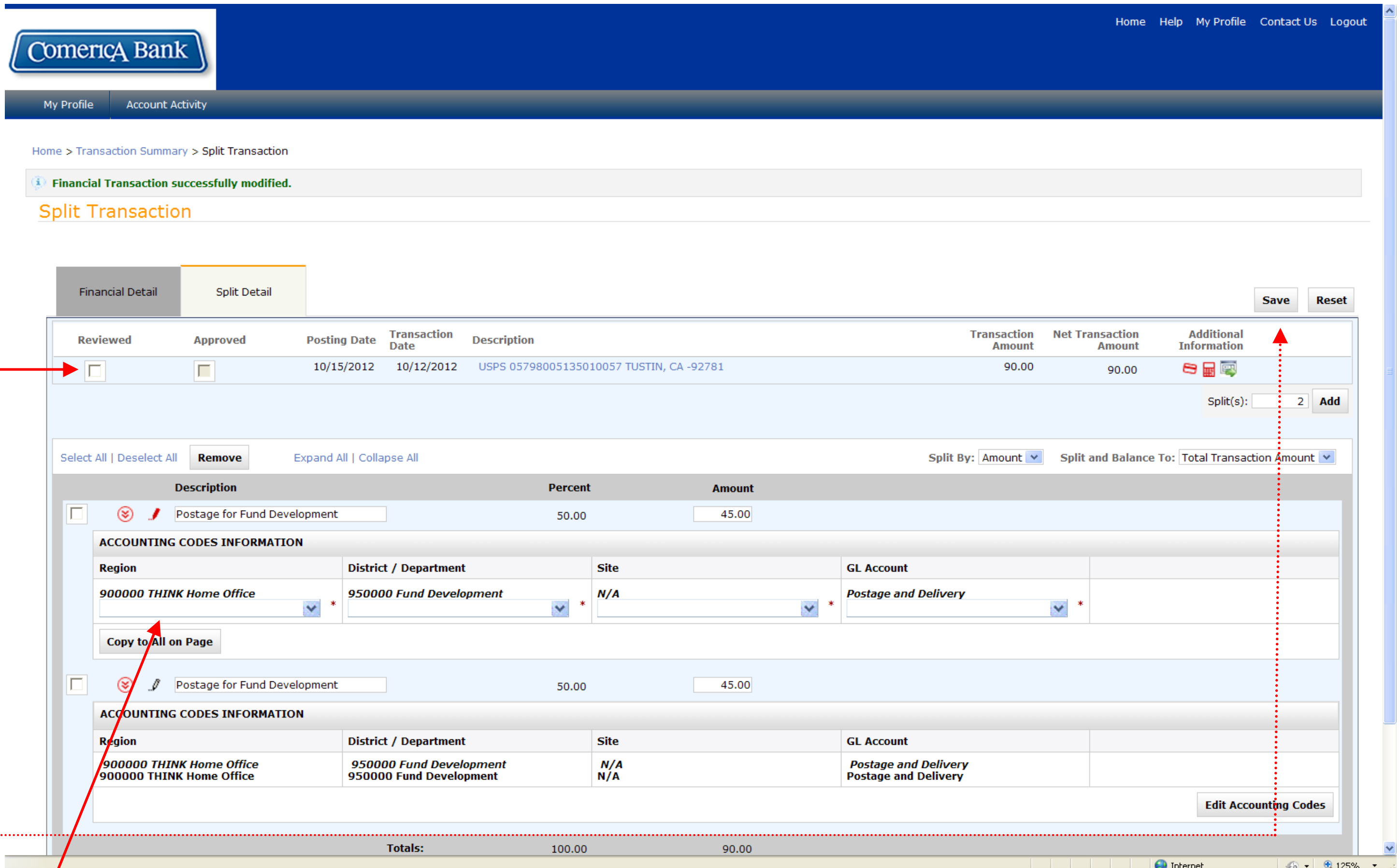
- Next, select the “Expand All” option.

