

Smart Data PROCEDURES MANUAL for Cardholders

October 2014

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LOGGING INTO SMART DATA FOR THE FIRST TIME

Step 1

Access the Mastercard Smart Data online system through the following internet site

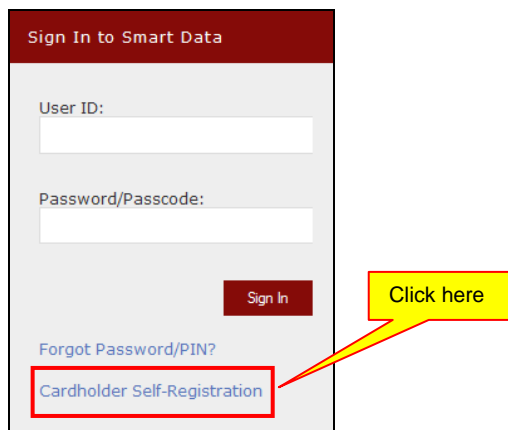
<https://sdg2.mastercard.com>

Please note: Smart Data requires certain Web browsers in order to work properly. It supports the following browsers on Windows 7 and 8:

- Microsoft Internet Explorer versions 8, 9 and 10
- Mozilla Firefox 24 ESR

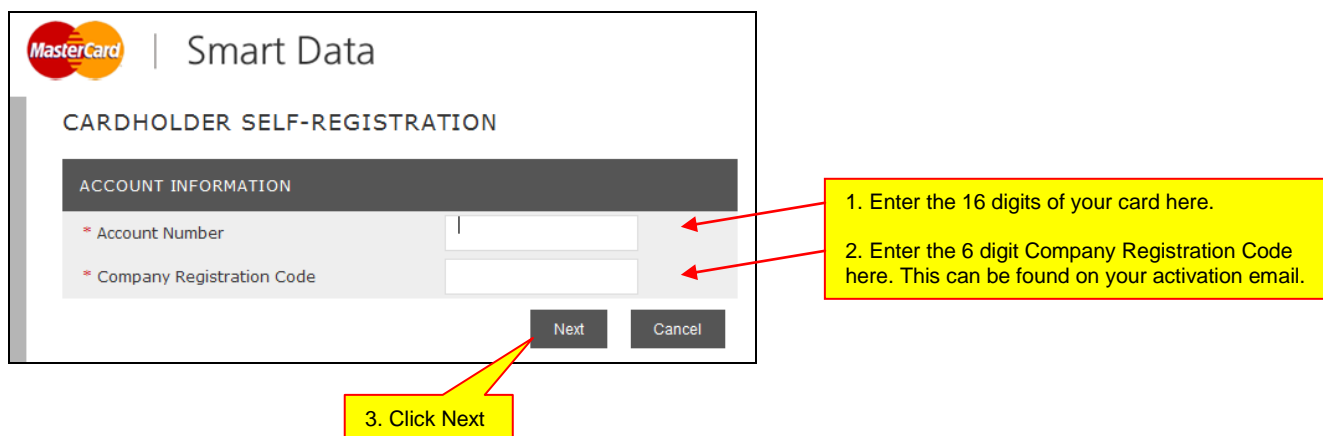
Step 2

Click on the Cardholder Self-Registration link under the Sign In button on the login page.



Step 3

Fill in the required information on the Account Information section, and then click Next.



Step 4

Fill in the required information on the User Information section, and then click Register Account.

CARDHOLDER SELF-REGISTRATION

USER INFORMATION

* User ID

* First Name

* Last Name

* E-mail Address

* Confirm E-mail Address

* Password
(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)

* Confirm Password

* Security Question

* Security Answer

Register Account Cancel

1. Enter a User ID. This must contain least 6 alphanumeric characters and is case sensitive.
2. Enter your first name here.
3. Enter your last name here.
4. Enter your email address here.
5. Enter your email address again here for confirmation.
6. Enter a Password. This must contain at least 8 alphanumeric characters, 2 of which must be numeric.
7. Enter your password again here for confirmation.
8. Select a Security Question from the drop-down list.
9. Enter your Security Answer here. This is case sensitive and must be at least 4 characters in length without spaces.

10. Click Register Account.

The first time you log in, you will be prompted for additional information for security purposes.

To reset a Password

A cardholder has six attempts to log in with their User ID and password. You will be locked out of Smart Data after six unsuccessful attempts. If you have been locked out, please contact QSS Corporate Card Unit to re-activate your account.

If you have forgotten your password, you can go to the login page of Smart Data and click on the “Forgot Password/PIN?” link beside the Sign In button.

Alternatively, you can email QSS CCU for assistance. For QSS CCU contact details, please visit your QSS Customer Site on the below link.

<http://ssa.govnet.qld.gov.au/index.htm>

Sign In to Smart Data

User ID:

Password/Passcode:

Sign In

[Forgot Password/PIN?](#)

[Cardholder Self-Registration](#)

Click here.

The below screen will appear. Enter your User ID, and then click Submit.

The next screen will ask for your Security Question you selected when you first set up a User ID and Password, and your Security Answer. Enter these details, and then click Submit.

