



UNIVERSITY
OF
EVANSVILLE
Civic Mission... Sacred Trust

UE CARDHOLDER
SMART DATA ONLINE (SDOL)
TRAINING GUIDE

1/07/2008

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I. Introducing SDOL

Smart Data OnLine (SDOL) is commercial credit card software designed and maintained by MasterCard (*Figure 1*). It provides secure internet access to review UE Pcard transactions, cost allocate, split transactions and run monthly expense reports (cycle statements).

As a cardholder, you will need a user ID, a password and access to the Internet. This will give you access to your UE Pcard data and transactions. To print your Expense Report each month, you will need access to Adobe Acrobat Reader 5.0 or higher.

II. Defining UE Pcard Types

There are two types of UE Pcards: an Individual Card and a Department Card. A cardholder should know which type of card he/she is using prior to logging onto Smart Data OnLine (SDOL).

A. Individual Pcard

An Individual Card is assigned to one person, employee name appears on the card, and this person is solely responsible for using the card and reconciling transactions on a monthly basis.

B. Department Pcard

A Department Card is assigned to a department, the department's name appears on the card, and may be used by more than one authorized user. In addition, a Pcard Coordinator is assigned to distribute, retrieve, and secure the usage of the card and reconcile transactions on a monthly basis.

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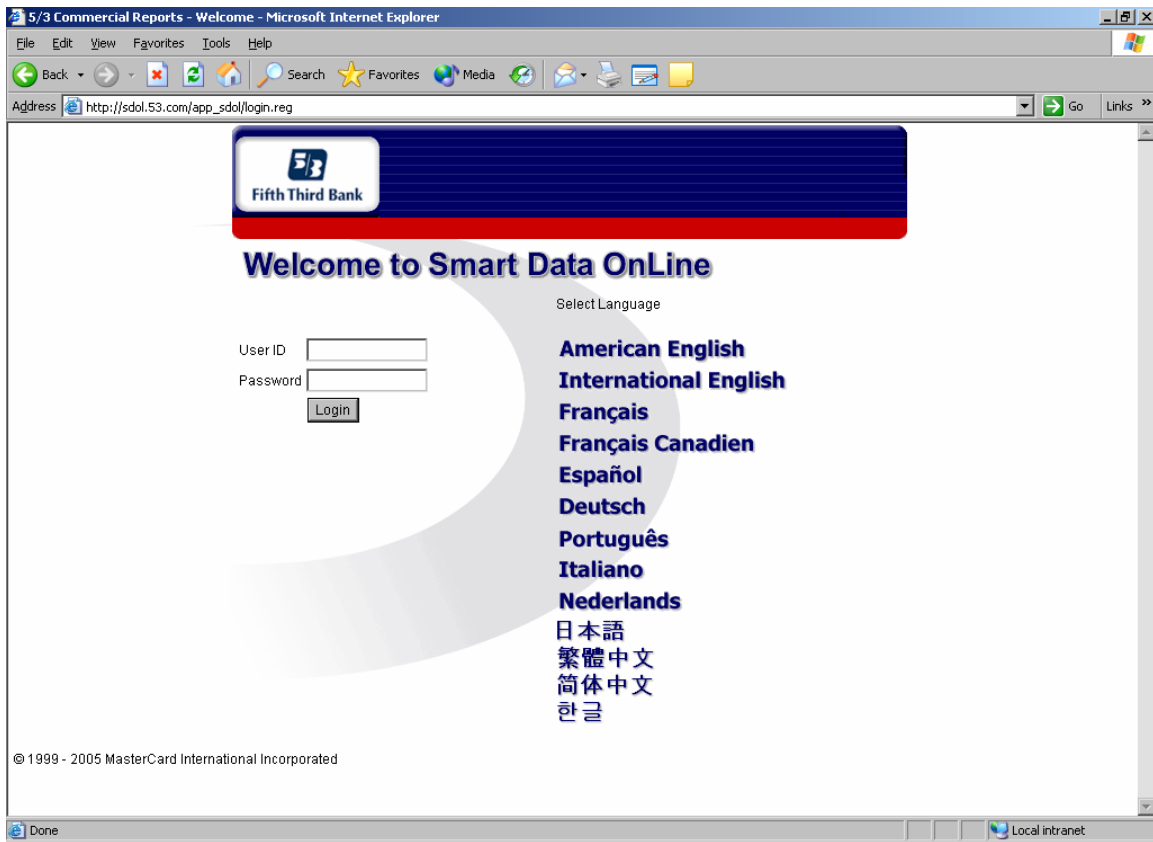


Figure 1: SDOL Login Screen

III. Getting Started

A. Turning 'Off' Cardholder Pop-Up Blocker

Before attempting to log in or change cardholder password, make sure that the cardholder Pop-up Blocker is disabled (off) as follows:

1. Open internet browser.
2. Enter <http://sdol.53.com> The Login screen displays. (Figure 1)
3. Click on **Tools** located in the toolbar at the top of the screen. (Figure 2)
4. Click on **Pop-up Blocker** to see if it is disabled. The Pop-up Blocker must be **OFF**.

Note: If Pop-up Blocker is not visible in cardholder toolbar, please contact OTS for assistance.

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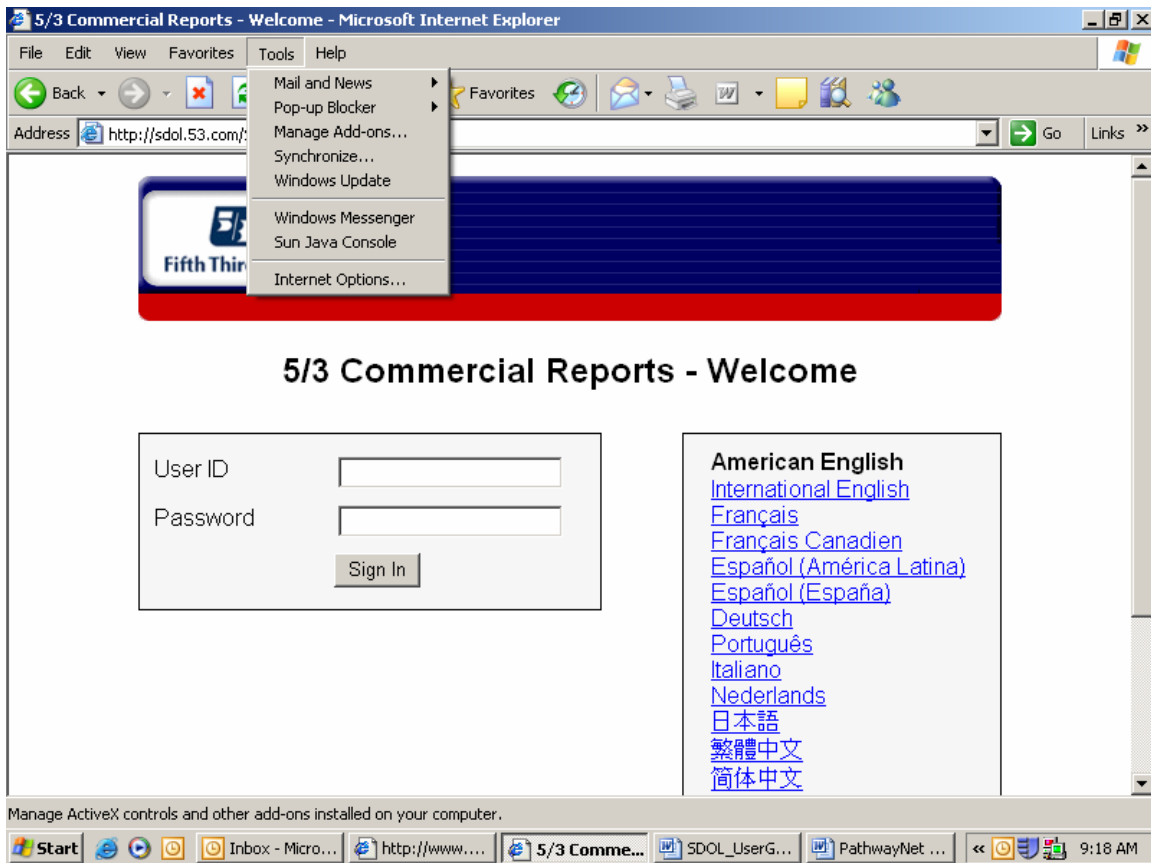


Figure 2: Check Pop-Up Blocker

B. Key Terms

Issuer – This refers to the bank that issued the Pcard. UE’s bank is Fifth Third Bank.

Company Administrator – This refers to the individual that oversees the application at the company level. UE’s company administrator is Kim Winsett in Administrative Services. You may contact her via email at kw83 or extension 2940.

C. Navigation Tools

1. Page Icons (Figure 3)

Page Icons display on the upper right corner of every page to help you navigate through SDOL.

Back Icon - Takes you back to the screen you were on previously.

Print Icon – Prints the page you are on currently.

Reload Icon – Reloads (refreshes) the page. If you have entered information on the page but have not clicked Apply to save your changes, clicking the Reload icon will reset the fields.

Home – Returns you to the Home Page.

Help – While this is designed to provide online help, it is not UE specific. Cardholders will likely find it more beneficial to refer to the “UE Cardholder

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SDOL Training Guide” or to contact Administrative Services for assistance at extension 2940 or 2941.

Log Out – Ends your online session.

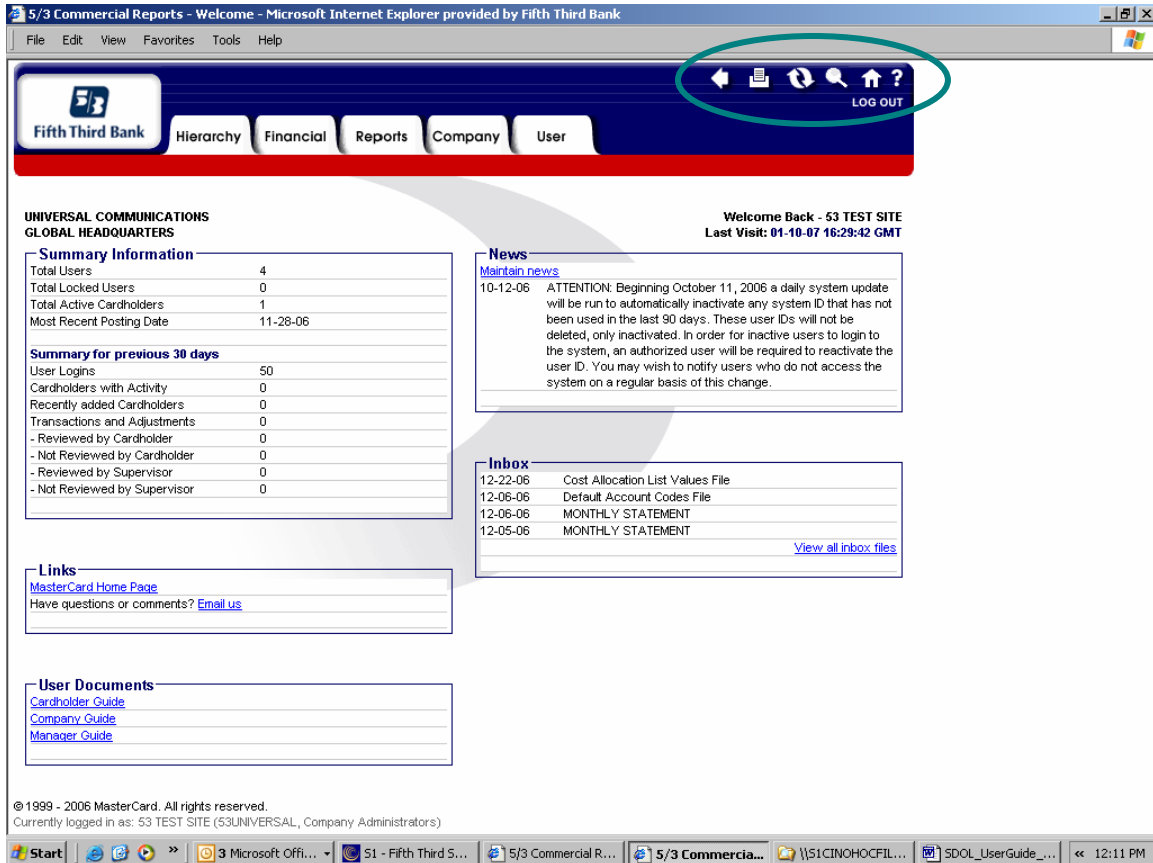


Figure 3: Page Icons on Screens

2. Saving Data (Apply/Discard)

Apply – Saves text or settings that you have entered on the screen. The system will typically warn you if you navigate away from the current screen without first saving your data or selections.

Discard – Resets text entries and settings back to the last saved data. Discard does not remove any data already saved in the system.

3. Text Boxes

Use Text Boxes to enter codes or additional information. Be sure to click **Apply** to save the information. You can reset text box fields and start again by clicking **Discard**.

4. Drop-Down Selection Boxes

Use Drop-Down Selection Boxes to select from a pre-defined list of values. For example: drop-down boxes are used throughout the application to set a date range.

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5. Radio Buttons

Radio Buttons allow you to select from two or more options.

For example: when you view transactions, you can choose to view by Posting Date or Transaction Date.

6. Links

Click on Underlined Text to link to another screen or task.

For example: [Forgot Password?](#) links to the Password Reset Screen.

D. Tabs

1. Account Details (Figure 4)

Click on the Account Details Tab to access your account information.

2. Financial

Click on the Financial Tab to access your transactions and allocate account codes to transactions.