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



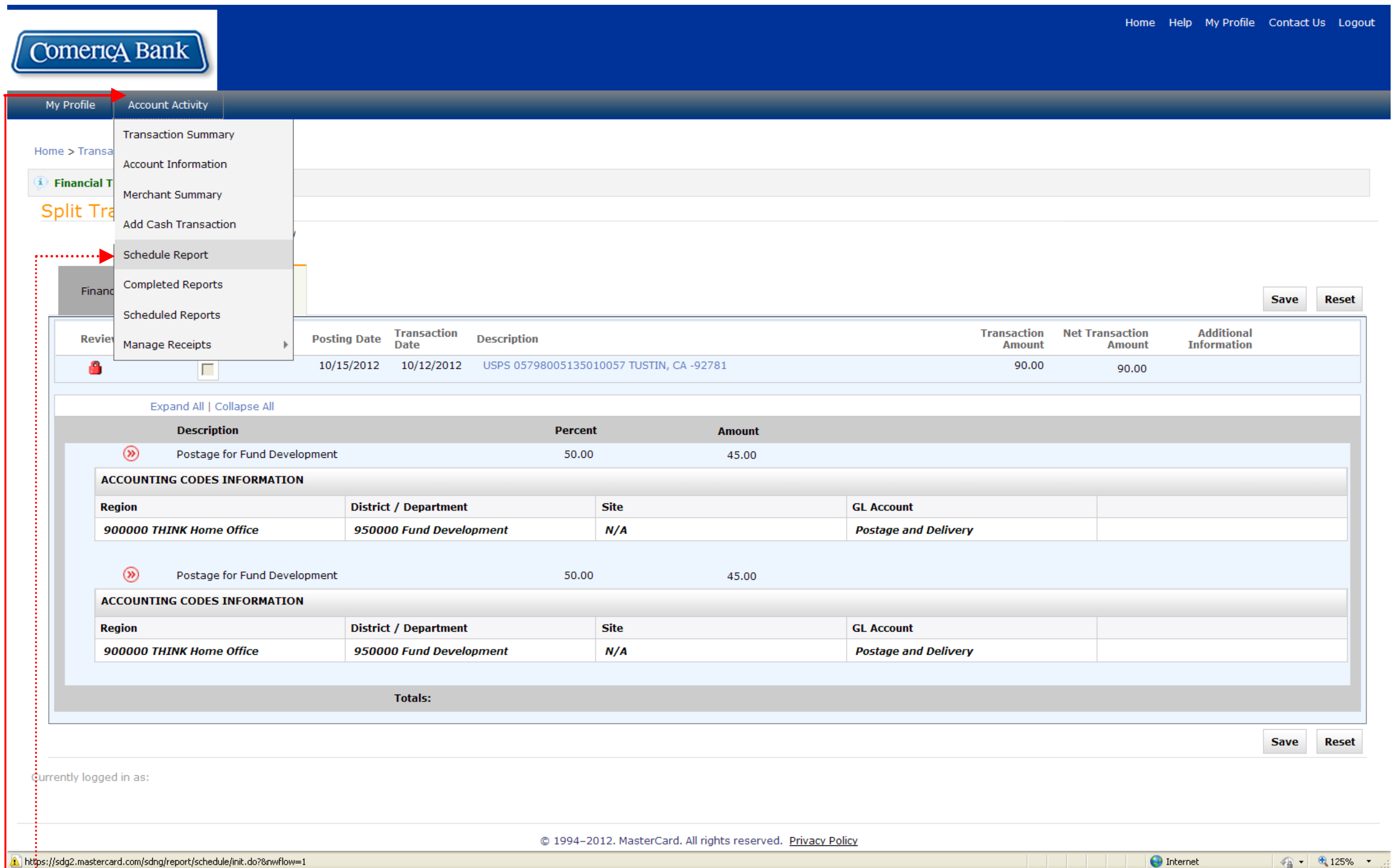
- Click on the “Edit Account Codes” button for each split.

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



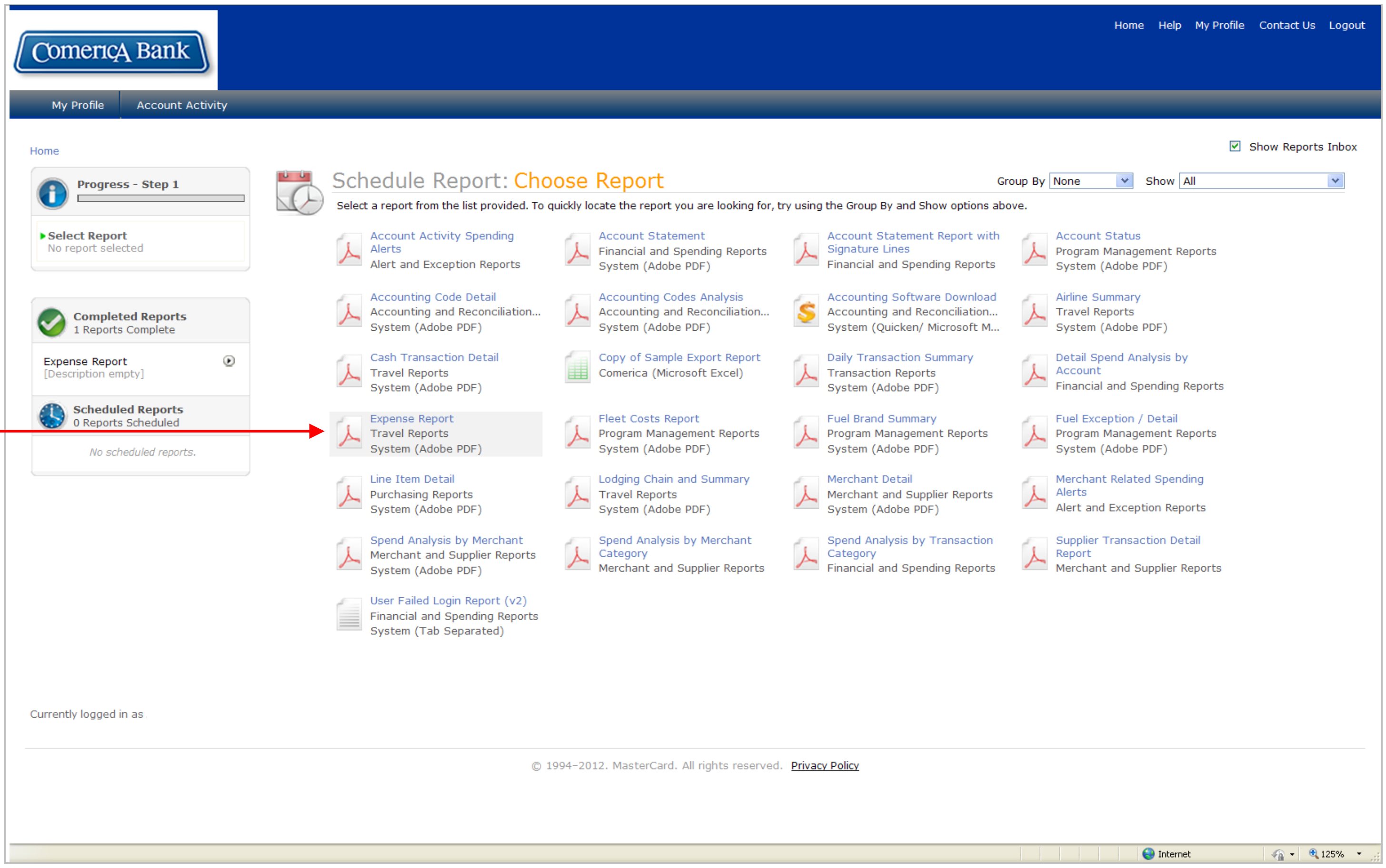
- Key in the required accounting codes (red dots) for each split amount.
- Click on the “Reviewed” check box for each transaction once the required fields for that transaction have been completed.
- Once those fields are complete, click on the “Save” button.

