

OneCard

Smart Data OnLine

Getting Started Guide for Program Administrators

Table of contents

Introduction	3
Login	4
Company site configuration	6
Set-up Tasks	7
Creating a reporting structure	9
Cost allocation management	10
Spending alerts	11
Viewing transactions	12
Approving transactions	13
Generating reports	14
Creating an export file	15
Glossary	16

Follow the links from
www.ulsterbank.ie/smartdataonline to log
into Smart Data Online.

Introduction

This guide provides an overview of Smart Data Online (SDOL) and it will help you with common tasks such as setting up accounts and password resets. For a comprehensive guide to SDOL you can download the Company Administrator Guide from the Resource Centre on the SDOL homepage.

Introduction

SDOL provides you with online access to electronic management information reports for your OneCard programme. With SDOL you can track your business expenditure wherever you or your employees are in the world.

SDOL provides you with the following benefits:

- enhanced details for each cardholder or merchant transaction
- detailed reports to monitor and analyse card spend
- customised reports that can be exported into your accounting systems
- improved reconciliation of employee spend by allowing cardholders to allocate account codes, expense descriptions and tax information
- automated cost allocation of transactions
- create a reporting structure based on your organisational requirements
- monitor cardholder spend against pre-set limits with alerts, and
- approve and review employee expense claims online.

If you have any questions regarding this guide please call the OneCard Helpline on **1850 812 280**.

Getting Started

For access to SDOL please call the OneCard Helpline on **1850 812 280** where you will be provided with a User ID and Password.

Initial Log-on

Once you've obtained your **User ID** and **Password** you can then access the SDOL site from either the Ulster Bank website www.ulsterbank.ie/smartdataonline or directly from www.sdol.ubonecard.com.

Once at the login screen type in your User ID and password as prompted on screen. Please note your **User ID** and **password** must be entered as supplied using the specified mix of alpha numeric and upper and lower case characters.

After this stage, you'll be prompted to choose a new password.

Home Page

Once you have logged into SDOL you will enter the home page. At the top of the page you will see a dashboard from which you can review User, account and transaction activity.

From the Inbox you can; download reports and exports and review job status. There is also a news section that we will use to advise you of important information relating to SDOL. Plus you can access guides and information on SDOL from the Resource Centre.

For help setting up and using SDOL please call the OneCard Helpline.

The screenshot displays the Ulster Bank SDOL Home Page. At the top, the Ulster Bank logo is visible alongside navigation links: Home, Global Search, Help, My Profile, Contact Us, and Logout. Below the logo, a navigation bar contains tabs for Financial, Reports, Company, and User. The main content area is titled 'Home' and includes a welcome message for 'kathryn darby' with a 'Last Visit' of 09/07/2010. The 'Programme Activity' section features two tables: 'Users & Accounts' and 'Transactions & Adjustments'. The 'Users & Accounts' table lists metrics such as Total Users (7), Total Inactive Users (4), Total Active Cardholder Users (0), Total Locked Users (1), Recently Added Cardholder Users (0), Cardholder Users with Activity (0), Recently Added Accounts (0), and Total User Logins (8). The 'Transactions & Adjustments' table lists Total Transactions (0), Reviewed (0), Not Reviewed (0), Approved (0), and Not Approved (0). The 'Inbox' section shows 'Completed Reports (3)' with a 'Company Analysis Report' completed on 09/07/2010, 'Scheduled Reports (0)' with a message 'No scheduled reports are available.', and 'Notifications & Files' with a message 'No notifications available.'. The 'News & Links' section indicates 'No news available' with a 'View All News' link. The 'Resource Centre' section includes 'Online Help By Topic', 'Company User's Guide Complete Manual (PDF)', and 'Manager User's Guide Complete Manual (PDF)'.

Login

To Login

1. Open your internet browser.
2. Enter www.sdol.ubonecard.com in the address line.
3. When the login page appears, enter your **User ID** and **Password**. Both are case sensitive.
4. Click **Login**.