3. Reports

Click on the Report Tab to run reports.

4. User

Click on the User Tab to access your user profile to change your password or specify how dates are formatted when you are logged into the application.

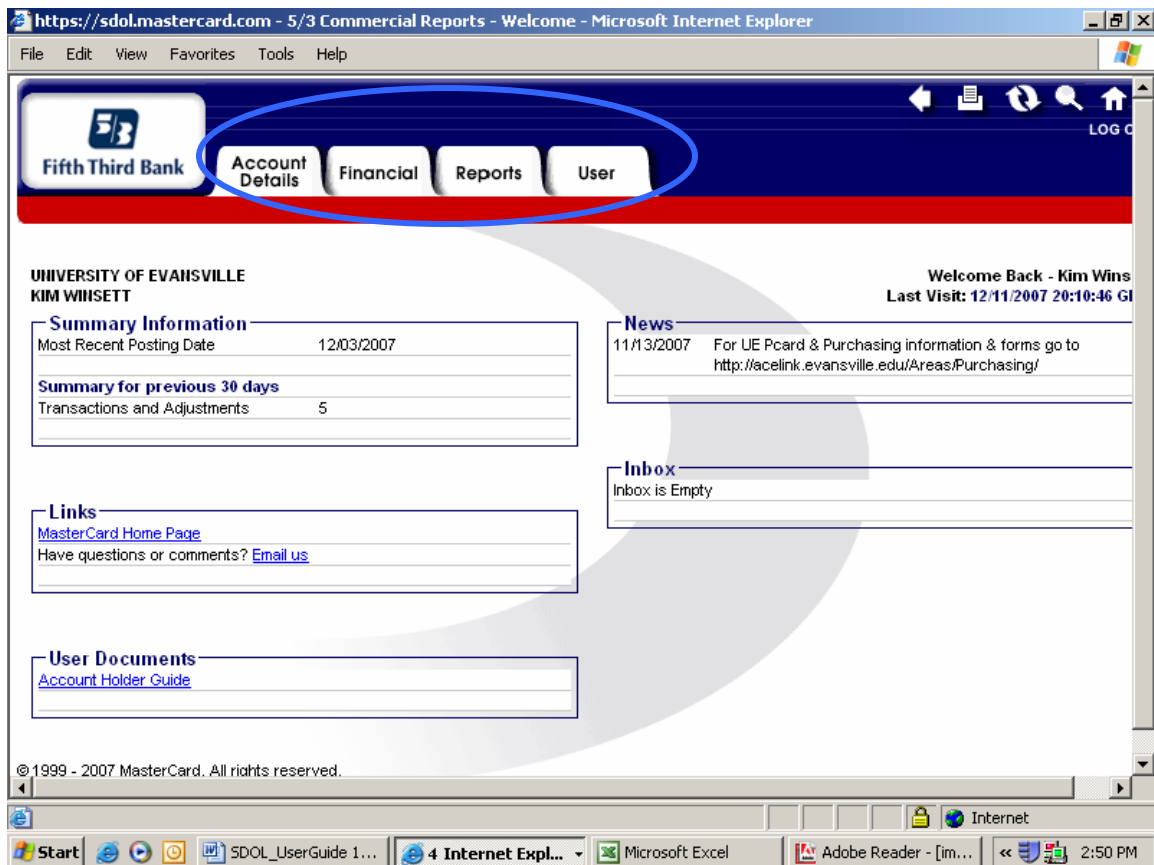


Figure 4: Tabs

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E. Password & User ID Tips

1. Must be between 8 - 25 characters and include at least 2 numeric characters.
2. Password may contain one underscore.
3. Password may not contain special characters like @, # and no spaces.
4. Password will remain valid for **90 days** for security reasons.
5. Old passwords cannot be reused and cannot be the same as the User ID.
6. Your User ID is one continuous string of information. **Do not use spaces.** If cardholder department name on the Pcard is School of Education and the last six digits of the Pcard number are 123456, then the User ID is 'SCHO123456.'
7. Both the User ID and Password are case sensitive.

IV. Accessing SDOL

Your user ID and password is the key to accessing your transaction information securely online, so you need to keep this information safe. A good password should be easy for you to remember but difficult for others to guess. Your email address is required to log in the first time. (Figure 5)

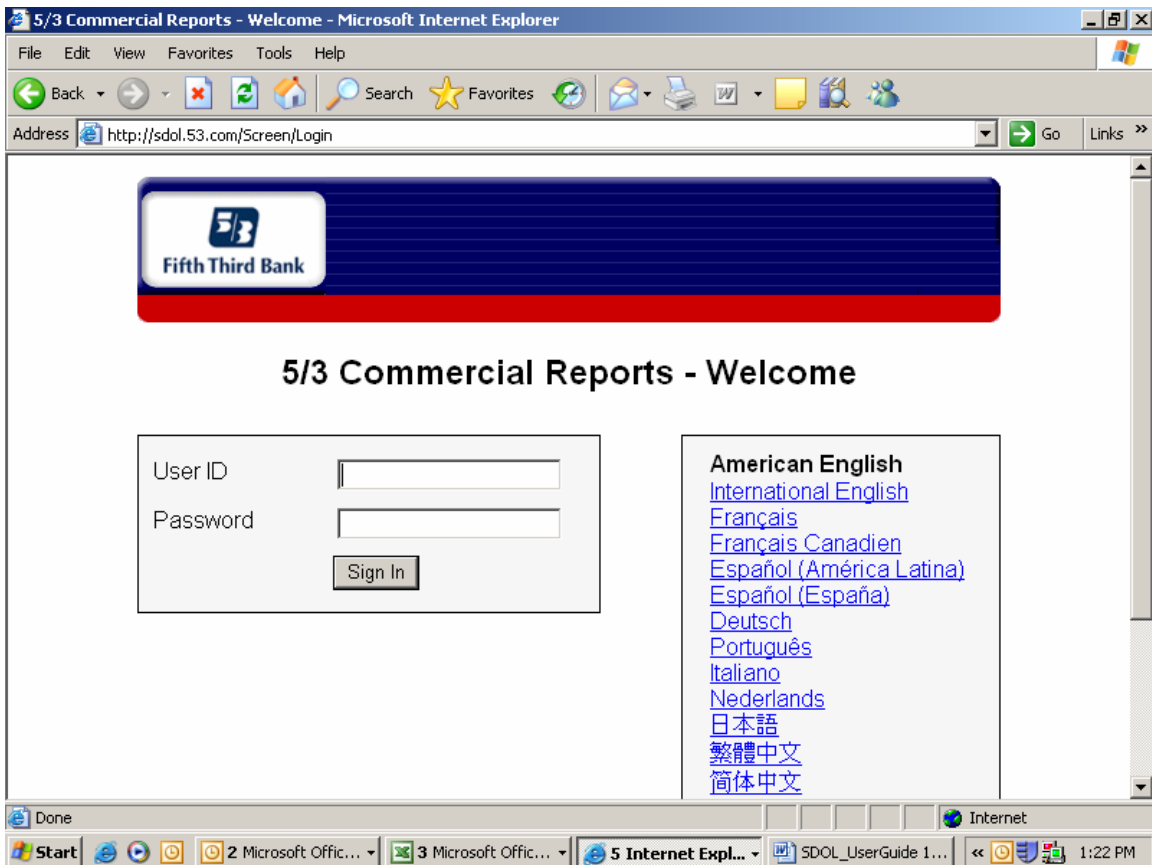


Figure 5: Accessing SDOL

A. First Time User Setup

The first time you log into SDOL, you will enter a temporary User ID and password. Then the system will prompt you to change your password and enter your Permanent User ID.

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Temporary User ID and Password

1. Enter the sixteen digit card number on your Pcard as **User ID** (*Figure 6*). This is a temporary User ID.
2. Enter the **Password**: “cardholder11 + last four digits” on your card number. This is a temporary Password.
For example: “cardholder112345”
3. Click on **Sign In**

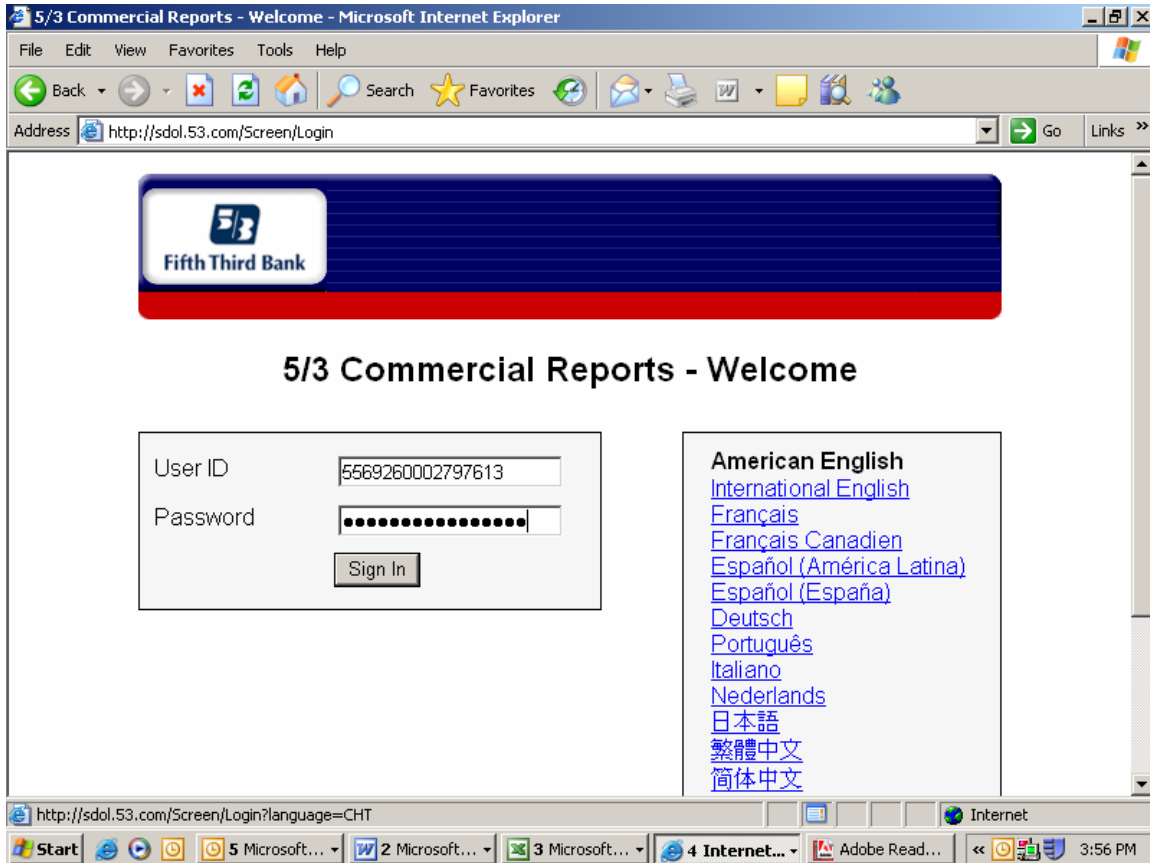


Figure 6: First Time – Temporary Password

4. View the **“Initial Password Expired...”** message in Red. (*Figure 7*)
5. Enter the **Current Password** (cardholder11+last four digits). Remember, this is a temporary password. For example: “cardholder112345.”
6. Enter a **New Password**. Refer to “*Password and User Name Tips*” located in *Section I: Getting Started – Password and User Name Tips*.
7. Confirm **New Password**.
8. Answer **Password Reset Questions** (Located under email address)
 - Enter your complete **UE Email Address**.
For example: zz99@evansville.edu
 - Select a **Password Reset Question**
 - Enter a **Password Reset Answer** that is at least six (6) characters long and remember it is case sensitive.
 - Print this page and keep it in a safe location.
9. Click **Apply**.

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Note: Answering a **Password Reset Question** will enable the system to verify that it's you requesting help to log in.

5/3 Commercial Reports - New Password - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Fifth Third Bank

Initial Password has expired. Your new password must be 8-20 characters in length and contain at least two numeric characters.

Apply

New Password

Current Password

New Password

Confirm Password

Password Reset

Resetting your password is now made easy. Simply follow these steps

1. Specify your Email Address, if not already specified in your user maintenance screen.

2. Select the security question and answer it.

In case you forget your password, you will be asked this security question and upon verification, a new password will be sent to this Email Address.

Email Address

Password Reset Question

Password Reset Answer

Apply

Start 2 Microsoft ... 3 Microsoft ... Internet E... 2 Windows E... 2 BlueZone ... 3:17 PM

Figure 7: New Password Screen

New User ID

When you create your New User ID, keep in mind that it will display in the application, such as in search lists or reports. Also, your User ID must be unique across the entire SDOL system. There may be instances where a user ID has already been taken. If this happens, try again until you find a unique ID. Once your User ID is established, you will not be prompted to change it again.

1. View **Password Changed** in Red. (Figure 8)
2. View **Current User ID** (16 digit card number).
3. Enter **New User ID** in **lower case** as follows:
 - a. Individual Cardholders will enter first four (4) letters of last name followed by last six (6) digits of the Pcard number.
For example: If George Jones is name on the Pcard, enter “jone123456.”
 - b. Department Cardholders will enter first four (4) letters of department name on card followed by the last six (6) digits of the Pcard number.
For example: If School of Education is name on Pcard, enter “scho123456.”
4. Confirm **New User ID**.
5. Click on **Apply**.

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6. If you get the message **“Entity Already Exists,”** you have selected a User ID that is already in use in the MasterCard Database. Try adding “UE” to the end of your User ID to make it unique.
7. Click on Okay, when successful.
8. View **Home Page**.