15. Schedule monthly statement report to be downloaded.



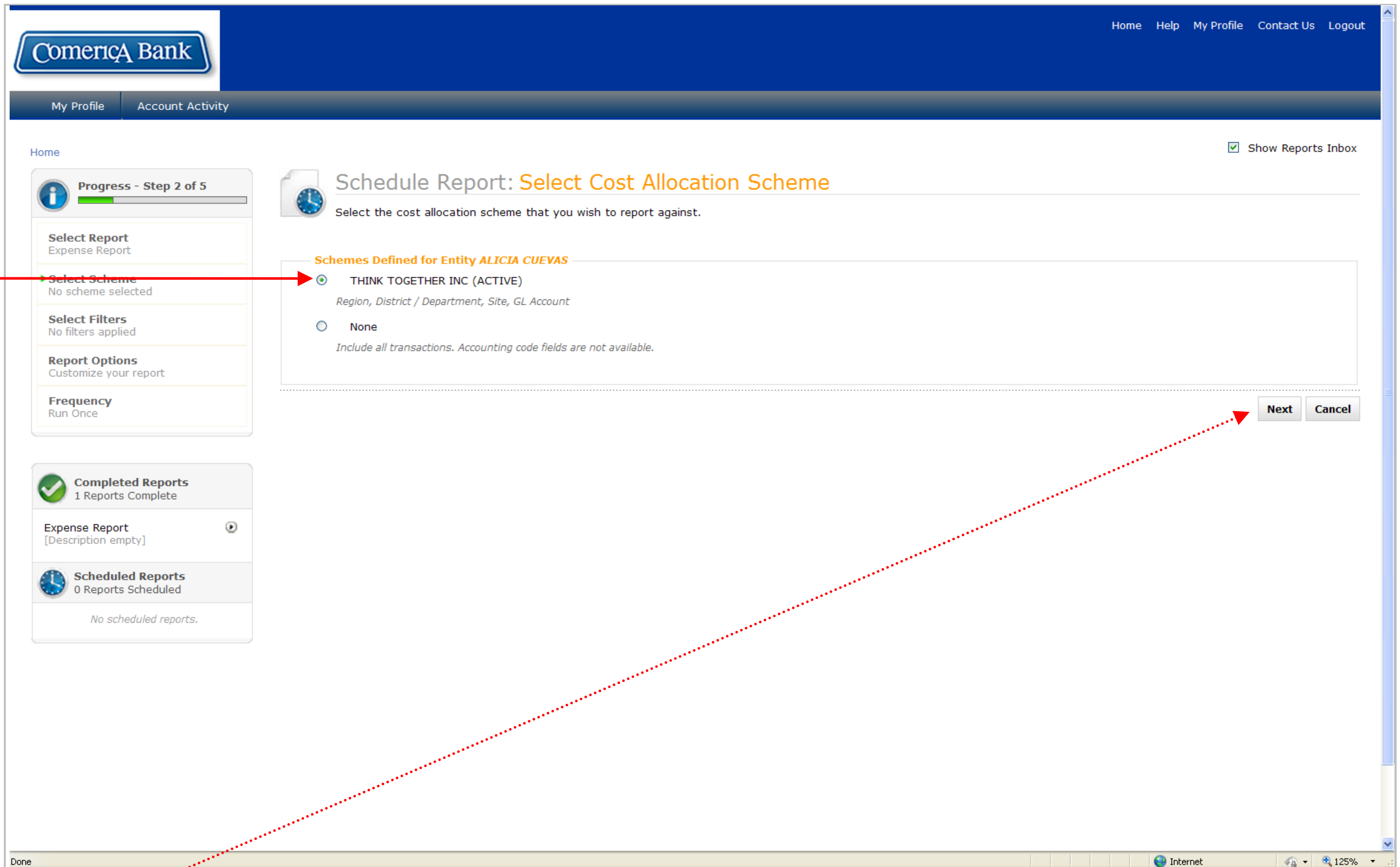
- Click on the “Account Activity” tab
- Choose “Schedule Report”