If you have entered the correct information, Smart Data will send a temporary password to the work address you registered when you logged in for the first time. This password is valid for 60 days.

If you are unsure of your User ID, your nominated supervisor can access this information by logging in to Smart Data.

Or you can email QSS CCU for assistance.

CARDHOLDER COST ALLOCATING TRANSACTIONS

At the beginning of every month, cardholders will receive an automated email from MasterCard advising that you may now go into Smart Data to cost allocate your expenses for the previous Reporting Cycle.

- If you do not receive an email notice, please contact QSS CCU.

Please note: You will not receive this email if you have not logged in for the first time.

Cardholder cost allocating in Smart Data

Step 1

Once you have logged in successfully, the following screen will appear.

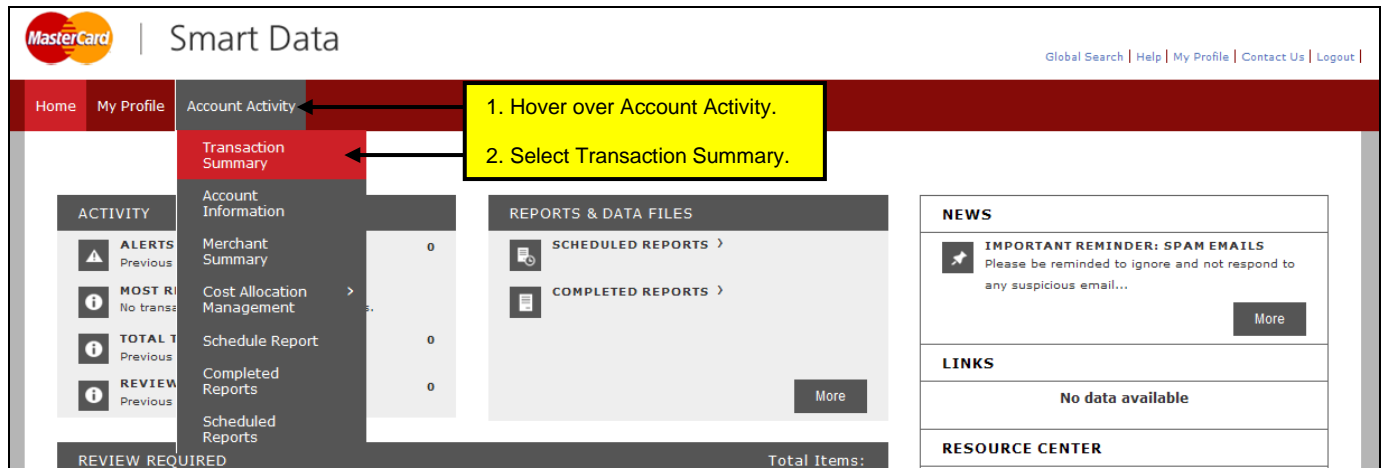
The screenshot displays the MasterCard Smart Data dashboard. At the top left is the MasterCard logo and the text "Smart Data". On the top right, there are links for "Global Search", "Help", "My Profile", "Contact Us", and "Logout". Below this is a navigation bar with "Home", "My Profile", and "Account Activity".

The main content area is divided into several sections:

- ACTIVITY**: Contains four items, each with a count of 0:
 - ALERTS & NOTIFICATIONS**: Previous 30 days
 - MOST RECENT POSTING DATE**: No transaction found in the last 30 days.
 - TOTAL TRANSACTIONS**: Previous 30 days
 - REVIEWED TRANSACTIONS**: Previous 30 days
- REPORTS & DATA FILES**: Contains two items:
 - SCHEDULED REPORTS**
 - COMPLETED REPORTS**: Includes a "More" button.
- REVIEW REQUIRED**: Shows "No data available" and "Total Items:" with a "More" button.
- SNAPSHOTS**: Contains two charts:
 - Spend By Category**: Month: Current, By: Transaction Amount. Shows "No data for s".
 - Total Spend**: Shows "No data for selected period".
- NEWS**: Features an "IMPORTANT REMINDER: SPAM EMAILS" with a "More" button.
- LINKS**: Shows "No data available".
- RESOURCE CENTER**: Includes "ONLINE HELP" with a "By Topic" link.