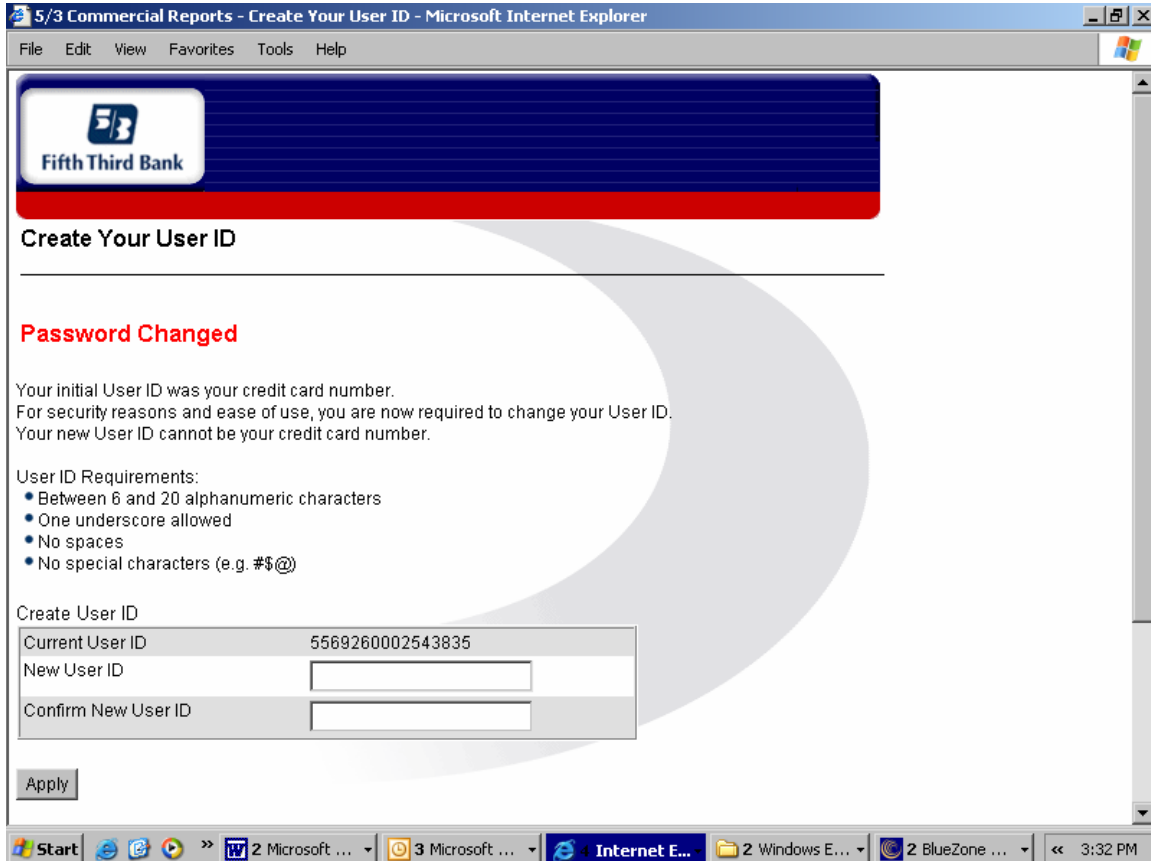


Figure 8: Create User ID Screen

B. Routine Access

1. Enter **User ID** in **lower case** depending on your Type of Pcard as follows:
 - a. Individual Cardholders will enter first four (4) letters of last name followed by last six (6) digits of the Pcard number.

For Example: If George Jones is name on the Pcard, he would enter “jone123456.”

Note: If last name is only 3 letters, add the last seven card digits.

- b. Department Cardholders will enter first four (4) letters of department name on card followed by the last six (6) digits of the Pcard number. (Figure 9)

For example: If School of Education is name on Pcard, enter “scho123456.”

2. Enter **Password**

- a. Refer to “*Password and User Name Tips*” located in *Section I: Getting Started – Password and User Name Tips*.

3. Click on **Sign In**.

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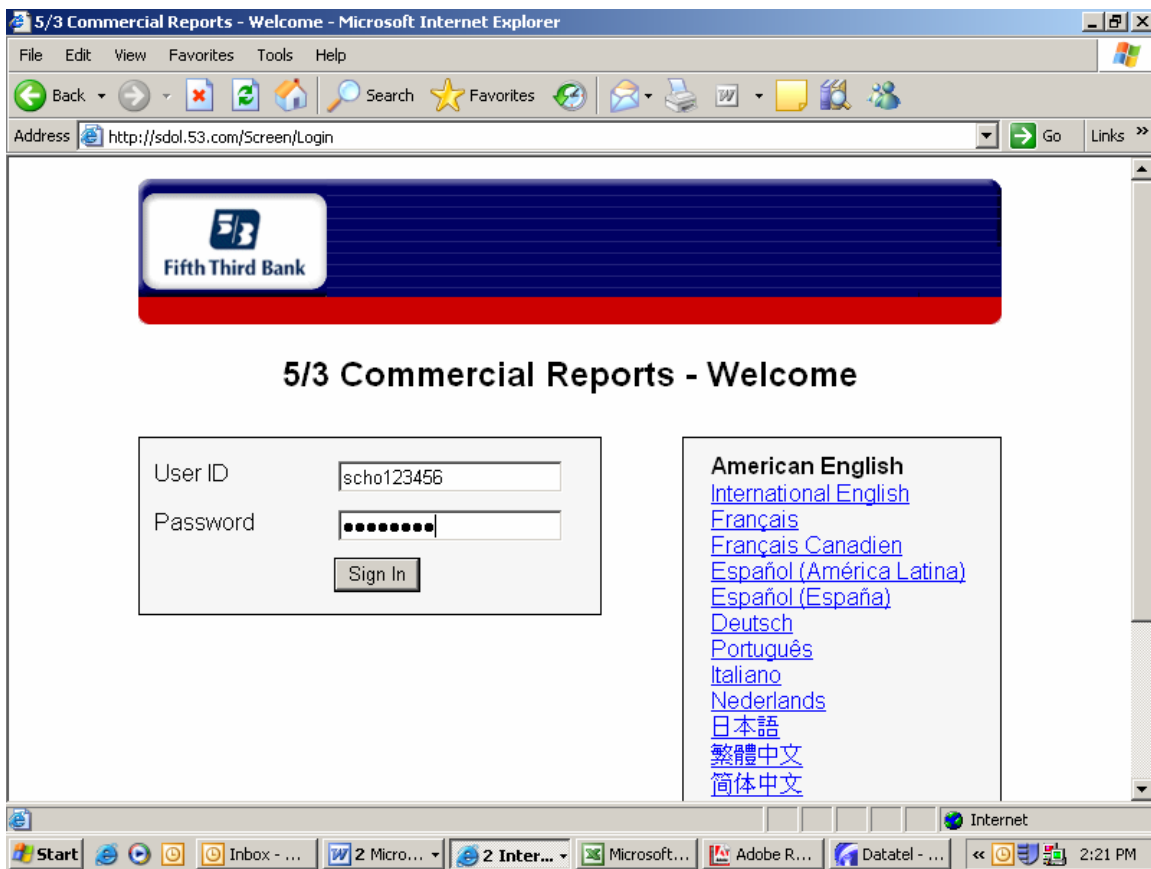


Figure 9: Department Card Log on Screen

V. Resetting a Password/Unlocking your Account

While your password will not be available once you have forgotten it or locked your account, you can reset your password or unlock your account yourself, if you answered the security password question when you set up your first User ID and Password. If you did not setup a security password and answer, then contact Administrative Services for assistance at extension 2940 or 2941.

A. Receiving a Temporary Password (Forgot Your Password? Locked Your Account?)

1. Enter your **User ID**.
2. Enter any text into the Password field. You must enter something or the system will not allow you to go any further.
3. View **Invalid Login Error** page (*Figure 10*)

Note: That SDOL will allow six (6) attempts to log on before it will lock up your account.

4. Click on [Forgot Password?](#)

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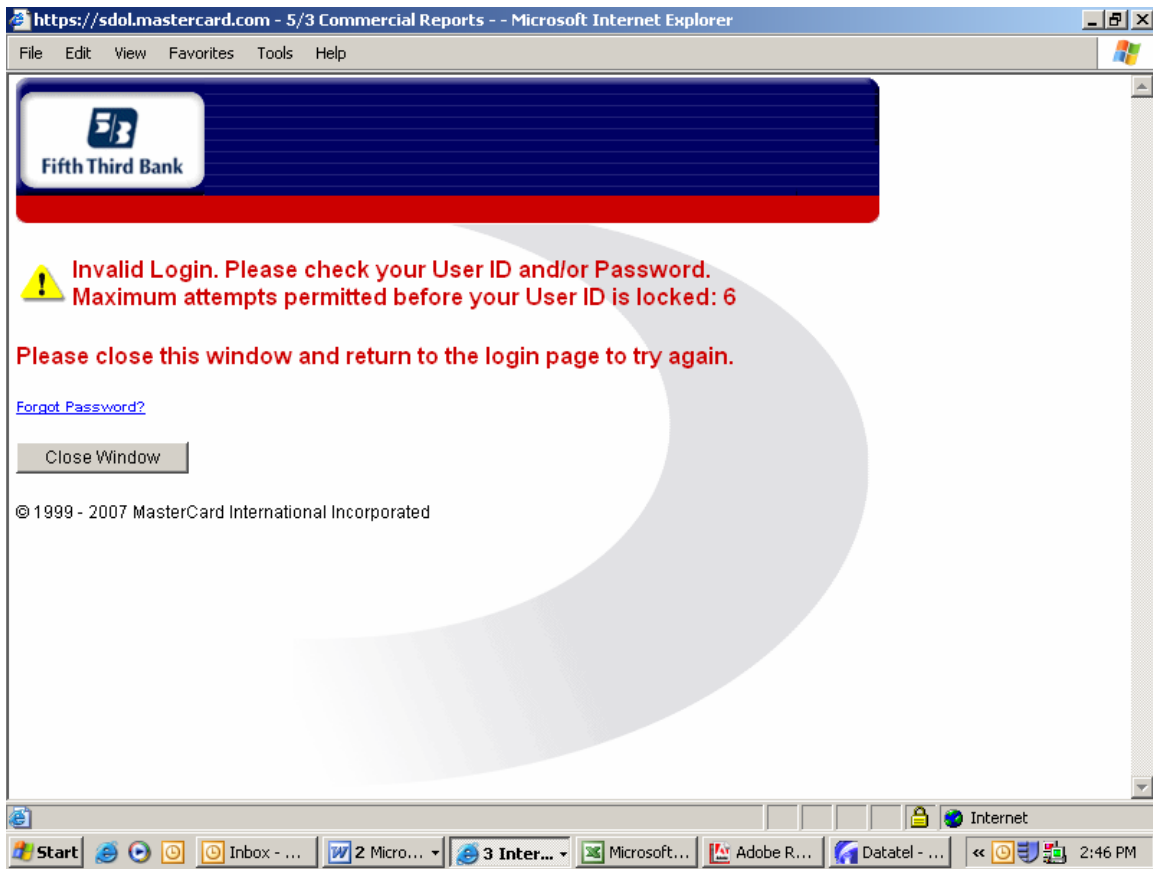


Figure 10: Invalid Login Error Screen

5. Answer the verification question using your security answer you entered as a First Time User. (Figure 11)

UE CARDHOLDER TRAINING GUIDE FOR SDOL

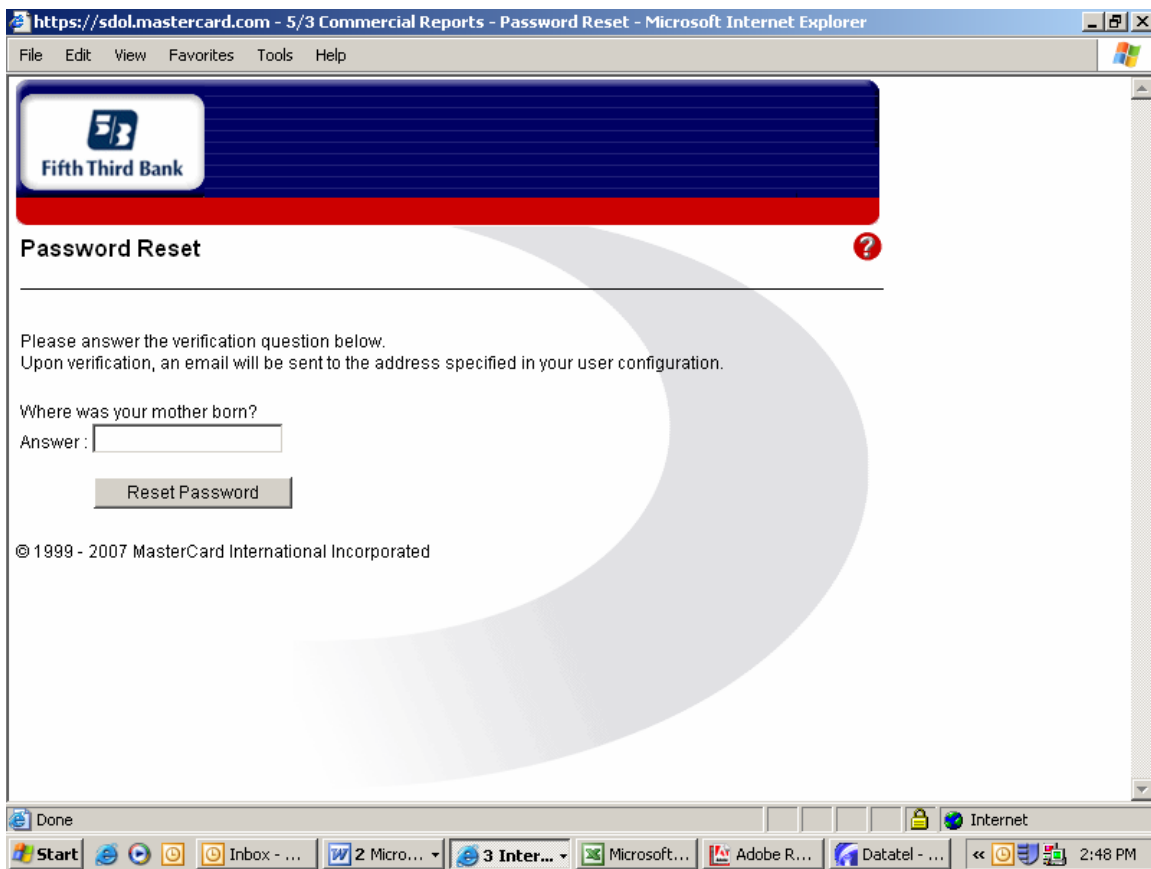


Figure 11: Password Reset Screen

6. Click **Reset Password** and receive a temporary password via email. This is a one-time password, which allows you to log in and enter a new password. Refer to “*Password and User Name Tips*” located in *Section II: Getting Started, E: Password and User Name Tips*.