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



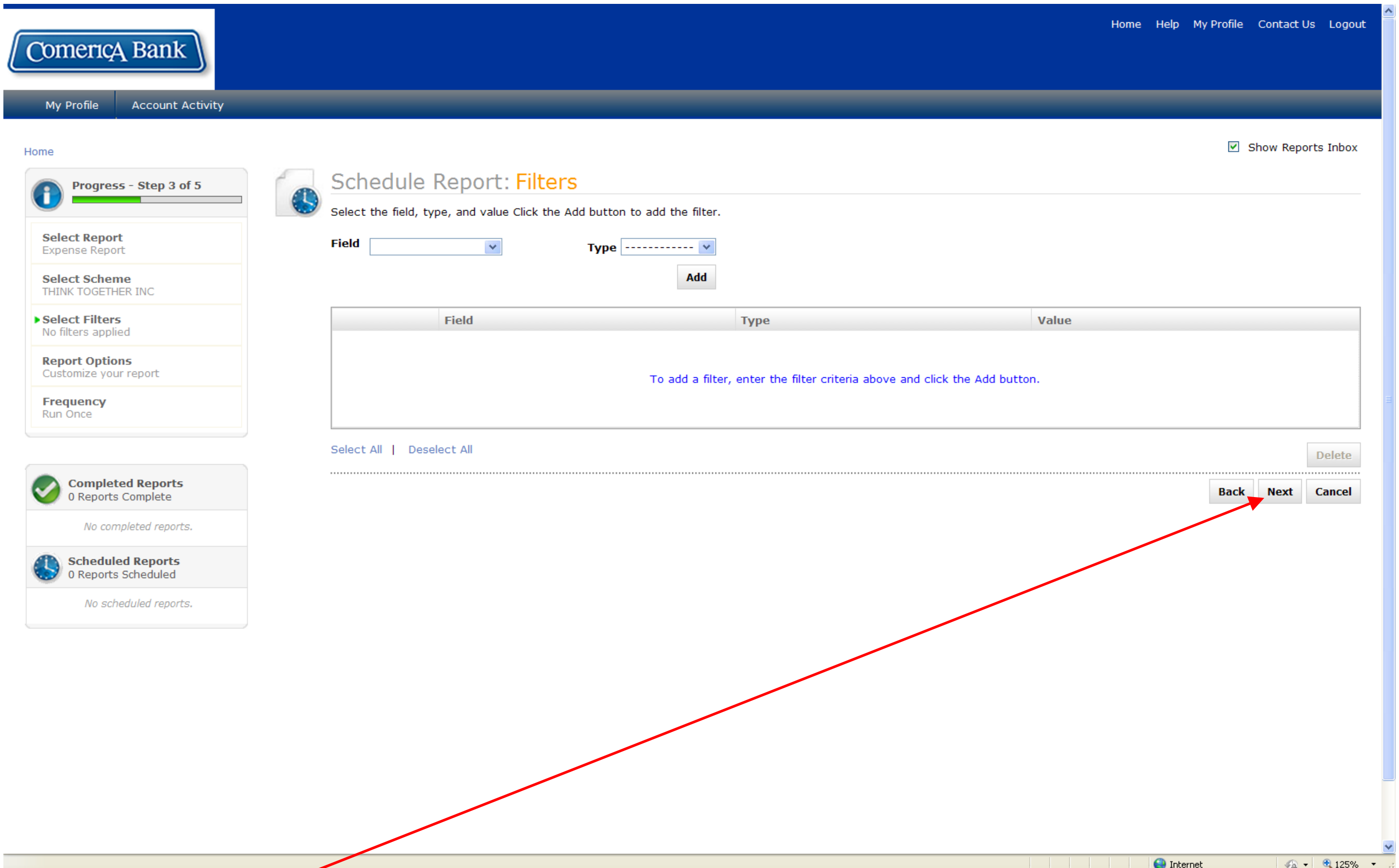
- Select “Expense Report” from the Choose Report selection area.

