

Smart Data PROCEDURES MANUAL for Supervisors and Delegate Supervisors

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

Enter in the User name ID and Password. Your User ID and temporary password is emailed to you by MasterCard (sdg2@mastercard.com) once the required access is created in Smart Data.

Step 3

For security purposes, you will be prompted to change your password when you first log in.

Step 4

The next screen will ask you to set up a Security Question and a Security Answer.

The screenshot shows the 'PERSONAL INFORMATION' section of the Smart Data interface. At the top left is the MasterCard logo. Below it, the text 'PERSONAL INFORMATION' is displayed. A dark grey bar contains the instruction 'PLEASE UPDATE THE REQUIRED INFORMATION.' with a downward arrow. The form includes two required fields: '* Security Question' and '* Security Answer'. Both fields have a red error message below them: 'The above field is required.' The Security Question field has a green dropdown arrow on its right side. At the bottom of the form are 'Submit' and 'Cancel' buttons. Three yellow callout boxes with red arrows provide instructions: 1. '1. Select a Security Question from the drop-down menu.' (pointing to the dropdown arrow), 2. '2. Enter a Security Answer. It is case sensitive and must be at least four characters in length with no spaces.' (pointing to the Security Answer field), and 3. '3. Click Submit' (pointing to the Submit button).

To reset a Password

A Supervisor or Delegate Supervisor 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 forgotten your password, you can go to the Smart Data login page and click on the "Forgot Password/PIN?" link. To use this function, you should have already set up your Security Question and Answer in your user profile.

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>

The screenshot shows the 'Sign In to Smart Data' login page. It features a dark red header with the text 'Sign In to Smart Data'. Below the header are two input fields: 'User ID:' and 'Password/Passcode:'. At the bottom of the form is a dark red 'Sign In' button. Below the button is a blue link labeled 'Forgot Password/PIN?' which is enclosed in a red box. A yellow callout box with the text 'Click here' and a red arrow points to the 'Forgot Password/PIN?' link. At the very bottom of the page is a blue link labeled 'Cardholder Self-Registration'.

The below screen will appear asking for your User ID

The next screen will ask for your Security Question and Security Answer. These details are the ones you entered when you logged in for the first time.

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, contact QSS CCU for assistance.

APPROVING TRANSACTIONS

At the beginning of every month, Cardholders, Cardholder Assistants, Supervisors and Delegate Supervisors will receive an automated email from MasterCard advising that they may now go into Smart Data and cost allocate their expenses for the previous Reporting Cycle.