Note: If you did not set up your security question and answer in your user profile, contact Administrative Services at extension 2941.

VI. Viewing the Main Menu

The Home Page or Main Menu Screen is your starting place once you have successfully logged in to SDOL. It consists of five sections: A) Summary Information, B) News, C) Links, and D) Inbox. Please note that your name appears after “Welcome Back” on the upper right of the screen under the page icons and the Company Administrator’s name, Kim Winsett, appears on your screen directly under the University of Evansville.

A. Summary Information

The **Summary Information** section offers information in a “dashboard” format, based on each cardholder’s authority settings.

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B. News

Refer to the [News](#) section for site updates and messages from UE and the bank. The Office of Administrative Services will utilize the News section to share current system information and information links.

C. Links

The [Links](#) site is maintained by the bank and provides additional resources, information, and tools.

D. Inbox

The [Inbox](#) will contain your processed reports. To access your inbox items, click on [View all inbox files](#) link. SDOL retains inbox items for 14 days before they are automatically deleted.

E. User Documents

The [User Documents](#) in this section are maintained by MasterCard.

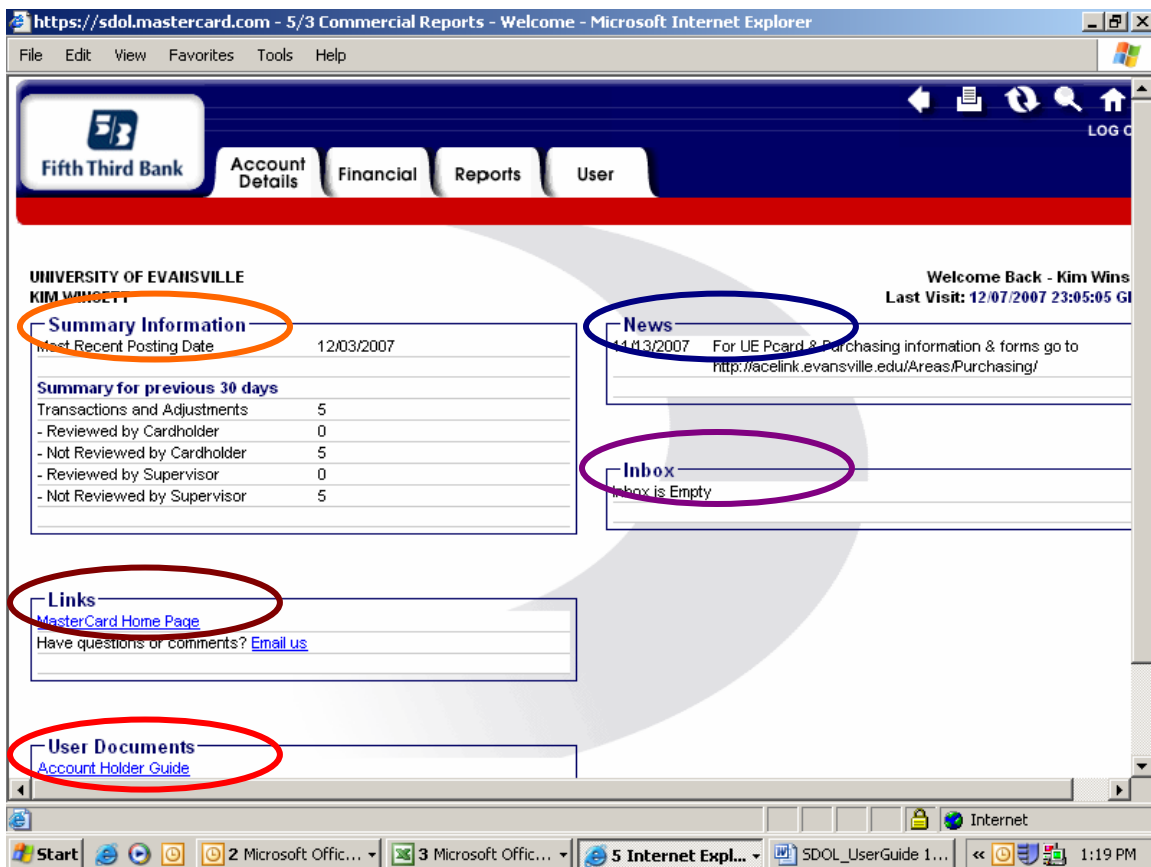


Figure 12: Home Page or Main Menu Screen

VII. Viewing Account Details

The Account Maintenance screen contains information about your account such as Transaction Limits and Additional Information. If your account record requires a change, contact Administrative Services at extension 2940 or 2941 for assistance.

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A. Transaction Limits

1. Click on the **Account Detail** Tab.
2. View the **Transaction Limits** by scrolling down.

B. Additional Information

1. Click on the **Account Detail** Tab.
2. View **Additional Information**. You may enter notes or comments in the text box at the bottom of this section. This text will not appear anywhere else in SDOL.

VIII. Utilizing Account Summary

A. Accessing Account Transactions using Billing Cycles

1. Click on the **Financial** tab, from Home Page. (*Figure 13*)
2. Click Account Summary located in Sub Menu.

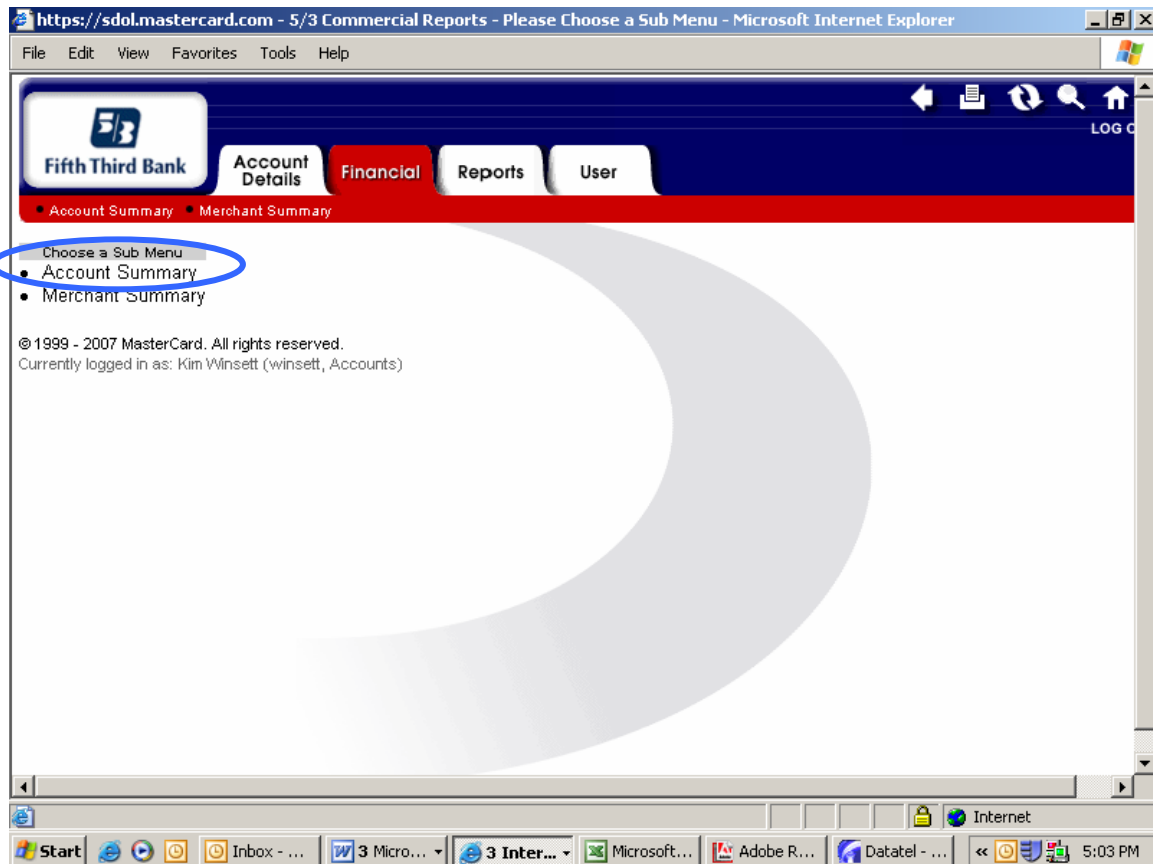


Figure 13: Account Summary Screen from Financial Tab

4. Click on the **Billing Cycle** Radio button. (*Figure 14*)
5. Select a monthly cycle from the **Billing Cycle Drop** box. Cycle period dates are defaulted into SDOL.
6. Click **View** to review your transactions and allocate expenses.
7. Skip to **IX. Allocating Transaction Data**.

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Note: The **Date Range** can be used to search for any six-month date range. Use the **From Date** and **To Date** to select the range and then use the **Search By** to specify whether to search by posting or transaction date.

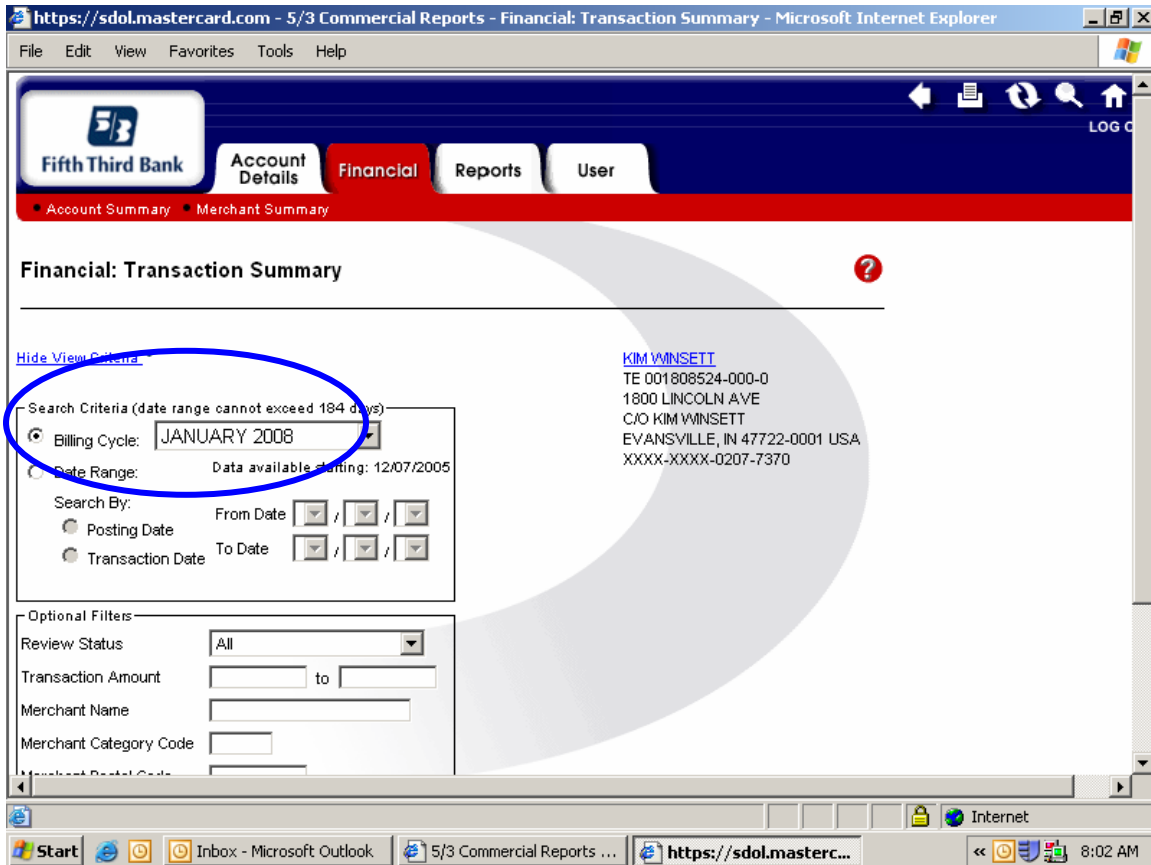


Figure 14: Billing Cycle on Account Summary Screen

B. Accessing Account Transactions using Search Date Criteria

1. Click on the “**Financial**” tab, from Home Page. (Figure 13)
2. Click “**Account Summary**” located in the Sub Menu.
3. Click on Date Range to specify a specific date range of transactions to review.
4. View by: Posting Date is when the transaction was applied to your account. Transaction Date is the date the charge was authorized. Use Posting Date if matching to your statement. *This selection is grayed out when you select **Billing Cycle** because it is set up to default to Posting Date.*

Notes: It is recommended you search by Billing Cycle since the dates defining those match up with the bank’s statement.