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



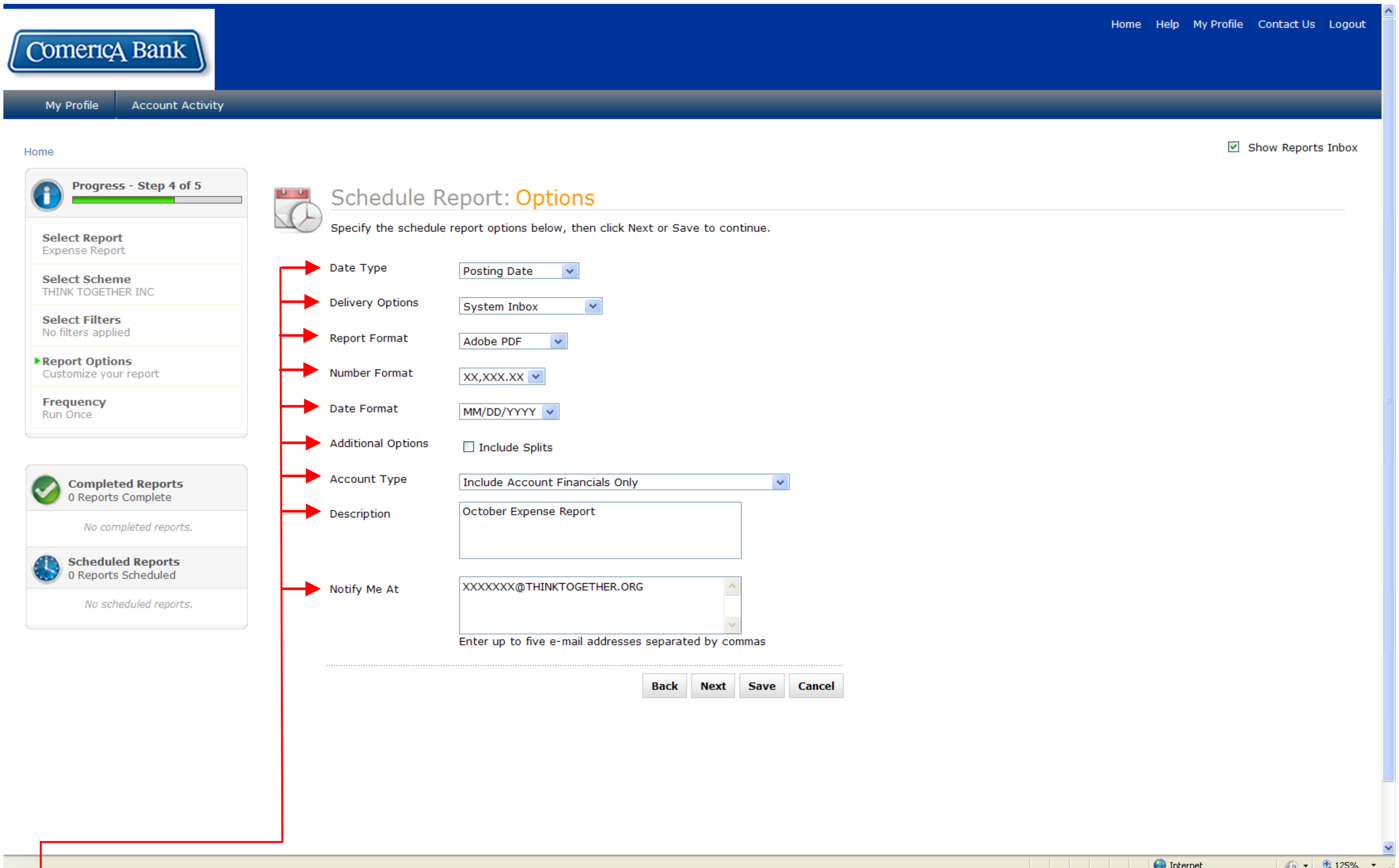
- Choose “THINK TOGETHER INC (ACTIVE)” as your cost allocation scheme (default option).
- Click on the “Next” button.