Step 2

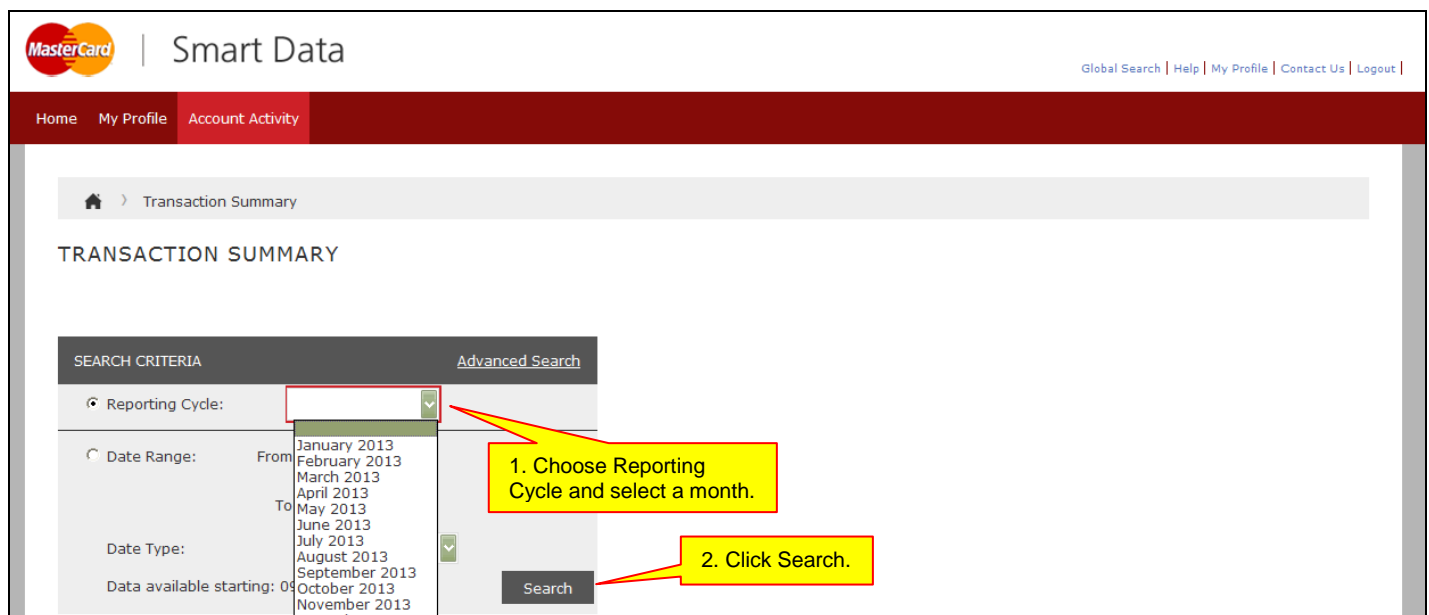
Hover over the Account Activity tab and select Transaction Summary from the drop-down menu.



Step 3

The following screen will appear. Select the appropriate Reporting Cycle, and click Search.

Reporting Cycles are pre-defined date ranges (usually statement cycles) set by MasterCard. Reporting Cycles do not necessarily fall in line with the calendar months, e.g. some Reporting Cycles begin on the last or second-last day of the previous month, and similarly they can end before the end of the calendar month. It is advisable to **always choose the Reporting Cycle** (do not enter a date range) when costing or running reports.



Step 4


The next screen will show all purchases made on your card for that chosen Reporting Cycle.

The screenshot shows the 'TRANSACTION SUMMARY' page. At the top, there is a breadcrumb trail: Home > Search Reporting Structure > Transaction Summary. Below this, the title 'TRANSACTION SUMMARY' is displayed, followed by the address 'GPO BOX 173 • BRISBANE, QLD 4001'. A 'SEARCH CRITERIA' section is visible, containing two search filters. The first filter is for 'Reporting Cycle', set to 'July 2014', with a date range of '28/06/2014 to 30/07/2014' and 'Date Type' set to 'Posting Date'. The second filter is for 'Date Range', with 'From' set to '28/06/2014' and 'To' set to '30/07/2014', both with calendar icons, and 'Date Type' set to 'Posting Date'. A 'Search' button is located at the bottom right of the search criteria section. Below the search criteria, the 'SEARCH RESULTS' section is displayed. It includes 'Expand All' and 'Collapse All' links, and a 'Search Total: 504.26'. The results are shown in a table with columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, GST Amount, and Additional Information. Three transactions are listed: QANTAS AIRWAYS LIMITED BRISBANE AIRP, BUNNINGS 417000 ROCKLEA, and RSEA ACACIA RIDGE ACACIA RIDGE. Each transaction has a 'Detail' icon, a 'Reviewed' checkbox, an 'Approved' checkbox, and a 'Go' button. The table is on 'Page 1 of 1'.

Step 5

Click on Expand All to display the account code information required and select Edit Accounting Codes to enable each transaction to be reconciled.

This screenshot is similar to the one in Step 4, but with annotations. A yellow box with the text '1. Click Expand All' has a red arrow pointing to the 'Expand All' link in the 'SEARCH RESULTS' section. Another yellow box with the text '2. Click Edit Accounting Codes' has a red arrow pointing to the 'Edit Accounting Codes' button in the 'ACCOUNTING CODES INFORMATION' section. The 'ACCOUNTING CODES INFORMATION' section is expanded, showing a table with columns: GL Account, Cost Collector, Tax Code, Expense Description, and Tax invoice attached?. The first transaction, 'QANTAS AIRWAYS LIMITED BRISBANE AIRP', is visible above this section. The second transaction, 'BUNNINGS 417000', is visible below it, with its 'Transaction Amount' (203.33) and 'GST Amount' (18.48) visible. The table is on 'Page 1 of 1'.

Alternatively, you may expand the transaction one by one instead of expanding all transactions at once. Click on the Accounting Detail icon  to expand the transaction you would like to work on.