If you cannot login then access may have been blocked for one of the following reasons.

- If you have not logged into SDOL for over 90 days then the system will automatically block access to the account, or
- If you have exceeded six unsuccessful login attempts the account will be blocked.

To unlock your account, please contact the **OneCard Helpline**.

Password Rules

Passwords must contain a combination of letters and numbers and be at least eight characters in length. At least two of the characters must be numbers and they,

- cannot be the same as your **User ID**
- cannot be used more than once
- cannot contain spaces

The screenshot shows the 'My Profile' page of the Ulster Bank Smart Data OnLine system. The page has a dark blue header with the Ulster Bank logo and navigation links: Home, Global Search, Help, My Profile, Contact Us, and Logout. Below the header is a secondary navigation bar with links: Home, Financial, Reports, Company, and My Profile. The main content area is titled 'My Profile' and includes a 'General' tab. There are 'Save' and 'Reset' buttons at the top right of the profile section. The profile is divided into two main sections: 'USER INFORMATION' and 'USER PASSWORD'. The 'USER INFORMATION' section contains fields for User Name (kathryn darby), User ID (kdarby1), User Type (Company Programme Administrator), Template (Business Administrator (System Default)), E-mail Address (kathryn.darby@ulsterbar), and Confirm E-mail (kathryn.darby@ulsterbar). The 'USER PASSWORD' section shows the last password change date (09/06/2010 14:02:27 GMT) and fields for Current Password and New Password. A note indicates that the new password must contain at least 8 characters, two of which must be numeric, and cannot be the same as the User ID.

To change your User information

1. Click **My Profile** to access your user information.
2. On the **General** page, in the **User Information** section, change any of the fields.
3. Click **Save**.

To change your password and security question

1. Click **My Profile** to access your user information.
2. On the **General** page, in the **User Password** section, change your current password or security question.
3. Click **Save**.

What if I've forgotten my password?

Click the **Forgot Password** button on the Login page and then enter your User ID and answer from your security question. If you answer the question correctly, you will receive an E-mail with a temporary password that can be used to log into the system. The temporary password is sent to the E-mail address specified in your User profile.

To reset your password, you need to have a security question and answer set up in your User profile. If you don't have this information then please contact the OneCard Helpline.

To receive a temporary password

1. At the **Login** page, click **Forgot Password** and the 'Forgot your password?' screen will open.
 2. In the **Password Reset** section, enter the required information.
 - Enter your valid **User ID**.
 - Select your **Security Question**.
 - Enter your **Security Answer** just as you entered it in your user profile (My Profile).
 3. Click **Submit**. You will receive a temporary password in an e-mail message. This is a one-time password, which allows you to Login and define a new password.
 4. Return to the Login page. Enter your **User ID** and the **temporary password**. You will then be prompted to answer the security question you selected when you originally set up your profile.
 5. After successfully answering your question, you will be prompted to enter a new password.
- NB** The temporary password will expire after four hours.

Ulster Bank

Forgot your password?

If this is your first login attempt, you cannot use this feature.

The screenshot shows a 'PASSWORD RESET' form with three main sections: 'User ID', 'Security Question', and 'Security Answer'. Each section has a red asterisk indicating it is required. The 'User ID' section has a text input field. The 'Security Question' section has a dropdown menu with a blue arrow icon; below it, a note says '(Select the question you chose when you first set up a User ID and Password)'. The 'Security Answer' section has a text input field. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

Company Site Configuration

The company site configuration shows the SDOL settings that are available for your company's use. These settings are called 'program policies' and they allow SDOL to be personalised to your company's requirements.

For example, if the policy 'Add Cash Transaction' is active then cardholders can include cash transactions ie when payment has been made in cash rather than on a card.

The SDOL policies for your company were originally built when the account was set up. You may however be able to edit some company policies settings. For further information, please contact the OneCard Helpline.