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



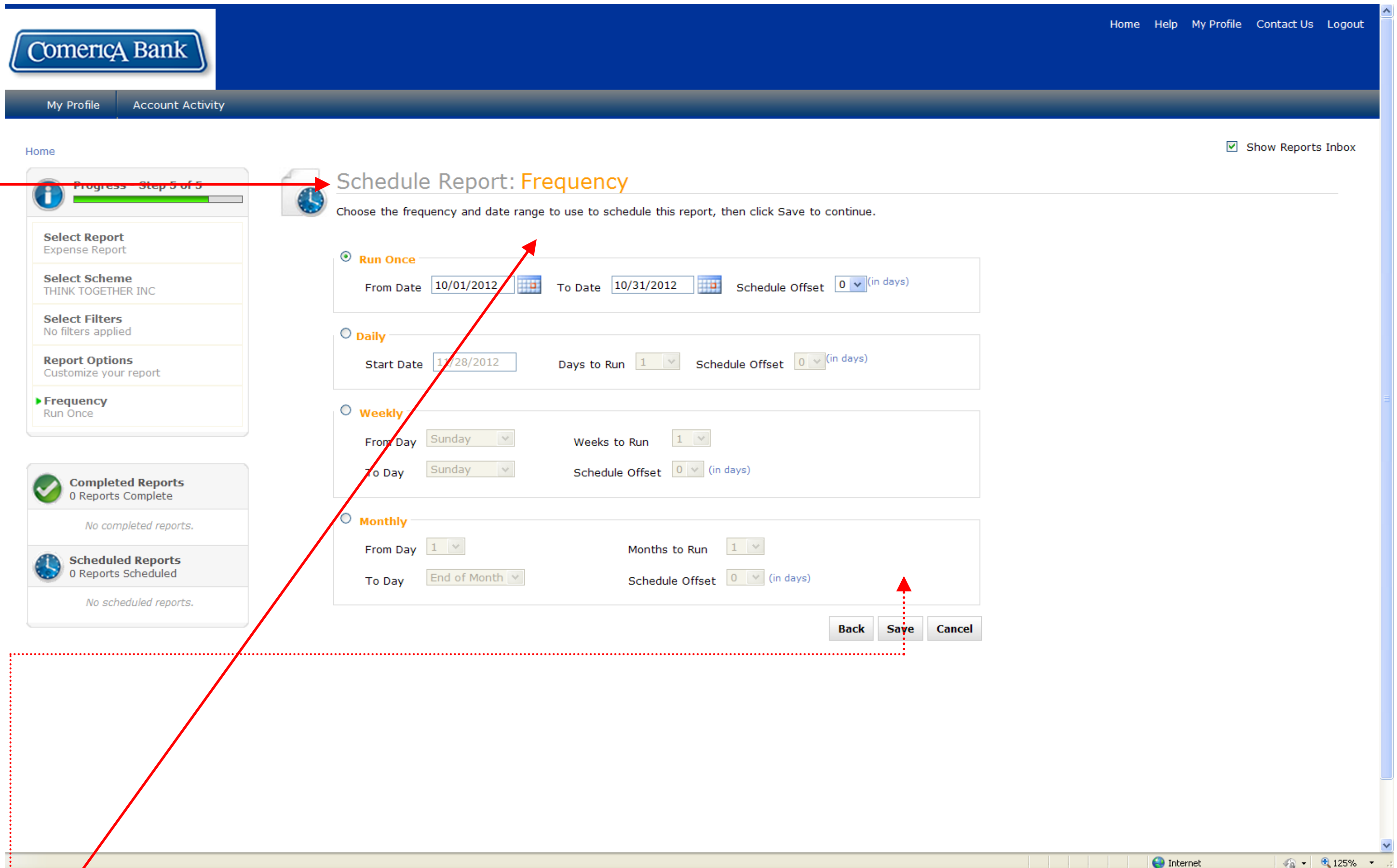
- DO NOT choose any of the "Filters"
- Click "Next"

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



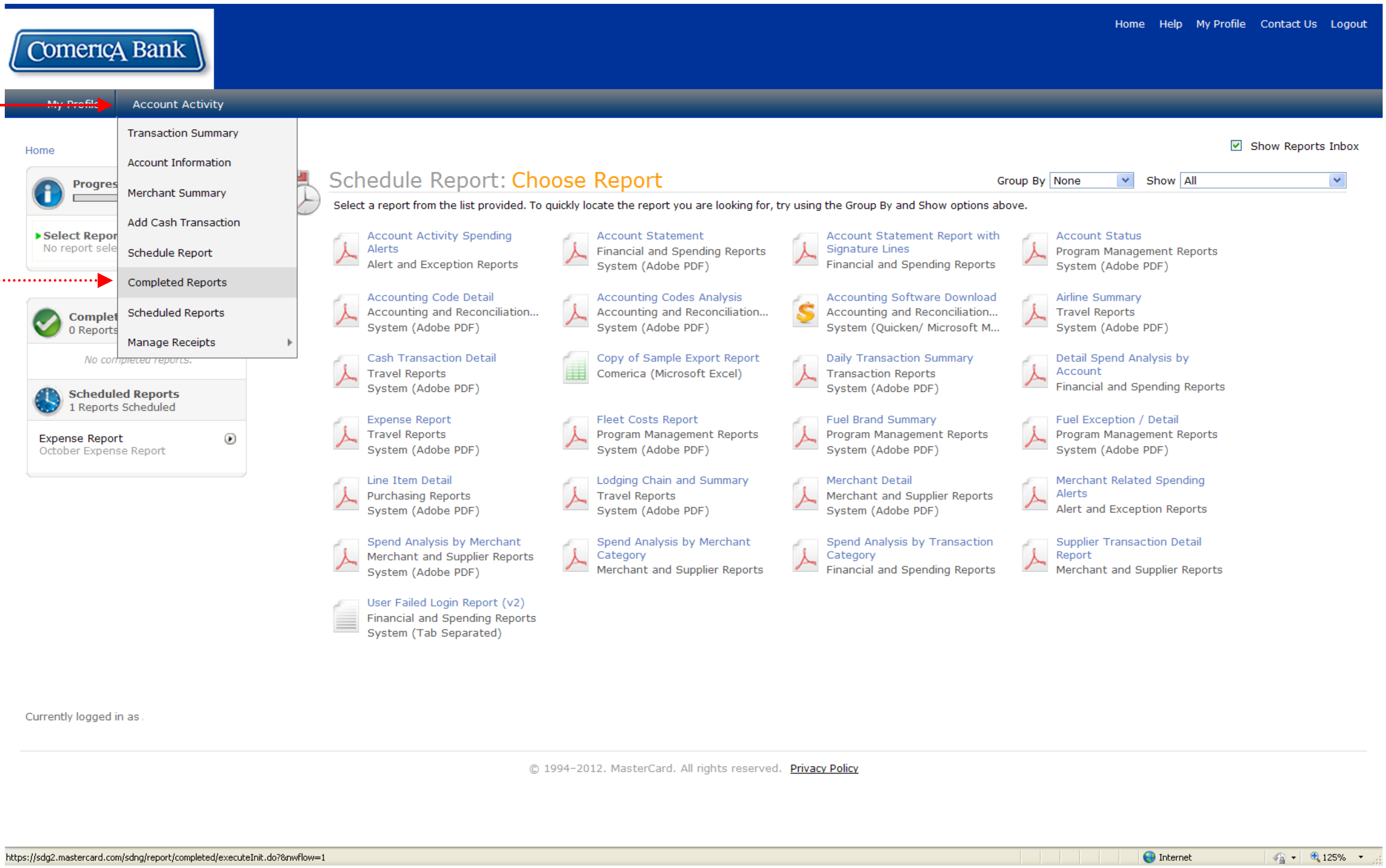
- Make sure that the "Schedule Report: Options" selected are the following:
  - **Date Type:** "Posting Date"
  - **Delivery Options:** "System Inbox"
  - **Report Format:** "Adobe PDF"
  - **Number Format:** "XX,XXX.XX"
  - **Date Format:** "MM/DD/YYYY"
  - **Additional Options:** Check the "Include 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)...