SEARCH RESULTS

Expand All | Collapse All Search Total: 113.20

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	02/07/2014	01/07/2014	SAFETYFORME PTY LTD BRISBANE, QLD -4001	113.20	10.29	

Page 1 of 1


Click the Accounting Detail icon

Step 6

Perform the cost allocation by entering the details for each transaction, also ensuring that the GST Amount field is showing the amount as per your invoice.

Please note that each agency/department will require specific cost allocation fields, and may include or exclude some of the fields in the following examples. Please ensure that each required field, marked with a red asterisk (*), are completed.

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>			QANTAS AIRWAYS LIMITED BRISBANE, QLD	211.08	19.19	

7. Click Save

2. Select a General Ledger Account code from the drop-down list.

3. Select a cost collector code, i.e. Cost Centre, WBSE, etc., from the drop-down list.

4. Select a Tax Code from the drop-down list.

5. Enter a brief description of the expense.

6. Select whether a tax invoice is attached or not.

1. Change the GST amount, if required, to match the amount in your invoice.

GL Account * Cost Collector * Tax Code * Expense Description * Tax invoice attached? *

Copy to All on Page




IMPORTANT NOTE: Click on the Save button  after each transaction so any data input is retained. Smart Data will log you out after 15 minutes of inactivity.

Cardholder splitting a transaction in Smart Data

At times, you may need to split a transaction between Cost Centres, GL Account or Tax codes for an invoice that contains mixed purchases. This is done by splitting the transaction in Smart Data, and recording the relevant details apportioned to each amount.


Step 1

From the Transaction Summary screen, split the transaction by selecting the Split Transaction icon .

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
			04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
			07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
				014	RSEA ACACIA RIDGE	89.85	8.17	

Click the Split Transaction icon

Step 2

In the Split Transaction screen, you will need to change the GST Amount field to the amount as per your invoice, choose the number of splits you wish to make, and then click the Add button . It is also important to ensure that Split By is set to "Amount".

Search Reporting Structure > Transaction Summary > Split Transaction

SPLIT TRANSACTION


1 - GPO BOX 173 • BRISBANE, QLD 4001


Financial Detail | Split Detail

1. Change the GST amount, if required, to match the amount in your invoice.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAY	211.08	19.19	191.89	

Ensure that this is set to Amount.

Split(s): 

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

2. Enter the number of splits required


3. Click Add

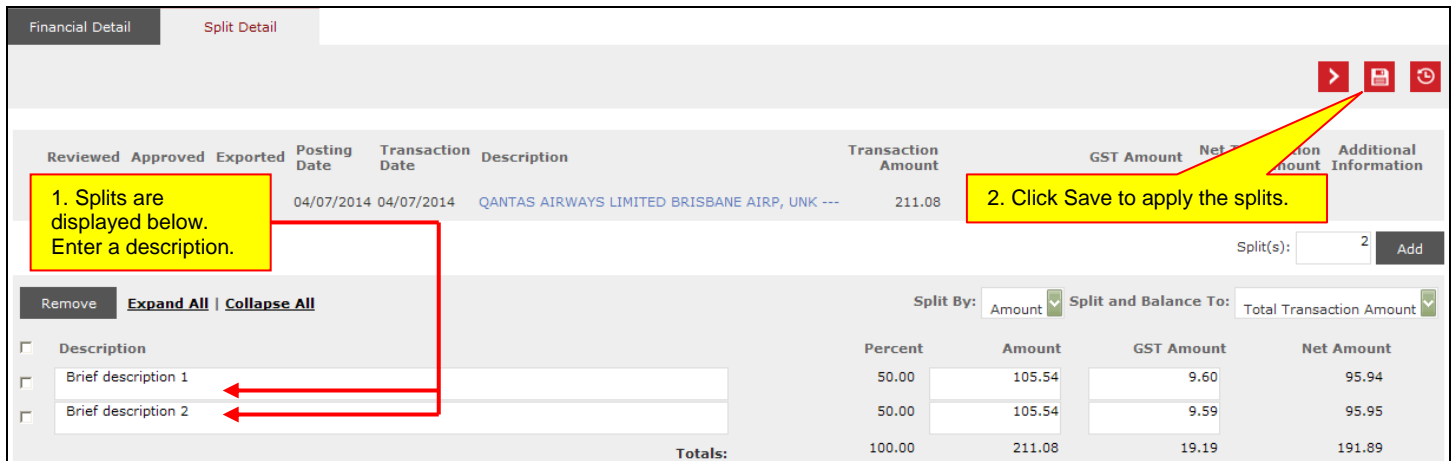
Description | Percent | Amount | GST Amount | Net amount

This transaction does not have any splits defined.

Totals:

Step 3

The below screen will appear showing the number of splits requested. Enter a brief description of the split in the Description field. Then click the Save button  to apply the splits.