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

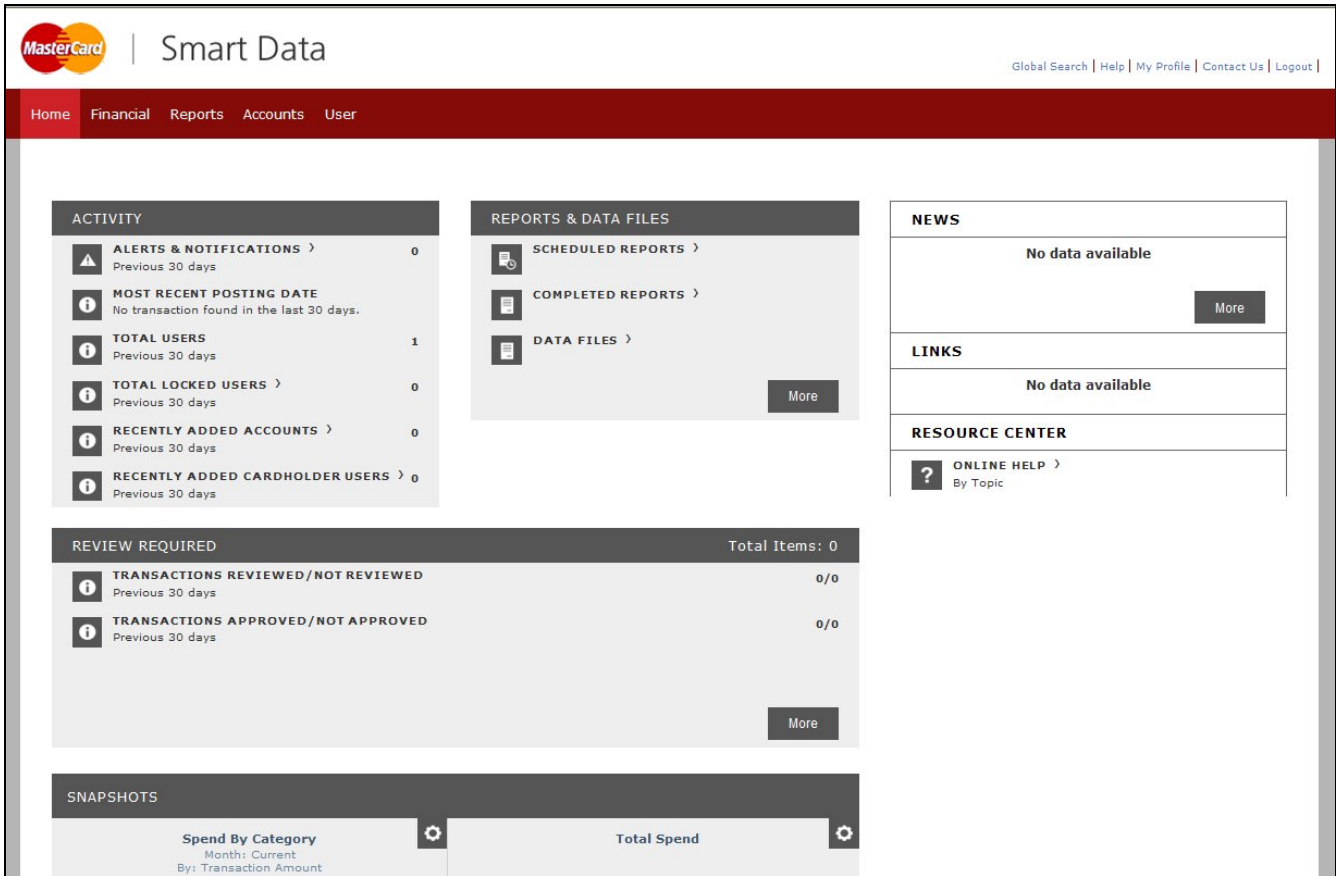
Once you, as the Supervisor, receive the Expense Report signed by the Cardholder, you are required to review the accounting code information (GL Account, Cost Centre, etc) allocated to each transaction. When satisfied that the cost allocations are all correct, you may sign the Expense Report and proceed with the below steps to approve in Smart Data. If you have a nominated Delegate Supervisor to carry out the approval responsibilities in Smart Data on your behalf, please hand the approved Expense Report to the Delegate Supervisor.

If you are a Delegate Supervisor and have received the Expense Report, which is signed by the Cardholder and approved by the Supervisor, please follow the steps to approve transactions in Smart Data.

Supervisor/Delegate Supervisor approving transactions in SDG2

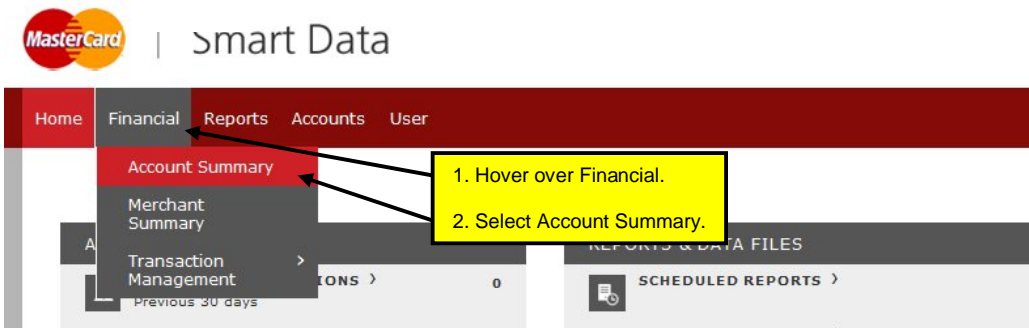
Step 1

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



Step 2

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



Step 3

The following screen will appear. Under Search Criteria, choose “All (Account)” from the drop-down menu and click on Search.

The screenshot shows the 'SEARCH REPORTING STRUCTURE' page. The 'SEARCH CRITERIA' section has a 'Search By:' dropdown menu open, displaying a list of options under the heading 'Account'. The option '-- All (Account)' is highlighted. A yellow callout box points to this option with the text '1. Choose All (Account)'. Below the dropdown, a 'Search' button is highlighted with another yellow callout box containing the text '2. Click Search'. To the right of the search criteria, there is a 'Select' dropdown menu showing 'Sapprover1 (Your assigned reporting level)' and a 'Recently Viewed:' dropdown menu showing 'None'. A 'Select a Quick Link' button is also visible.