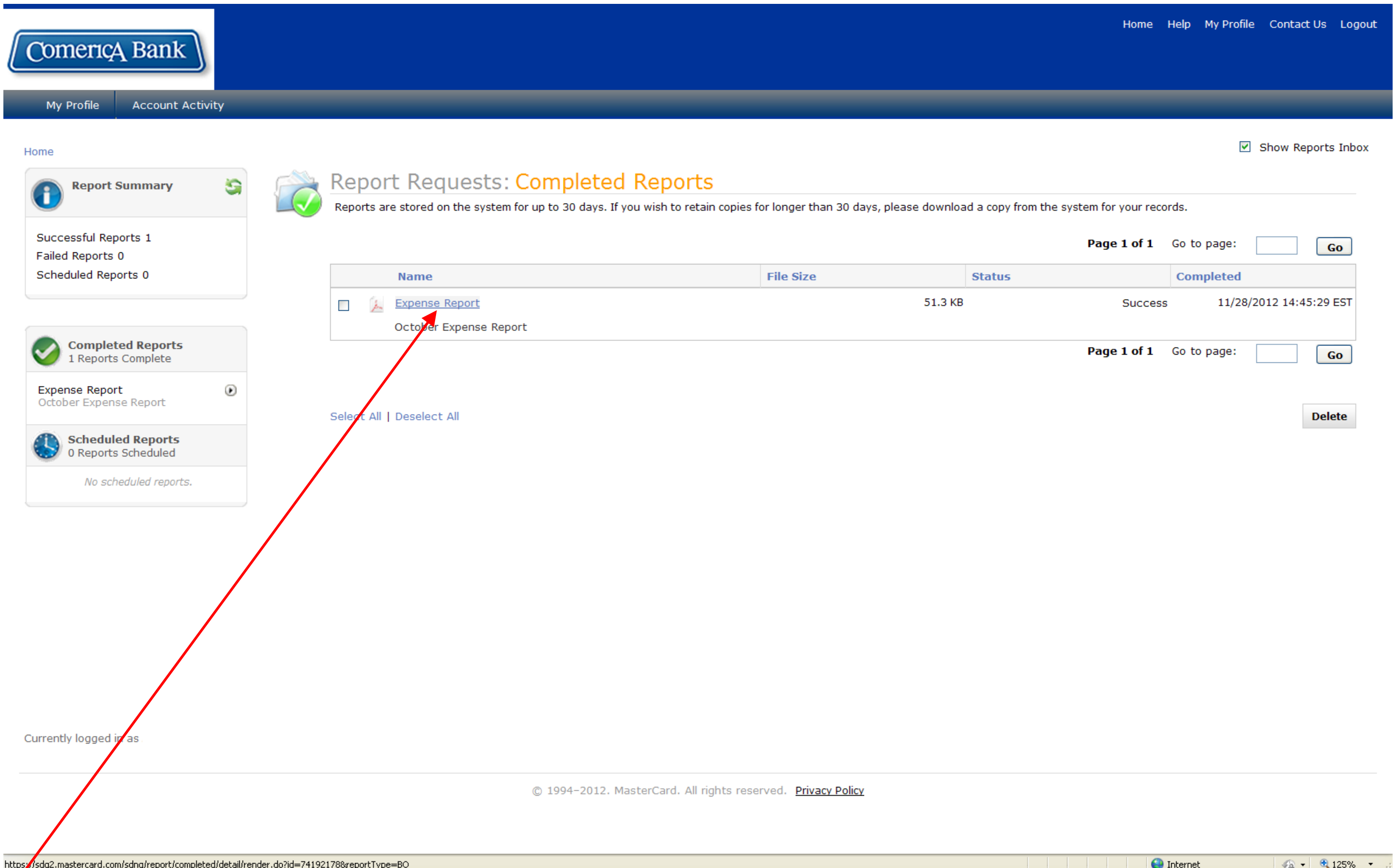
- Choose “Run Once” as the frequency
- Select the date range, first of the month through end of the month.
  - DO NOT click on the “Schedule Offset” button
- Next, click on the “Save” button.