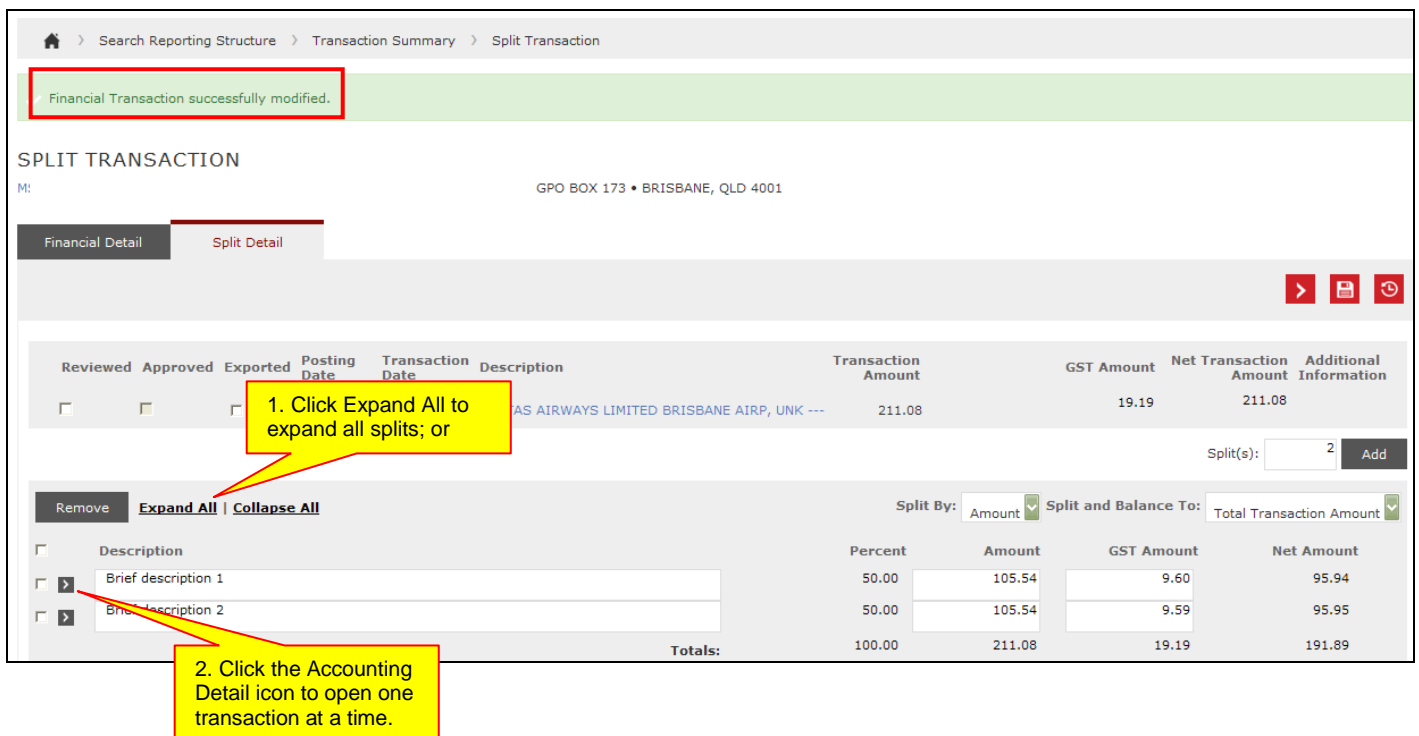
1. Splits are displayed below. Enter a description.

2. Click Save to apply the splits.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK ---	211.08			
Totals:						100.00	211.08	19.19	191.89

Step 4

The system will post a message that the changes have been applied. You will be able to click the Expand All option, or open one split at a time by clicking on the Accounting Detail  icon, to display the Accounting Codes Information.



Financial Transaction successfully modified.

SPLIT TRANSACTION

M: GPO BOX 173 • BRISBANE, QLD 4001

1. Click Expand All to expand all splits; or

2. Click the Accounting Detail icon to open one transaction at a time.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			AS AIRWAYS LIMITED BRISBANE AIRP, UNK ---	211.08	19.19	211.08	
Totals:						100.00	211.08	19.19	191.89

Step 5

You may now start cost allocating the split transactions. Refer to Steps 4-5 on how to cost allocate a transaction.

Step 6

To go back to the Transaction Summary screen, click on the Transaction Summary link in the menu as shown below. Do not use the Back browser button.

Financial Transaction successfully modified.

Transaction Summary

SPLIT TRANSACTION

1 - GPO BOX 173 • BRISBANE, QLD 4001

Financial Detail | Split Detail

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, UNK ---	211.08	19.19	211.08	

Split(s):

Remove | **Expand All** | Collapse All

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

Description	Percent	Amount	GST Amount	Net Amount
Brief description 1	50.00	105.54	9.60	95.94
Brief description 2	50.00	105.54	9.59	95.95
Totals:	100.00	211.08	19.19	191.89

Step 7

In the Transaction Summary screen, you will notice that the splits are now displayed.

SEARCH RESULTS

Expand All | Collapse All


Search Total: 504.26

Page 1 of 1

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
					Split(s) 1: Brief description 1 (50%)	105.54	9.60	
					Split(s) 2: Brief description 2 (50%)	105.54	9.59	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/07/2014	04/07/2014	RSEA ACACIA RIDGE ACACIA RIDGE, ---4110	89.85	8.17	

Page 1 of 1

Split transactions displayed.

Once you are satisfied that all of the transactions have been coded correctly, tick the “Reviewed” box against each transaction and then click on the Save button . This will lock the transactions so no further changes can be made.