Or if you have a number of cardholders you have access to, select “Account Name (starts with)” from the drop-down menu, and then type the surname of the cardholder.

The screenshot shows the 'SEARCH REPORTING STRUCTURE' page. The 'SEARCH CRITERIA' section has a 'Search By:' dropdown menu open, displaying a list of options under the heading 'Account'. The option '-- Account Name (starts with)' is highlighted. A yellow callout box points to this option with the text '1. Choose Account Name (starts with) (Account)'. Below the dropdown, a text input field is highlighted with a yellow callout box containing the text '2. Enter the cardholder's surname here.'. To the right of the search criteria, there is a 'Search' button highlighted with a yellow callout box containing the text '3. Click Search.'. To the right of the search criteria, there is a 'Select' dropdown menu showing 'Sapprover1 (Your assigned reporting level)' and a 'Recently Viewed:' dropdown menu showing 'None'. A 'Select a Quick Link' button is also visible.

Step 4

The next screen will display all cardholder accounts under your supervision. Click on a Cardholder Name to open an account.

SEARCH REPORTING STRUCTURE

SEARCH CRITERIA: Search By: -- All (Account) [Search]

QUICK LINK: Select Sapprover1 (Your assigned reporting level) Recently Viewed: None [Select a Quick Link]

SEARCH RESULTS

Cardholder Name 1	Cardholder Name 2	Account Number	City	State	Country	Reports To	Status
MR JOE SMITH		XXXX-XXXX-XXXX-0000	BRISBANE	QLD	AUSTRALIA	--	Active

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Step 5

The below 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 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.

TRANSACTION SUMMARY

GPO BOX 173 • BRISBANE, QLD 4001

SEARCH CRITERIA: Reporting Cycle: [Dropdown] Date Range: From [Date] To [Date] Date Type: [Dropdown] Data available starting: 14 [Date]

1. Choose Reporting Cycle and select a month.

2. Click Search.

Step 6

The next screen will show all transactions reviewed by the cardholder.

Click on Expand All to display the Accounting Codes Information for reviewing.

SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, -- --	203.33	18.48	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	RSEA ACACIA RIDGE ACACIA RIDGE, -- -4110	89.85	8.17	

Reviewed transactions

The below screen will appear.

SEARCH RESULTS

Expand All | Collapse All Search Total: 504.26

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Additional Information
	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	07/07/2014	04/07/2014	BUNNINGS 417000 ROCKLEA, -- --	203.33	18.48	

ACCOUNTING CODES INFORMATION

GL Account	Cost Collector	Tax Code	Expense Description	Tax invoice attached?
521501 Maintenance & Repair	7-02706-02	P1 - 10% GST	Tools	Yes

Note that costing details for split transactions will not appear in the main screen. Click on the Split Transaction icon . In the Split Transaction screen, click Expand All to display the Accounting Code information.

SPLIT TRANSACTION

GPO BOX 173 • BRISBANE, QLD 4001

Financial Detail | Split Detail

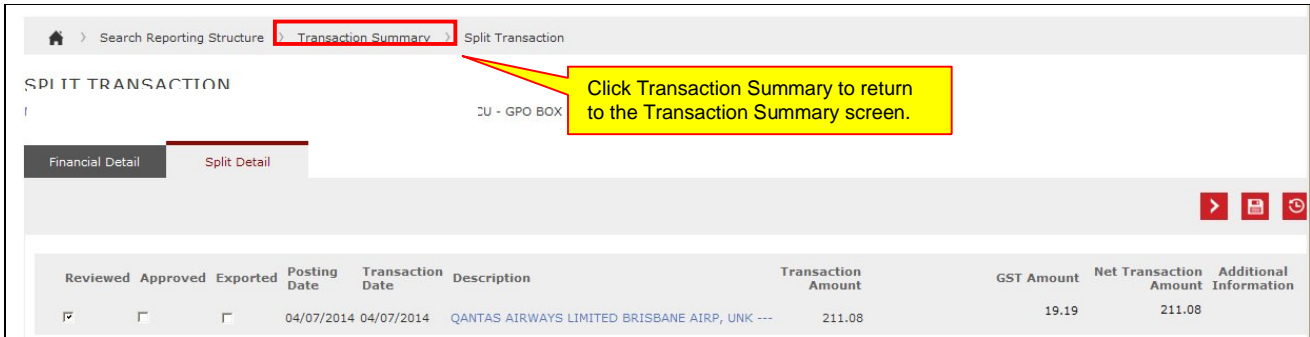
Click Expand All.