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



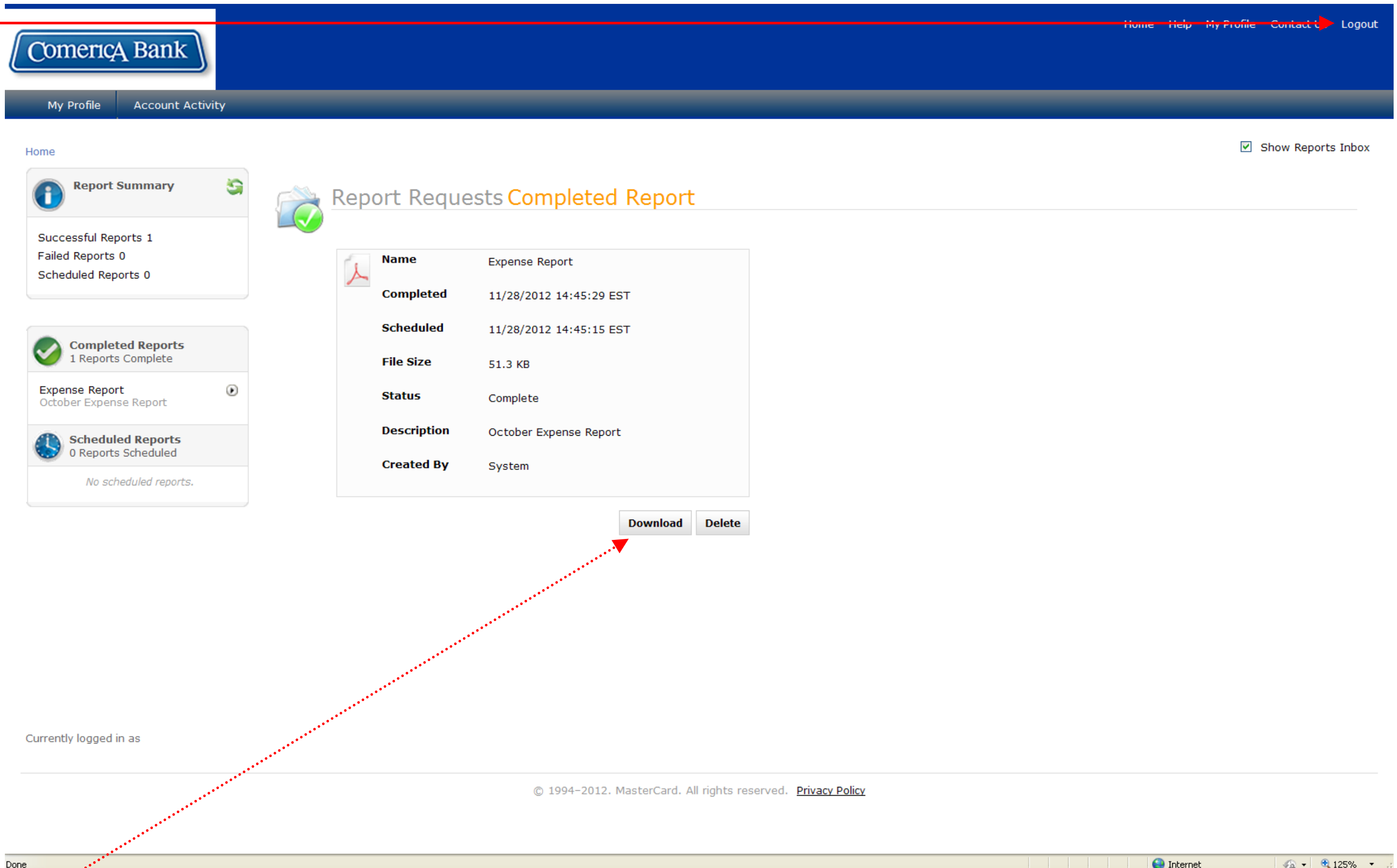
- Wait approximately 5 minutes for the report to be downloaded.
- Click on the “Account Activity” tab
- Choose “Completed Report”

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



- 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)…



- 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.