Company settings apply to all users in your company. Some settings, however, are also associated with authorities in user templates. SDOL provides the option to create custom user templates, you can use the authorities in the template to control who can and cannot use a specific feature of SDOL.

To access the company site configuration

1. Select **Company > Company Configuration > Company Site Configuration**. The Company Site Configuration screen opens.
2. Edit the Program Settings.
3. Click **Save**.

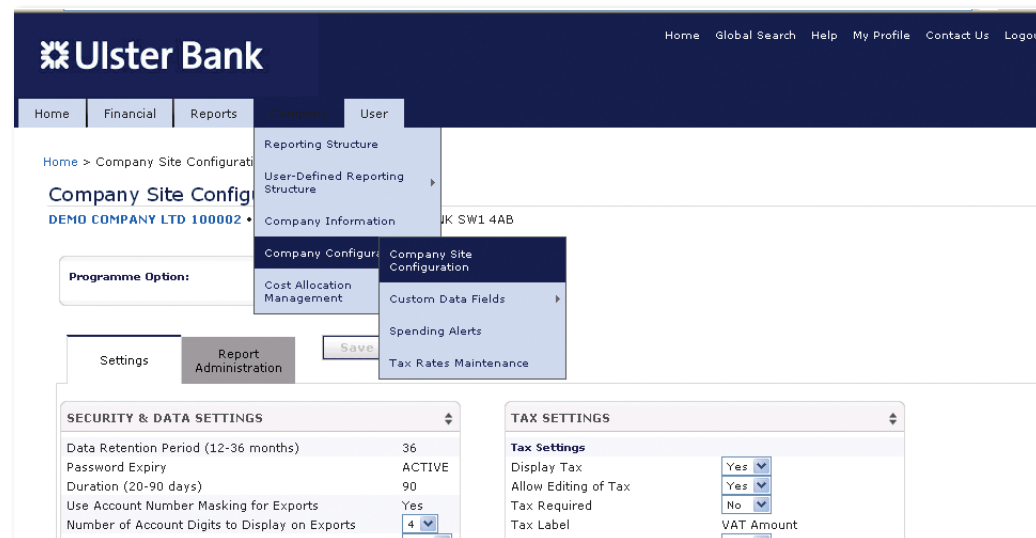
For further information in company settings and custom templates refer to the Online Help tool in the Resource Centre on the home page or call the OneCard Helpline.

Setting up Report Access

At the company level, you can control access to reports by restricting the types of users that can view them. The Report Administration page shows which reports have been set up for users within your company.

How to build user access to reports:

1. Open the Company Site Configuration screen.
2. Click the **Report Administration** tab. The Report Administration page opens, displaying the report access selections for each user template.
 - To display only the user templates for a selected user type, click **Show All Templates** and select the user type.
 - To display only the user templates that have users assigned to them, click **Hide Unassigned Templates**.
3. For each report, check the boxes for the user templates that will have access to the report.
4. Click **Save**.



Set-up Tasks

User Set-up

If your company uses **Auto User Set-up** to automatically set up cardholders, you do not need to create individual accounts for cardholders. Contact the **OneCard Helpdesk** for more information on how to use this feature.

To create a new user

1. From the **User** menu, select **User Set-up**. The Search Reporting Structure screen opens.
2. Search for the reporting entity you need to link to the user. A list of matching entities appears. The results show only the accounts not already associated with a cardholder.
3. In the **Search Results** section, click the entity to associate with the new user. The **User Set-up** screen opens.
4. User information is organised in two tabbed pages, **General** and **Report List**.
5. To define user information, open the **General** page. In the **User information** section, enter the appropriate information in the required fields. Information such as phone number and e-mail address are not required and can be added later by the user.
6. You will need to select a template for the user from the Template scroll down box. Select the appropriate template, for the type of user you want to set up.