C. Optional (Search) Filters Options

1. Review Status – allows you to only pull up transactions with a specific status.
2. Transaction amount – search by amount range.
3. Merchant Name – search by full or partial name.
4. MCC – four-digit merchant category code.
5. Addendum – trans with specific addenda info.
6. Click **View** button beneath the Optional Filters box to pull the data.

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IX. Allocating Transaction Data

A. Reconciling Transaction Account Codes

1. Click the blue [Expand All](#) link to see which transactions need to be reviewed. (Figure 15)

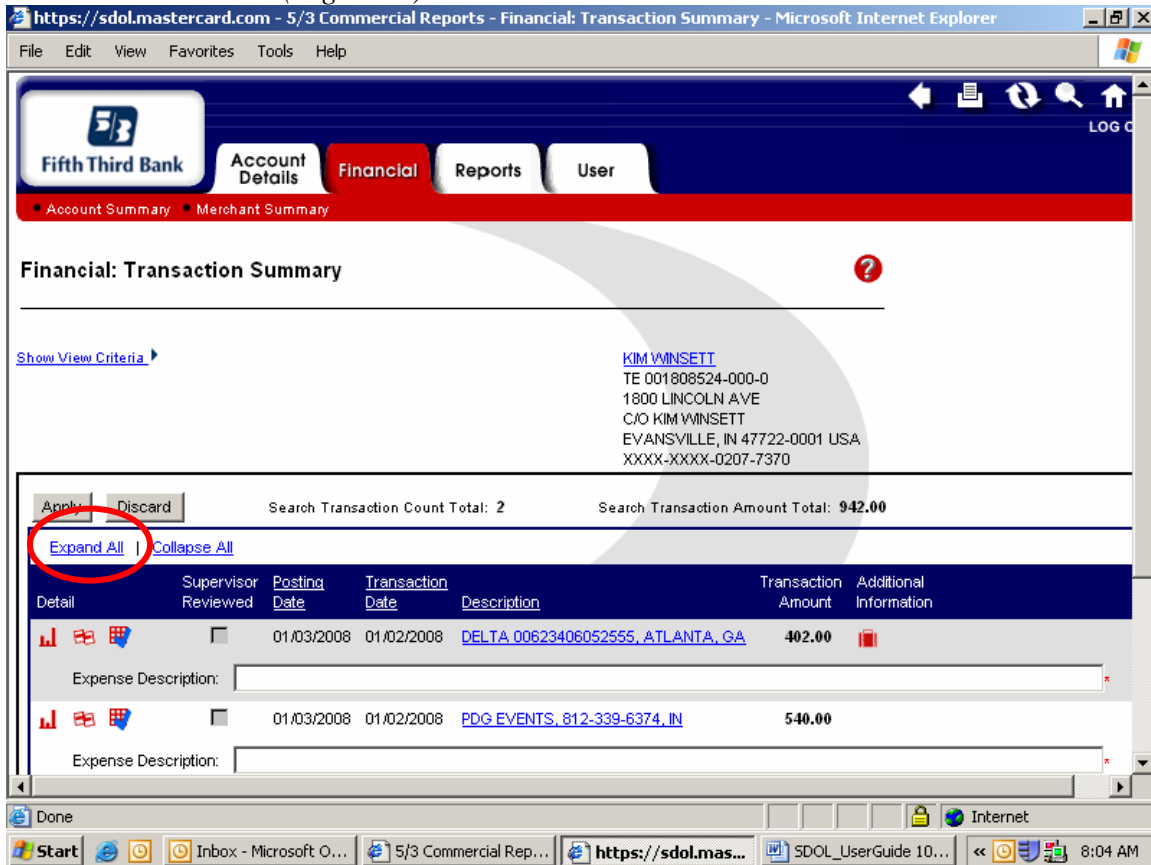


Figure 15: Transaction Summary Screen

2. View defaulted Account Codes: **Fund, Function, Department and Object Code** (Datatel Account information). (Figure 16)

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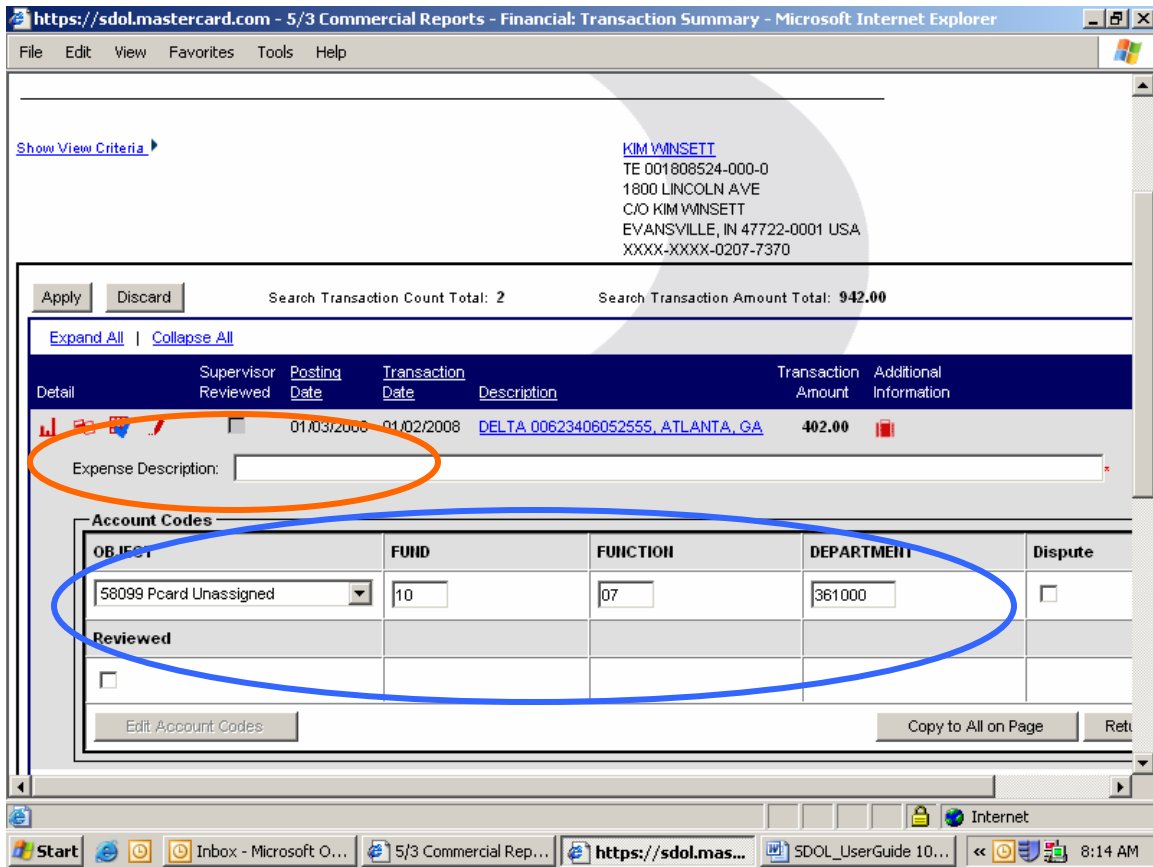



Figure 16: Account Code View

3. Select the appropriate **Object Code** from the G/L Account dropdown.*
4. Enter any **Fund, Function, or Department** account changes. This account information is defaulted from the Pcard Application.
5. Enter a **Business Purpose** for the transaction in the **Expense Description Box**. There is a 255 character limit.
6. Click **Apply** once all correct information has been entered.

***Note:** If you need to change the Account Codes in the future, you will have to click the gray **Edit Account Codes** bar to open the allocation fields for data entry. (Figure 17) You may also enter or edit account information by clicking on the "Account Codes" icon  for a selected transaction.

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The screenshot displays a web browser window with the URL <https://sdol.mastercard.com>. The page title is "5/3 Commercial Reports - Financial: Transaction Summary". The user is identified as C/O KIM WINSETT, EVANSVILLE, IN 47722-0001 USA, with phone number XXXX-XXXX-0207-7370. The interface shows a search for 2 transactions totaling 942.00. Two transactions are listed:

Detail	Supervisor Reviewed	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	<input type="checkbox"/>	01/03/2008	01/02/2008	DELTA 00623406052555, ATLANTA, GA	402.00	
Expense Description: <input type="text"/>						
Account Codes						
OBJECT	FUID	FUNCTION	DEPARTMENT	Dispute		
58099 Pcard Unassigned	10	07	361000			
Reviewed						
Edit Account Codes Copy to All on Page Retu						
	<input type="checkbox"/>	01/03/2008	01/02/2008	PDG EVENTS, 812-339-6374, IN	540.00	
Expense Description: <input type="text"/>						
Account Codes						
OBJECT	FUID	FUNCTION	DEPARTMENT	Dispute		

Figure 17: Edit Account Codes

B. Reconciling Helpful Hints

1. Click on the gray **Copy To All On Page** bar and hit **Apply**, if all of the Cost Allocation values are the same for all of the transactions on the page.
2. Move to the next transaction directly below the transaction you just allocated and repeat the steps of selecting an Account Codes and entering an Expense Description.
3. Continue through all the transactions for that page, and click on the **Return To the Top** gray bar (bottom right of page).
4. Click on the blue **Collapse All** link, at the top of the Transaction Summary area.
5. Check each transaction as Reviewed.
6. Click **Apply**

X. Splitting a Transaction

A. Splitting Steps

1. Click on the red Split Card icon that is second from the left. (Figure 18)

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https://sdol.mastercard.com - 5/3 Commercial Reports - Financial: Transaction Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Fifth Third Bank Account Details Financial Reports User

Account Summary Merchant Summary



Financial: Transaction Summary

Show View Criteria

KIM WINSETT
TE 001808524-000-0
1800 LINCOLN AVE
C/O KIM WINSETT
EVANSVILLE, IN 47722-0001 USA
XXXX-XXXX-0207-7370

Apply Discard Search Transaction Count Total: 2 Search Transaction Amount Total: 3,027.23

Expand All Collapse All

Details	Posting Date	Transaction Date	Description	Transaction Amount	Additional Information
	11/29/2007	11/28/2007	ALLEN DISPLAY 00 OF 00, 800-9992373_VA	1,488.38	
Expense Description: replacement					
	12/03/2007	11/30/2007	THORLABS INC, 9735797227_NJ	1,538.85	
Expense Description: replacement					

Done Internet

Start SDOL_UserGuide 1... 4 Microsoft Office... Microsoft Excel 3 Internet Explo... 2:51 PM

Figure 18: Split Transaction Icon

2. **Select the number of Splits to create** from the dropdown box. (Figure 19) The screen will refresh. Contact the Pcard Administrator, if more than 55 splits are necessary per transaction.

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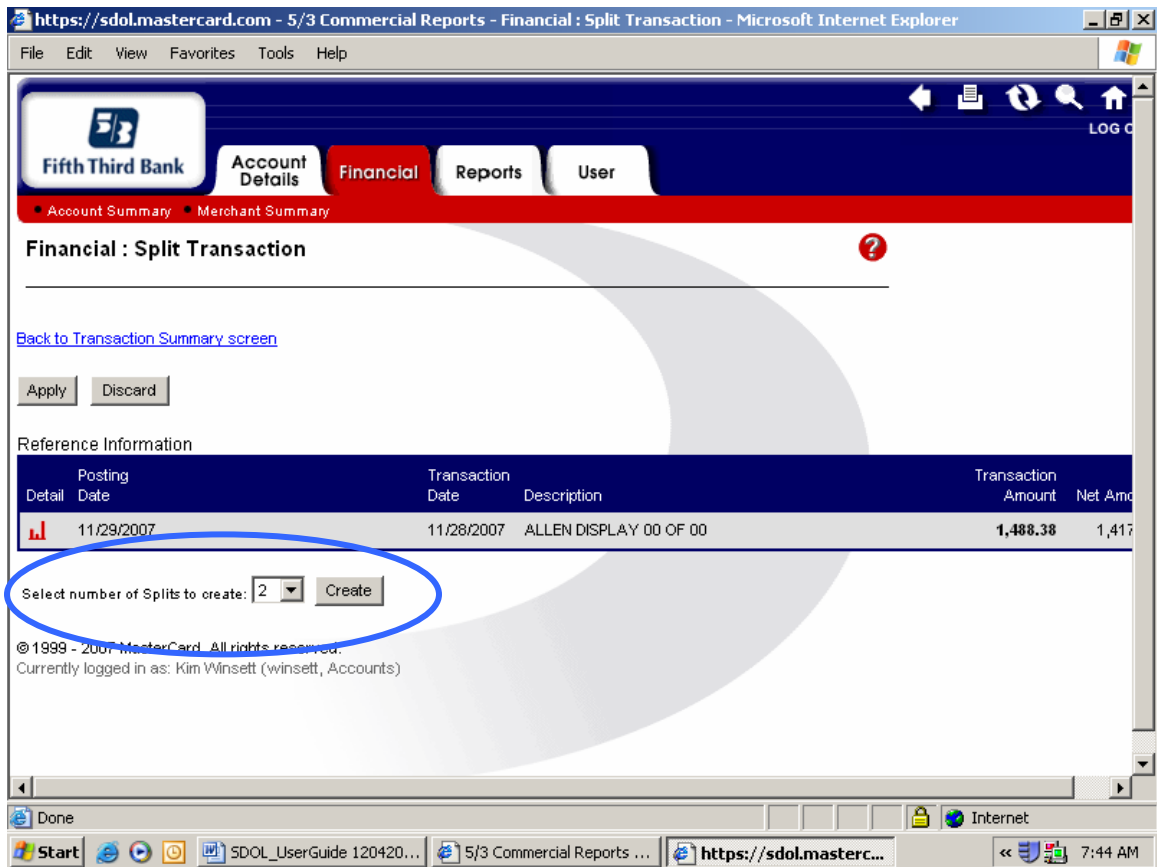