Reviewed	Approved	Exported	Posting Date	Transaction Date	Description	Transaction Amount	GST Amount	Net Transaction Amount	Additional Information
<input checked="" 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	

Expand All | Collapse All

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

To go back to the Transaction Summary screen, click on the Transaction Summary link in the menu as shown below.




Step 5

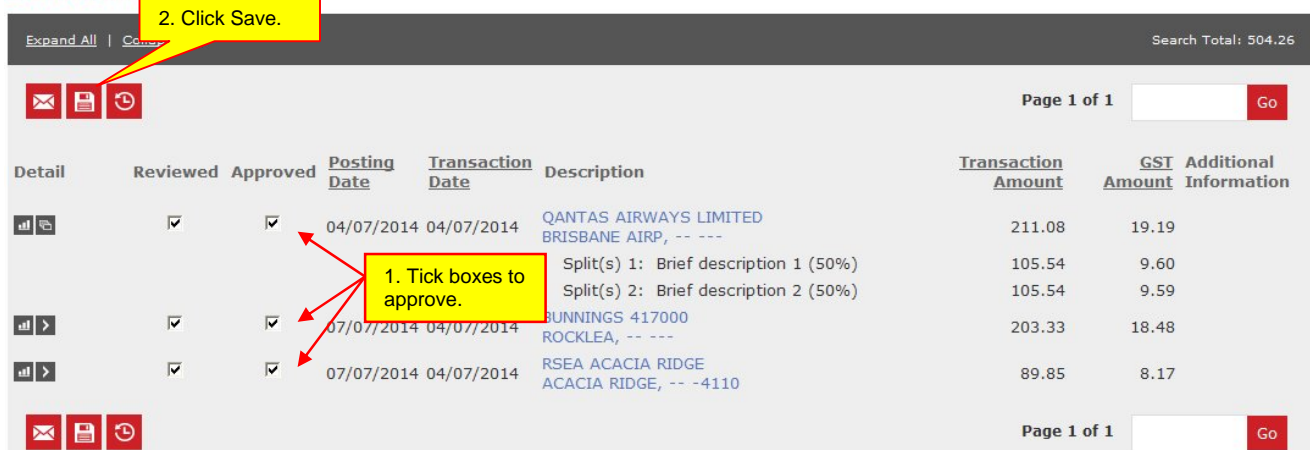
If there are any incorrect accounting codes that require amending, you may remove the tick in the “Reviewed” box to unlock the transaction. The Cardholder/Cardholder Assistant is then required to make the changes in Smart Data and re-print the Expense Report to reflect the changes made.

Once you are satisfied that all transactions are coded correctly and have been reviewed, click on the “Approved” box against each transaction to mark it as approved.

Click Save.

Note that if you are approving more than one page of transactions in Smart Data ensure that you click Save  before proceeding to the next page.

SEARCH RESULTS



Step 6

The Supervisor should now sign the Expense Report.

Please refer to your Agency's policy and procedure for instructions on submission and filing.

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 the 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 level higher 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.

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 SUPERVISORS

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

Reviewing Transactions

1. Select *Financial > Account Summary*.
2. Select *All (Account)* in *Search Criteria*.
3. Click on cardholder name to open account.
4. Select *Reporting Cycle*. Click *Search*.
5. Click *Expand All* to see transactions that have been costed.
6. Once confirmed that transactions are coded correctly, click the *Approved* tick box against each transaction.
7. Click *Save*.
8. Sign the Expense Report.

Transaction Approval Summary

1. Select *Financial > Transaction Management > Transaction Approval Summary*.
2. Click on your User ID under the *Quick Link* section.
3. Select *Reporting Cycle* and select month.
4. Click *Search*.

Not Approved	Approved	No Change	Account Name	Transactions Adjustments	Reviewed	Not Reviewed	Approved	Total	Net
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MR KERRIE E. ARBERTON	3 0	3 0	0 0	0 0	504.26 0.00	504.26
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MR JOE SMITH	3 0	3 0	0 0	0 0	504.26 0.00	504.26

Hints and Tips

- Smart Data will log you out after 15 minutes of inactivity. Ensure you save costing to each transaction as you go.
- 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.

