MASTERCARD INSTRUCTIONS

First time cardholders:
1. Log into Smartdata.gen2 using the Cardholder log in at: https://sdg2.mastercard.com
2. Cardholder’s user ID is their 16 digit credit card number.
3. The password is password99 plus the last 4 digits of the credit card.
4. sdg2 will prompt you to change the User ID and Password.

Assigning Transactions

1. From the home page select the Accounts Activity.
2. Select the Transaction Summary Search display.
3. Next select the reporting cycle.
4. Choose the month the statement began by using the drop down arrow to select.
5. Search

6. The transactions that fall within the reporting cycle date range will be displayed.

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7. Within the transaction summary screen click on the arrow icon to expand one record at a time or Expand All and display all the accounting code information for all of the records.
8. Select the “Edit Accounting Codes” button. This enables the cardholder to edit and enter all required information.

Please follow these steps for assigning account information to each transaction. Contact the Business Office with any questions.
9. Enter the Expense Description. Remember, this has to answer the who, what, were, when, and why questions.
10. Using the drop down arrow, select the department.
11. Using the drop down arrow, select the GL Description. If the GL Description is not in the list, use “Other” for the description.
12. Using the drop down arrow, select the GL Number. If the GL Number is not in the list, use the “Other GL Number” field to enter the account number.

13. Once the transaction has been completed, select the Reviewed box.
14. Save

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15. When all the transactions have been reviewed and allocated, send via email to be approved by your supervisor.
16. The Send Email allows the user to manually enter an email address, enter a subject, content and save an email for future use. For the future use feature, check the save for future use field to save the email as a template. Each time you click Send Email the email form will be pre-populated with the saved data.

Split transaction
This allows a cardholder to divide the cost of a transaction among more than 1 accounting code.

1. Accounting Detail
2. Within the Transaction Summary screen click on the split transaction icon. This opens the Split Transaction Screen.

3. Specify if the amount will be split by Amount or Percentage.
4. Then indicate if the split will balance to Total Transaction Amount or Net Transaction Amount.
5. Select the number of times the amount is to be split and select the Add button.
6. Save
7. Repeat 9 through 12 when coding the transactions.
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**Expense Report Print**

1. Go to Account Activity
2. Schedule Report: Choose Report
3. Select Expense Report

3. Select Cost Allocation Scheme
   a. None
4. Next

5. Filters
   a. Leave as is
6. Next

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7. Options
   a. Date Type=Posting Date
   b. Report Format=Adobe PDF
   c. Number Format=XX,XXX.XX
   d. Date Format=MM/DD/YYYY
   e. Addition Options=check this box if you have any splits in your transactions.
   f. Descriptions=Enter a description to identify the report.
   g. Notify Me At=enter your email

8. Next

9. Frequency
   a. Check Reporting Cycle
   b. Select the month from the drop down arrow.

10. Save

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11. The report will first appear as a Scheduled report until it has completely gathered the information and changed the format to an expense report. The report will then move to Completed Reports. At this point the report can be downloaded to excel and printed.
   a. Select the arrow next to the expense report under Completed Reports
   b. Download
   c. Print from Excel