Figure 19: Selecting Number of Splits

3. In **Split by**: dropdown, select **Percent** or **Amount**. (Figure 20)
4. In **Split and Balance To** dropdown, select the amount to which you want the splits to be balanced. (Optional)
5. Enter **Debit** or **Credit**.
6. Enter **Amount** or **Percent** for each split.
 - a. Click **Add Split** to add additional lines.
 - b. Click **Unsplit** to remove split from transaction.
 - c. Click **X** to remove extra split lines.
7. Enter an **Expense Description** (Business Purpose) for each split line. This is required.
8. Click **Apply**

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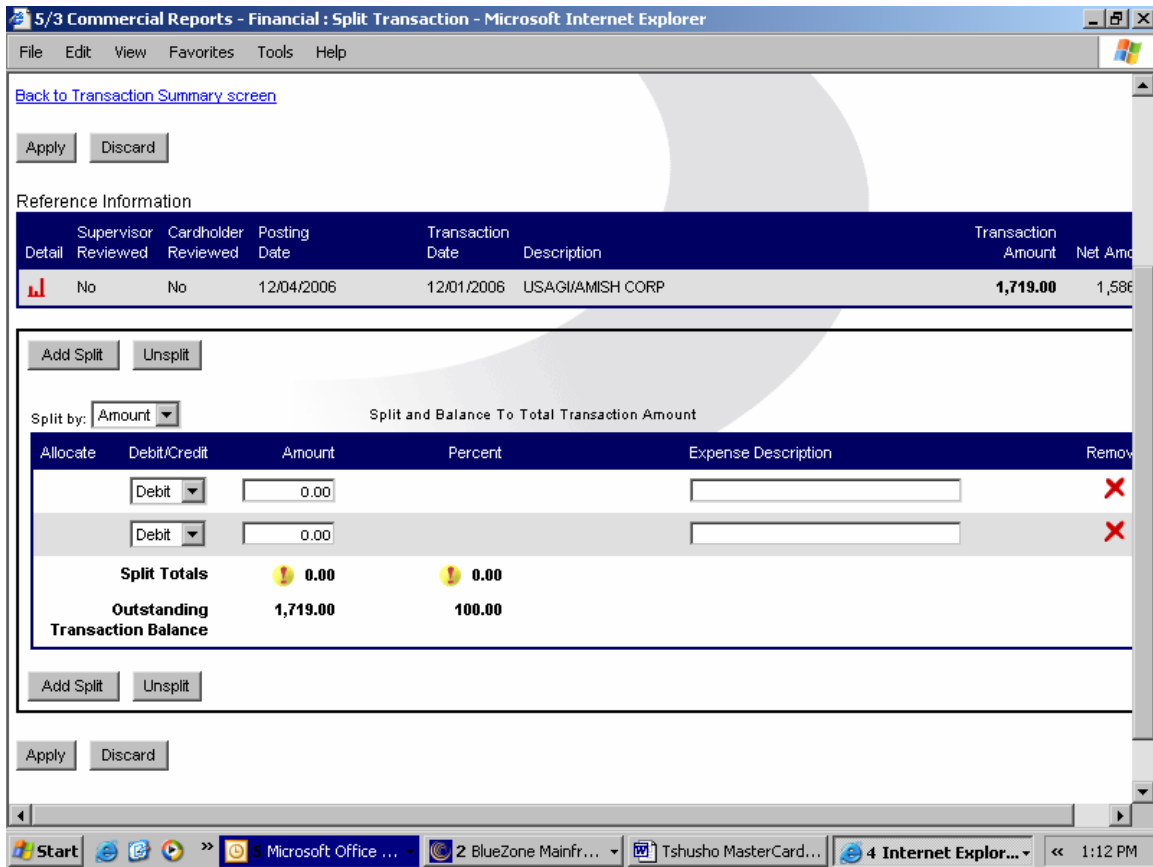


Figure 20: Split Transaction Screen by Amount

9. Click on red **Account Codes** icon (grid icon) under the Allocate field to the left of each split. (Figure 21)
10. Click on the blue **Expand All** link to see all the split transactions by account code.
11. Click on the gray **Edit Account Codes** bar to open the allocation fields for data entry.
12. Select a Datatel Account **Object Code** from the dropdown.
13. Verify or replace the **Fund, Function and Department Codes** for each portion of the split, if necessary. (Figure 16)
14. Enter a **Business Purpose** for each transaction in the Expense Description Box, if not already done. Remember there is a 255 character limit.
15. Click on **Add Split**, if you need an additional split. Otherwise, move onto step 16.
16. Click **Apply**
17. Click on blue **Back to Transaction Summary Screen** link.

Note: A Warning Icon will display, if your split amounts do not balance and the **Outstanding Transaction Balance** line calculates the discrepancy for you. (Figure 20)

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Change Successfully Applied

Apply Discard

Reference Information

Posting Detail	Posting Date	Transaction Date	Description	Transaction Amount	Net Amount
	11/19/2007	11/16/2007	SHAUGHNESSY PAPER	(252.00)	(233)

Add Split Unsplit

Split by: Amount Split and Balance To Total Transaction Amount

Expand All Collapse All

Allocation	Debit/Credit	Amount	Percent	Expense Description	Remove
	Credit	126.00	50.00	paper inventory	X
	Credit	126.00	50.00	Specialty paper inventory	X
Split Totals		(252.00)	(100.00)		
Outstanding Transaction Balance		0.00	0.00		

Expand All Collapse All

Add Split Unsplit

Start SDOL_UserGuide 1... Microsoft Office... Microsoft Excel 3 Internet Explo... 1:46 PM

Figure 21: Account Code Icon

XI. Utilizing Merchant Summary

The Merchant Summary screen allows transaction summary information to be grouped by merchant. This screen displays a summary of transactions that fall within the specified date range for the specified merchant. Individual transaction detail can be viewed on the Merchant Transaction Summary screen, by clicking the merchant name on the Merchant Summary screen.

A. Viewing Merchant Summary

1. Click on the “**Financial**” tab, from Home Page. (Figure 22)
2. Click “**Merchant Summary**” located in the Sub Menu.

B. Accessing Merchant Transactions using Search Date Criteria

1. Click on the “**Financial**” tab, from Home Page. (Figure 22)
2. Click “**Merchant Summary**” located in the Sub Menu.
3. Click on Date Range to specify a specific date range of transactions to review.
4. View by: Posting Date is when the transaction was applied to your account. Transaction Date is the date the charge was authorized. Use Posting Date if matching to your statement. *This selection is grayed out when you select **Billing Cycle** because it is set up to default to Posting Date.*
5. Click **View**.

Note: Optional Filters may be utilized to further filter transactions. Refer to C. **Optional (Search) Filters Options in VIII. Utilizing Account Summary.**

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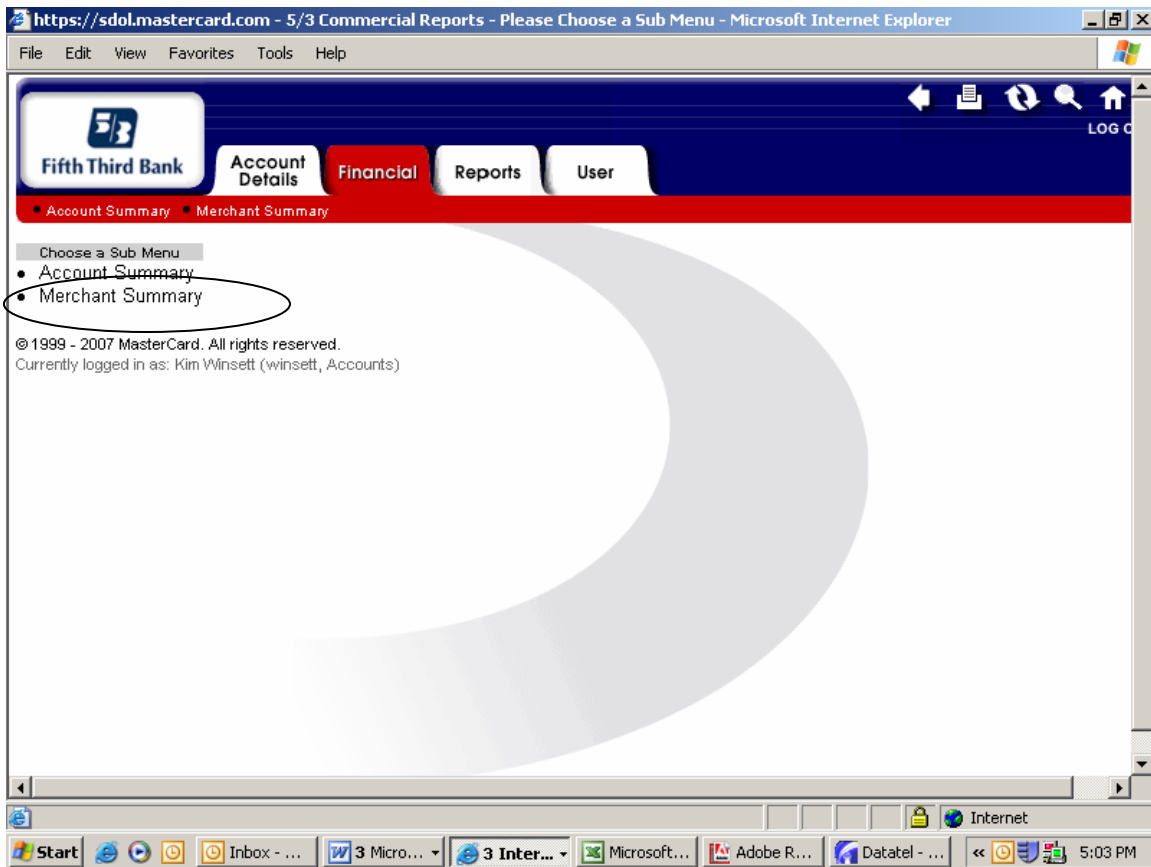


Figure 22: Merchant Summary Screen from Financial Tab

XII. Disputing a Transaction

When a charge appears on the cardholder's statement that is believed to be inaccurate, it is the cardholder's responsibility to contact the merchant (vendor) to resolve the issue. If the transaction cannot be resolved with the vendor, the cardholder may dispute it. Disputing a transaction will remove the transaction from the upload for **90 days** to allow time to resolve the situation. In order to dispute a transaction, notification in SDOL and to Fifth Third bank is necessary.

A. SDOL Dispute Notification

1. Click on the "**Financial**" tab, from Home Page. (Figure 23)
2. Click "**Account Summary**" located in the Sub Menu.
3. Click on the Billing Cycle Radio Button.
4. Select a monthly cycle from the **Billing Cycle Drop** box. Cycle period dates are defaulted into SDOL. For example: DECEMBER '07 STMT
5. Click **View** to review your transactions and allocate expenses.