The Corporate Card Unit can unlock reviewed transactions should an amendment be required.

SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

Page 1 of 1

Detail	Reviewed	Action	Description	Transaction Amount	GST Amount	Additional Information
	<input checked="" type="checkbox"/>		04/07/2014 04/07/2014 QANTAS AIRWAYS LIMITED BRISBANE AIRP, ---	211.08	19.19	
			Split(s) 1: Brief description 1 (50%)	105.54	9.60	
			Split(s) 2: Brief description 2 (50%)	105.54	9.59	
	<input type="checkbox"/>		07/07/2014 04/07/2014 BUNNINGS 417000 ROCKLEA, ---	203.33	18.48	
	<input type="checkbox"/>		07/07/2014 04/07/2014 RSEA ACACIA RIDGE ACACIA RIDGE, -- -4110	89.85	8.17	

Page 1 of 1

1. Tick the Reviewed box

2. Click Save to retain input.

Click on the Home tab to return to the Home page.

MasterCard | Smart Data Global Search | Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

Click Home

Transaction Summary

TRANSACTION SUMMARY

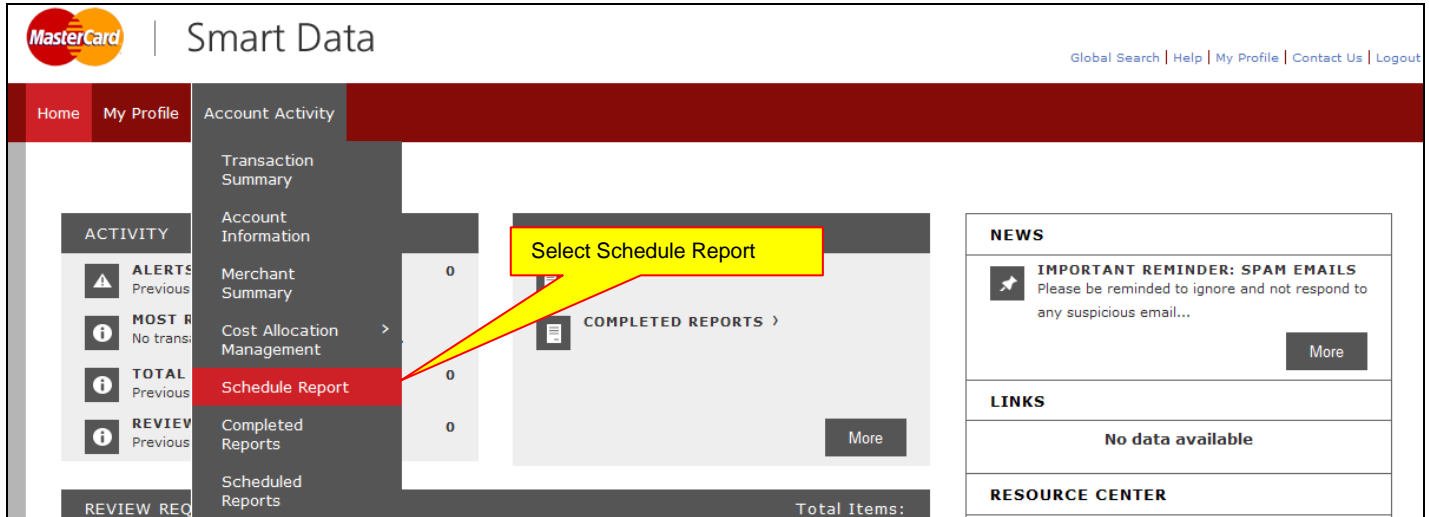
The next section outlines the procedure on how to print the Expense Report.

The hardcopy of the Expense Report (signed by the cardholder) and all supporting documentation for the transactions must be completed as outlined in your agencies policies and procedures.

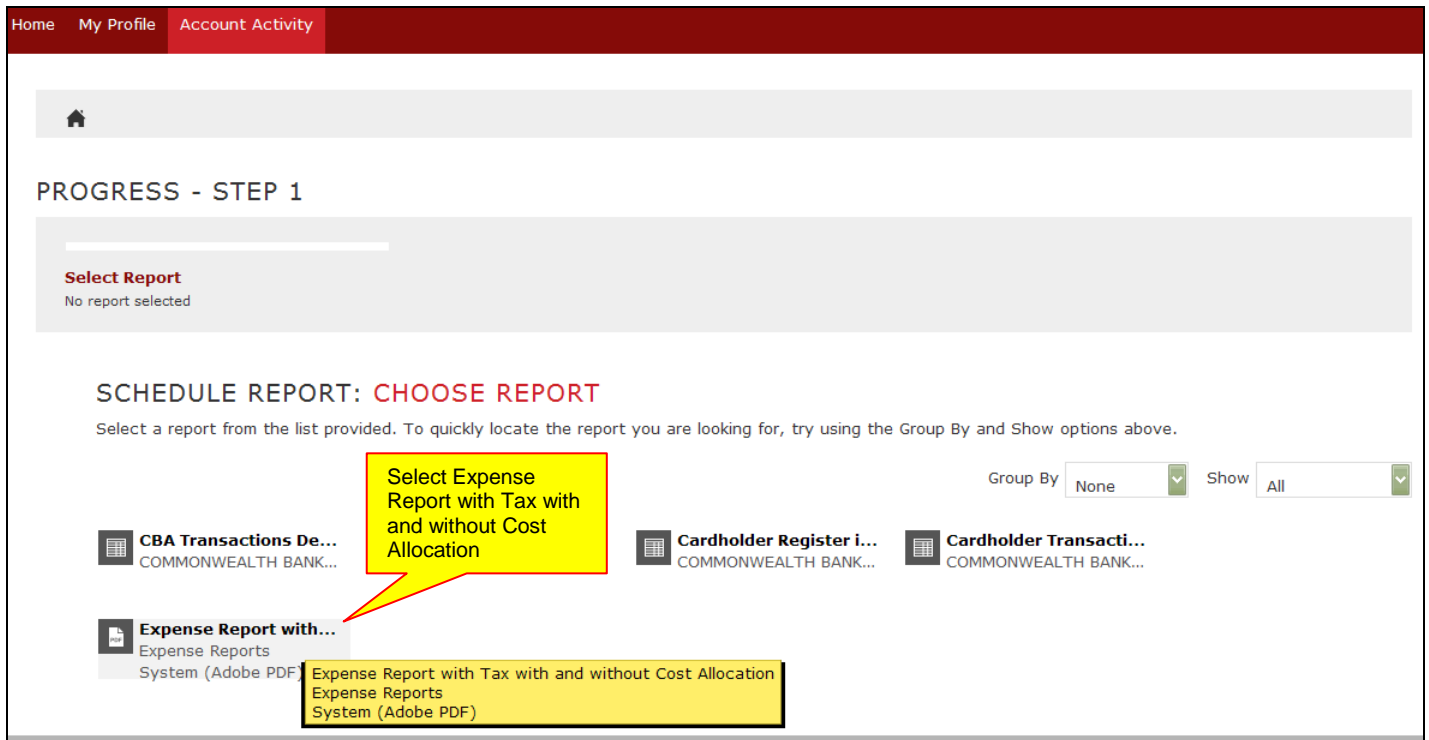
CARDHOLDER PRINTING AN EXPENSE REPORT

Step 1

From the Home page, hover your cursor on the Account Activity tab, and select Schedule Report from the drop-down menu.



On the next screen, select Expense Report with Tax with and without Cost Allocation



Step 2

On the Filters screen, just click on the Next button to proceed to the next step

PROGRESS - STEP 2 OF 4

Select Report Expense Report with Tax with and without Cost Allocation	Select Filters No filters applied	Report Options Customize your report	Frequency Run Once
--	---	--	------------------------------

SCHEDULE REPORT: FILTERS
Select the field, type, and value Click the Add button to add the filter.

Field Type

<input type="checkbox"/>	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			

Step 3

On the Options screen, ensure you have the following selected, and then click Next.

SCHEDULE REPORT: OPTIONS
Specify the schedule report options below, then click Next or Save to continue.

Date Type: **Select Posting Date**

Delivery Options:

Report Format: **Select "Adobe PDF" format**

Number Format:

Date Format:

Additional Options Include Splits **Always tick the Include Splits box.**

Description: **Enter a brief description of the report, i.e. J Smith Sep 2013**

Notify Me At: **Check Email address**

Enter up to five e-mail addresses separated by commas

Click Next to proceed

Step 4

On the Frequency screen, ensure that you select the appropriate Reporting Cycle, and then click Save. This will then schedule the report.

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

Run Once
From Date: 15/09/2014 To Date: 14/10/2014 Schedule Offset: 0 (in days)

Daily
Start Date: 15/10/2014 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly
From Day: Sunday To Day: Sunday (in days)

Monthly
From Day: [Month] To Day: [Month] (in days)

Reporting Cycle
Date Type: Posting Date
Reporting Cycle: [Month Year] (dropdown menu open showing months from Jan 2013 to Dec 2014)
Number of Cycles to Run: 1 Schedule Offset: 0 (in days)

Buttons: Back, Save, Cancel

You will receive an email from sdg2@mastercard.com once the report is ready.

To open and print your report, return to the home page by clicking on the Home tab at the top of the screen.

Step 5

On the Home page, the Completed Report section in your Inbox lists reports that you have previously exported. Click on the link (report name) to open the Expense Report.

MasterCard | Smart Data
Global Search | Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

ACTIVITY

- ALERTS & NOTIFICATIONS > 0
- MOST RECENT POSTING DATE: No transaction found in the last 30 days.
- TOTAL TRANSACTIONS > 0
- REVIEWED TRANSACTIONS: 0

REPORTS & DATA FILES


- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- EXPENSE REPORT WITH TAX WITH AND WITHOUT COST ALLOCATION >**
Expense Report mmyy - 15/10/2014

SPAM FILTER: SPAM EMAILS
Please be reminded to ignore and not respond to any suspicious email... More

LINKS
No data available

Step 6

The Expense Report will appear as shown.