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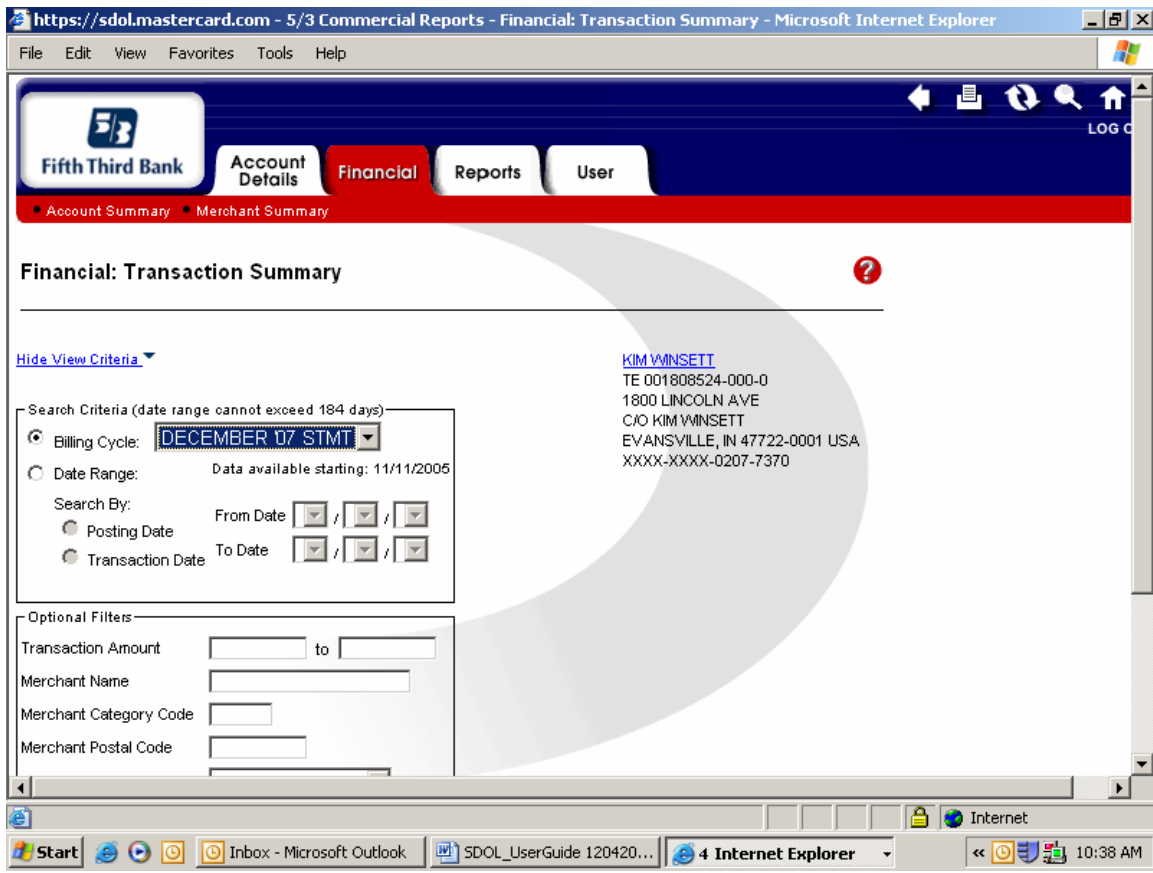


Figure 23: Financial Tab

6. Click the blue [Expand All](#) link to see which transactions need to be reviewed. (Figure 24)
7. Click the gray [Edit Account Codes](#) bar to open the allocation fields for data entry.*
8. View defaulted Account Codes: **Fund, Function, Department and Object Code** (Datatel Account information).
9. Select the appropriate **Object Code** from the G/L Account dropdown.
10. Enter any **Fund, Function, or Department** account changes.
11. Enter a **Business Purpose** for the transaction in the **Expense Description Box**. There is a 255 character limit.
12. Check **Dispute** box.
13. Click [Apply](#) once all correct information has been entered.

B. Fifth Third Dispute Notification

1. Complete a Fifth Third Bank Dispute Form (located in AceLink at <http://acelink.evansville.edu/Areas/Accounting/Files/PcardDisputeForm.doc>)
2. Fax the Dispute Form to Fifth Third at 513-358-7327.

***Note:** The cardholder has **60 days** from the transaction date to dispute an item. Fifth Third will process a draft, and the nature of the dispute dictates what course of action is taken.

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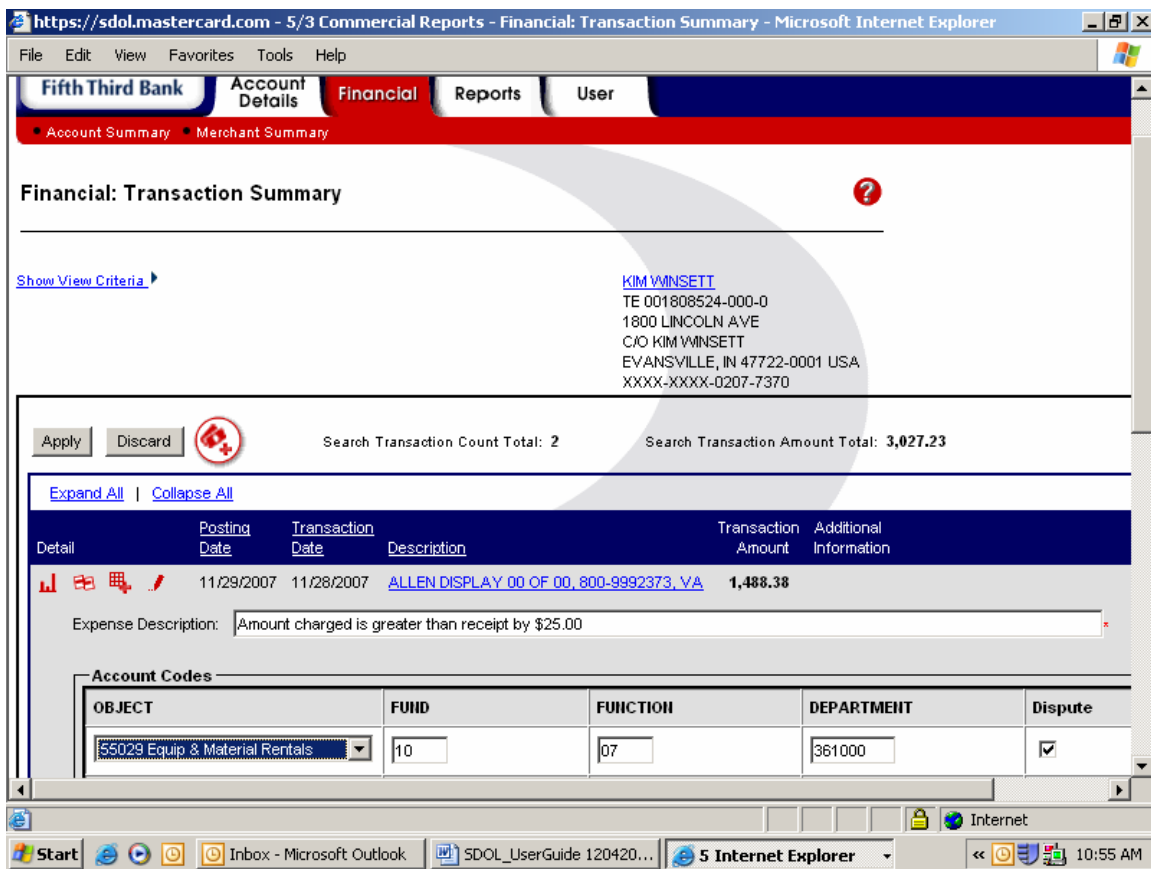


Figure 24: Dispute Transaction Screen

XIII. Requesting Monthly Expense Report

After reviewing all transactions, a cardholder may create a monthly statement on the day after the cycle period has ended.

A. Selecting & Submitting an Expense Report

1. Click on white “**Reports**” tab at the top of the screen. Once the tab is selected, it will be red. (Figure 25)
2. Click on **Run Reports**.
3. Select **Expense Report** from **Report Selection** box. This is the only report you will see.
4. Select **Report Format**. This is defaulted on Screen Version.
5. Click on **Billing Cycle** radio button from **Date Criteria** section.
6. Select **Billing Description** for cycle period.
For example: NOVEMBER '07 STMT
7. View **All** in **Review Status**. This is defaulted for you.
8. Click **Run**

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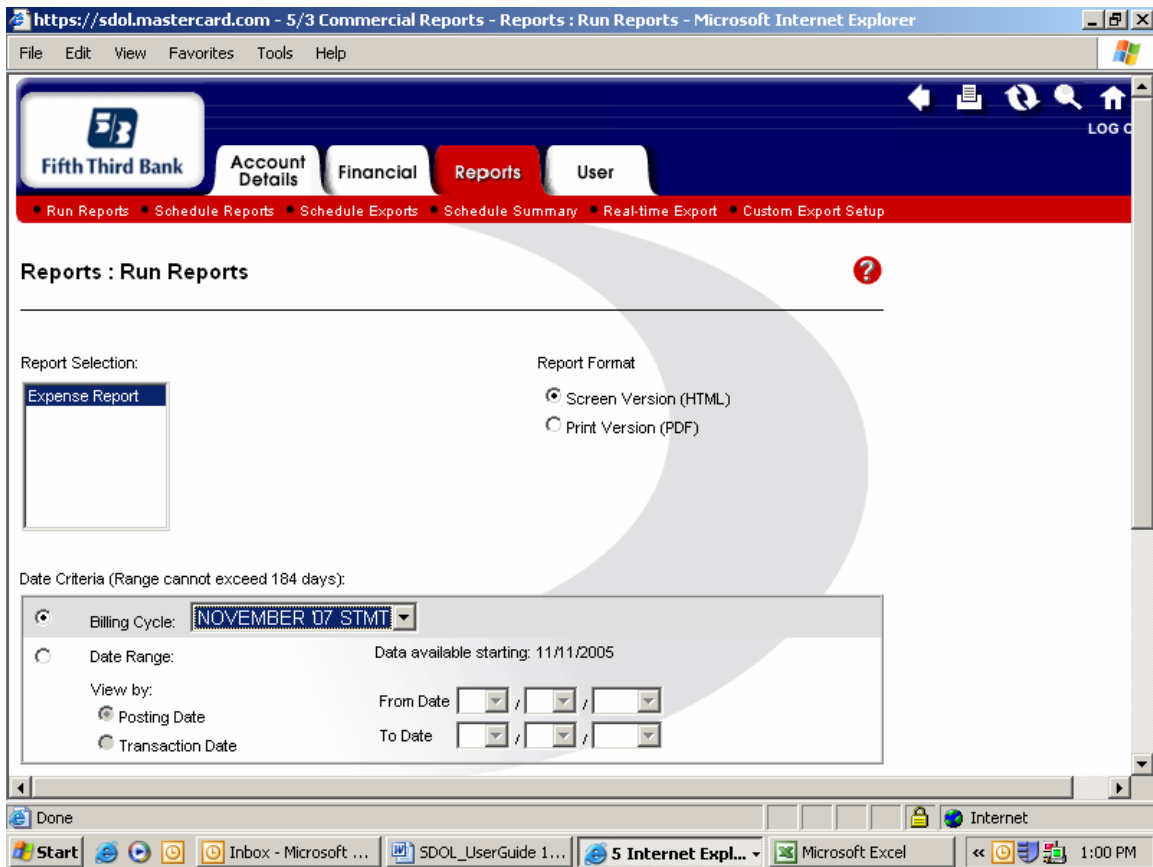


Figure 25: Run Reports Screen

B. Printing an Expense Report - Without Saving It

1. Follow **Selecting & Submitting an Expense Report** steps 1-8.
2. View **Expense Report** (screen version). (*Figure 26*)

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https://sdol.mastercard.com - 5/3 Commercial Reports - Reports : Run Reports : Expense Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Fifth Third Bank Account Details Financial Reports User

Run Reports Schedule Reports Schedule Exports Schedule Summary Real-time Export Custom Export Setup

Reports : Run Reports : Expense Report

Expense Report

KIM WINSSETT
TE 001808524-000-0
1800 LINCOLN AVE
C/O KIM WINSSETT
EVANSVILLE, IN 47722-0001 USA
XXXX-XXXX-0207-7370

Internal Audit Code:
10073610058099

REPORTING PERIOD: Posting Date: 10/23/2007 Thru 11/21/2007 (NOVEMBER '07 STMT)

[Run a new Report](#)

Card Transactions:

Posting Date	Transaction Date	Description	Am
10/31/2007	10/30/2007	BUY.COM WWW.BUY.COM, CA	2,25

Done Internet

Start Inbox - Microsoft ... SDOL_UserGuide 1... 5 Internet Expl... Microsoft Excel 1:01 PM

Figure 26: Expense Report Screen

3. Click on **Printable Version**.
4. Click on **Open**. (Figure 27)

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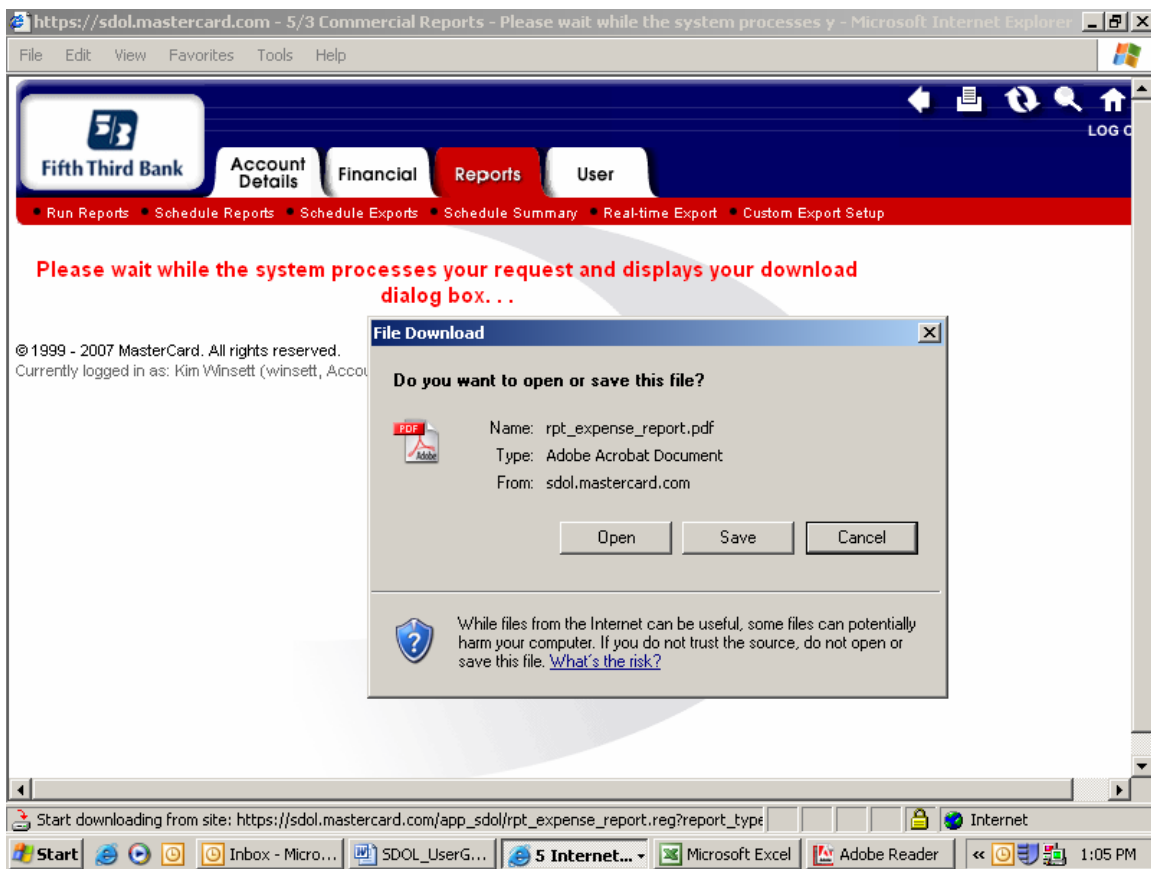


Figure 27: Report Open or Save

5. Click on **File**, then **Print**. (Figure 28)

Note: You may have to run all of these steps a second time before you will see the “**File Download**” Pop-Up box.

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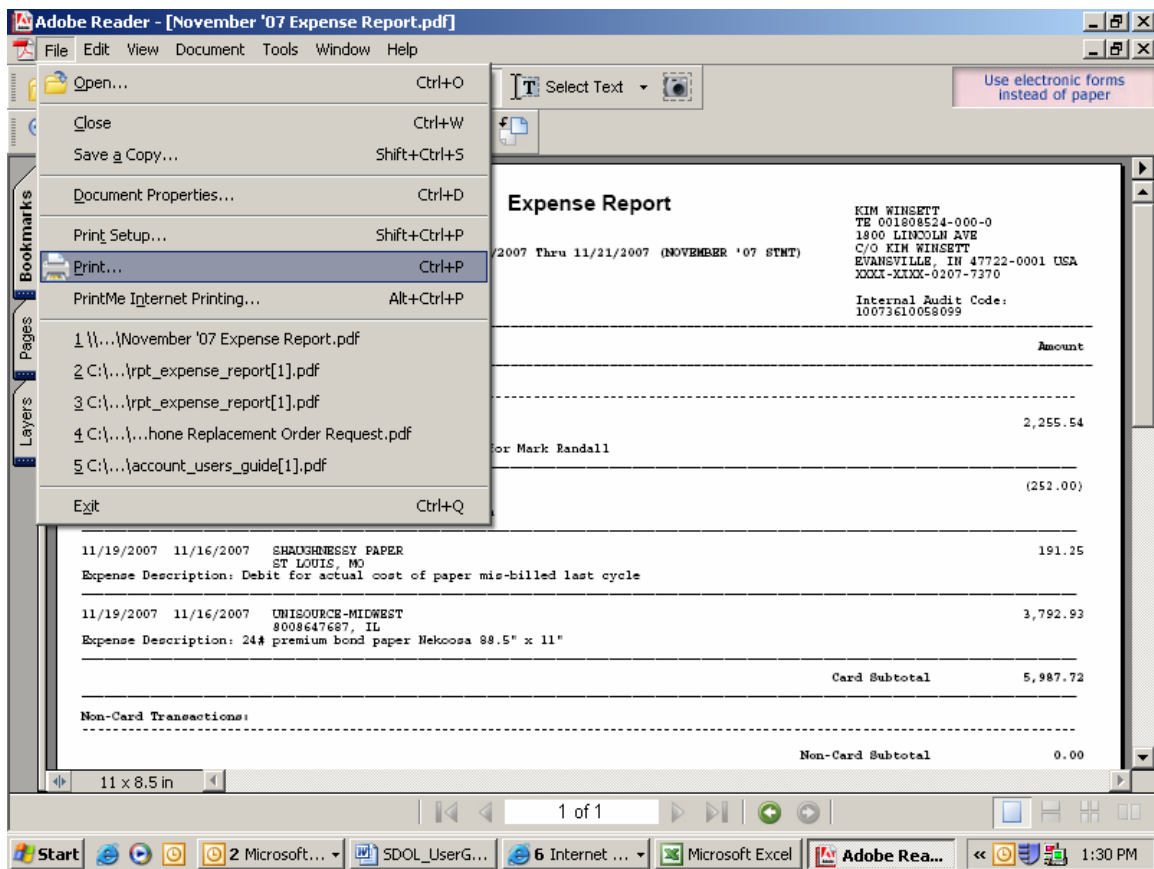


Figure 28: Expense Report Print Screen

C. Printing an Expense Report - I Cannot Open (Work Around)

1. Follow **Selecting & Submitting an Expense Report** steps 1-8.
2. View **Expense Report** on screen. (Figure 29)
3. Click on **Printable Version** format.
4. Hold **Ctrl** key down on keyboard.
5. Click **Run** while still holding down the **Ctrl** key.
6. Click **Open** file and release **Ctrl** key.
7. Click on Adobe Icon at bottom of computer screen to open file.
8. Click Print.

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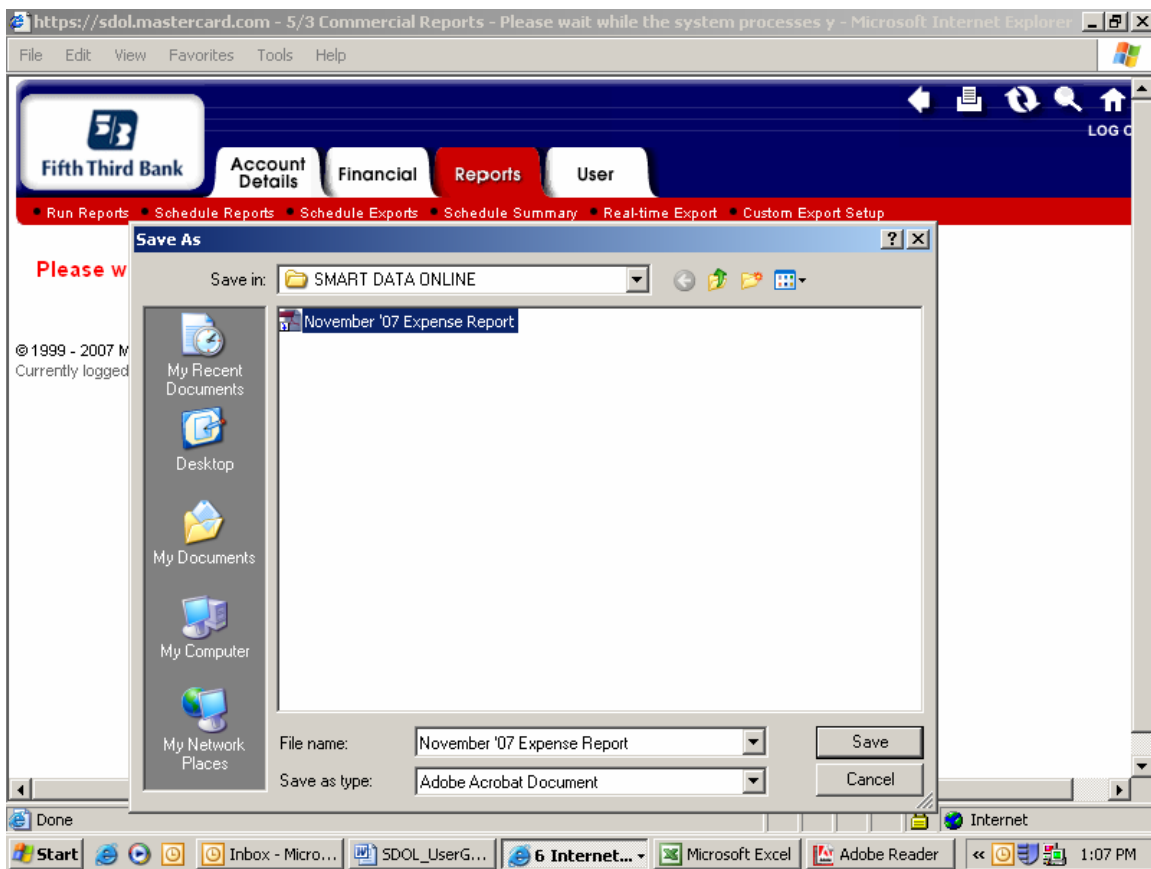


Figure 29: Saving Report to File Location

9. Open **Expense Report** to view.
10. Print Expense Report.

Note: Once you save the first **Expense Report**, your PC should allow you to open future Expense Reports without saving them. In other words, you should be able to print your Expense Report by following **A. Printing an Expense Report – Without Saving It** in section **XIII. Requesting Monthly Expense Reports**.

XIV. Processing Expense Report (Monthly Statement)

A. Reviewing Expense Report

1. Print **Expense Report** on the day after the cycle period ends. (For print information, refer to Section XIII).
2. Match verification documentation (receipts, etc.) with statement.
3. Verify account numbers and ensure that object codes are properly assigned.
4. Place Expense Report and receipts in Pcard envelope.
5. Sign and date Pcard Envelope.
6. Forward to Approving Supervisor for review and approval.

Note: Upon review and signature approval, Approving Supervisors will forward the Pcard Envelope to the Office of Accounting and Audit.

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XV. Logging Out

Always log out of SDOL properly when you have finished reconciling or printing your statement.

A. Log Out When Finished

1. Click the words **Log Out**, not the icons, located on the top right-hand corner of the screen to exit SDOL.

B. Log Out Warning

1. SDOL will warn you when you are about to be logged out due to inactivity.
(Figure 30)
 - a. Click **OK** to continue in SDOL.
 - b. Click **Logout** to exit.

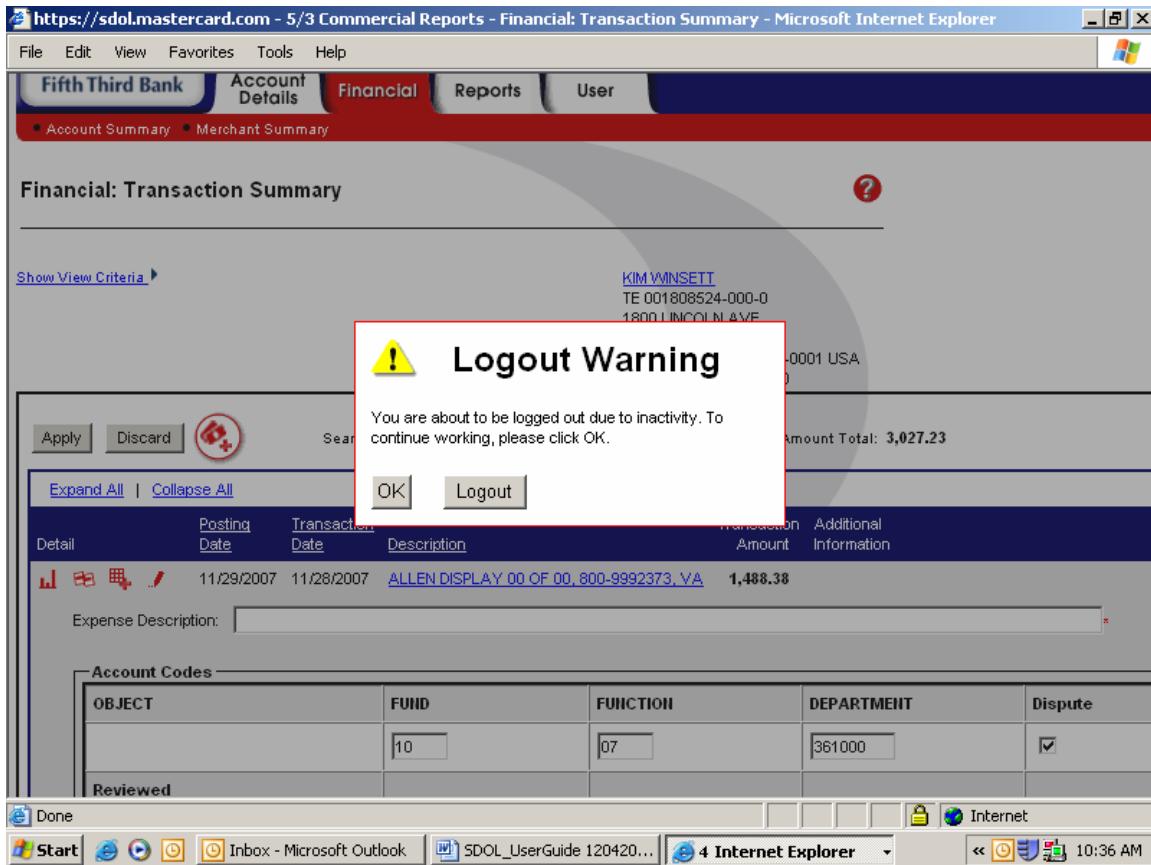


Figure 30: Logout Warning

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XVI. SDOL & PathwayNet Comparison

	SDOL	PathwayNet
Pcard Software Logon	Same as Pathway login	First 4 letters of last name w/last 6 card digits
Password	Minimum 8 characters + 2 digits Cannot reuse a previous password	Minimum 4 characters Cannot reuse a previous password
Password Expiration	Every 90 days	Every 225 days
Multifactor Authentication Questions	No	Yes
Cardholder Ability to Reset Password	Yes	No
Cycle Statement	Called "Expense Report" w/o signature line	Called "Cardholder Statement" with signature line
Cycle Retention Period	25 Months	18 Months
Ability to represent UE logo on screens	No	Yes

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XVII. Expense Report – Monthly Statement Sample

To view this sample statement go to AceLink, click on Areas, under Administrative Services, click on Pcard & Purchasing then under Forms & Instructions click on Expense Report – SDOL Monthly Statement Sample.