Expense Report with Tax with and without Cost Allocation

Posting Date: 31/07/2013 - 29/08/2013

Card Transactions							
Posting Date	Transaction Date	Description	Reviewed	Approved	Net Amount	GST Amount	Expense Amount [GST Inclusive]
05/08/2013	02/08/2013	GM CABS AUSTRALIA, MASCOT, UNK, AUS, 2020	✓	✓	45.20 AUD	4.52 AUD	49.72 AUD
Expense Description:							
Accounting Codes: 525012 MV - Taxi Fares 7-02867-01 P1 - 10% GST taxi fare RWW Yes							
Card Sub-Total							49.72
Non-Card Subtotal							0.00
Net Transaction Amount							45.20
GST Grand Total							4.52
Grand Total							49.72

I confirm that the charges above are accurate and that they were incurred for business purposes in keeping within the policy.

All transaction receipts are attached or have been requested from the vendor and will be attached when received according to the policies.

This expense report has been completed by: _____

Signed
Print Name
Date

This expense report has been verified and approved by: _____

Authorised
Print Name
Date

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Step 7

Print the Expense Report.

Collate and attach all tax invoices and supporting documentation to the report and sign the Expense Report before forwarding the documentation to your supervisor for checking and approving.

CARDHOLDER REPORTING NIL TRANSACTIONS

Where no transactions have occurred in the Reporting Cycle, Supervisors may request cardholders to print an Expense Report. If requested, it is recommended that cardholders print and file a copy of any documentation to show that there is no activity within the Reporting Cycle. This simplifies any audit requirements.

Alternatively, it may be determined that an email from the cardholder to the supervisor may be sufficient. It is not mandatory for the cardholder to print and submit a nil transactions Expense Report for the Reporting Cycle. It is at the discretion of the cardholder's supervisor/s to determine whether a nil response is required.

It is highly recommended for Supervisors to review their cardholders' activities in Smart Data, regardless of advice from cardholders that there are no transactions for the Reporting Cycle.

GLOSSARY

Cardholder

A person to whom a corporate card is issued

Cardholder Assistant

A person nominated to assist the cardholder to enter/review the cost allocation of transactions into Smart Data and match transactions to receipts/tax invoices.

Supervisor

A person nominated by the cardholder to review and sign Expense Reports, and to approve transactions in Smart Data. This person is responsible for ensuring cardholder transactions are valid and accurately cost allocated and that all paperwork is submitted. The supervisor must be a higher level officer than the cardholder.

Delegate Supervisor

A person assisting the Supervisor to perform the online activities in Smart Data associated with approving a cardholder's monthly transactions.

Expense Report

A hardcopy summary of the monthly transactions cost allocated to the appropriate accounting codes..

GL Account

An account number used to charge a purchase

Cost Collector (Cost Centre/Internal Order)

A cost collector is used in SAP specifically to allocate a cost to a work unit, project, etc. It is part of the SAP controlling module which tracks postings to revenue and expense accounts.

Tax Code

A code used to identify various types of purchases for GST purposes.

Trading Partner (CPID – Counter Party Identifier)

A code which identifies the other party, usually the merchant, to a transaction. It is used by Queensland Treasury to track intra/inter-government and private company activity for statistical reporting.

QSS CORPORATE CARD UNIT CONTACT DETAILS

Corporate Card Unit, Queensland Shared Services

Address: Corporate Card Unit
Queensland Shared Services
GPO Box 173
Brisbane
QLD 4001

Email: Visit your agency's QSS Customer Website for contact details on
<http://ssa.govnet.qld.gov.au/index.htm>

Please direct all policy-related enquiries to your Agency Corporate Finance Office.

SMART DATA QUICK REFERENCE GUIDE for CARDHOLDERS

Smart Data website: <https://sdg2.mastercard.com>

Costing Transactions

1. Select *Account Activity > Transaction Summary*.
2. Select *Reporting Cycle*. Click *Search*.
3. Click *Expand All* to see transactions that need costing.
4. Click *Edit Accounting Codes*.
5. Complete costing for each transaction.
6. Click *Save*.
7. Click the *Reviewed* tick box to lock transaction.
8. Click *Save*.

Running the Expense Report and finalising reconciliation

1. Select *Account Activity > Schedule Report*.
2. Select *Expense Report with Tax with and without Cost Allocation*, then click *Next*.
3. In the *Options* screen, tick *Include Splits* box and enter a brief description of report. Click *Next*.
4. Select *Reporting Cycle* (last option), then select statement month in the drop-down menu. Click *Save*.
5. System will send you an email when report is complete.
6. In the *Home* page, under *Reports and Data Files*, click on the report.
7. Print a copy of the report and attach relevant supporting documentation.
8. Sign and date report and submit to your supervisor for approval online and on hardcopy.
9. Report is stored in the system for 30 days only. Save a copy if you wish to retain.

Hints and Tips

- Smart Data will log you out after 15 minutes of inactivity. Ensure you save costing to each transaction as you go.
- Applying splits must be completed in sequence as per the manual.
- Check bottom of screen for multiple pages.
- When navigating in the system, **do not use the browser Back button**. This can cause an error. Use the breadcrumbs instead of the browser's Back and Forward buttons to navigate in the application. *Breadcrumbs* show where you are in the current workflow and provide links to return you to the previous screen.