User Type	User Template
Company Program Administrator	1 ONECARD – COMPANY ADMIN USER
Level Manager	1 ONECARD – LEVEL MANAGER
Account Group Manager	1 ONECARD – ACCOUNT GRP MGR
Cardholder	1 ONECARD – Cardholder

7. In the **User Password** section, enter and confirm an initial password.
NB When the user first logs in they will be prompted to change the initial password.
8. In the **Regional Settings** section, specify how dates, currency, and time are formatted when the user is logged into the application. The formatting options are already populated based on the company's settings.
9. The **Additional Information** section, if used, contains fields that are specific to your company. Enter any information required by your company.
10. The **Report List** page is used only at sites where reporting functions are supported. You must have the **Template and Report Administration – View** authority to view this page.
11. Click Save. You are now ready to provide the **User ID** and **password** to the new user.

If you are creating a cardholder user, the User ID is automatically created as the account number. Upon first login, the cardholder will be prompted to change the User ID from the account number to a new ID.

A quick reference guide is available for your cardholders which provides basic instructions to complete common tasks in SDOL. This is available to download at www.ulsterbank.ie/smartdataonline

The screenshot displays the 'User Set-up' interface within the Ulster Bank system. The 'General' tab is active, showing fields for 'User Name', 'User ID', 'User Type' (set to 'Company Programme Administrator'), and 'Template' (set to 'Business Administrator (System Default)'). There are also fields for 'Entity' (set to 'DEMO COMPANY LTD 100002'). To the right, the 'USER PASSWORD' section has fields for 'Password' and 'Confirm Password'. Below that, the 'REGIONAL SETTINGS' section includes a 'Date and Time Settings' link. At the top right, there are buttons for 'Modify Report Administration', 'Save', and 'Reset'. The breadcrumb trail at the top reads 'Home > Search Reporting Structure > User Set-up'.

User Management

To change a user's information

1. From the **User** menu, select **User Summary**. The User Summary screen appears.
2. Search for the user that you need to modify. Under **Search Results**, click the **User ID** that you need to modify. The User Information screen opens.
3. Modify the user information as needed.
4. Click **Save**.

To reset user's password

1. From the **User** menu, select **User Summary**. The User Summary screen appears.
2. Search for the user or users whose password you need to reset.
3. In the Search Results section, place a check in the **Select** column by the users who need a new password. You can select more than one user.
4. Click **E-mail New Password**.

For security reasons, you are prevented from entering new passwords for Users. Instead SDOL will generate passwords for Users and send them directly to the email addresses set up within the profile section.

To unlock a user profile

1. From the **User** menu, select **User Summary**. The User Summary screen appears.
2. Search for the User. In the Search Results, the Status column indicates why the profile is locked:
 - Active (Not locked).
 - Inactive.
 - Locked – Invalid Password.
3. In the **Search Results** section, click the **User ID**. The User Information screen opens.
4. In the User Information section, in the Status Code field, select **Active**. Click **Save**.

You can also access locked Users directly from the home page by clicking the **Total Locked Users** link.

Creating a reporting structure

Introduction

SDOL allows you to set up reporting structures that reflect the way your business is organised. It allows you to build reports that arrange types of users, departments or divisions together to create reports that are specific to your business requirements.

This means you can group cardholders by division or department for the purpose of running reports and exporting transaction data. This is particularly useful if you have a large number of cardholders and a divisional structure.

About the reporting structure

Your structure will have the following levels:

1. Your company is the highest reporting level.
2. Organisational points are typically used to group cardholders by division and then, if required, organised into smaller groups within the division. This allows managers and administrators to capture data for different levels of the organisation.
3. The cardholder (account) level is the employee in the organisation with a **OneCard** that can report to an organisational point or directly to the company level.

Account Groups are an optional feature that are used to arrange cardholders into secondary reporting group.

The accounts may sit in any number of different organisational points, but the account group allows you to manage them as though they were in the same organisational point.

The account group itself does not reside at any location in the reporting structure. Refer to the SDOL online information centre (once logged in click on the Help link at the top of the page) for more information and select the **Account Group** section.

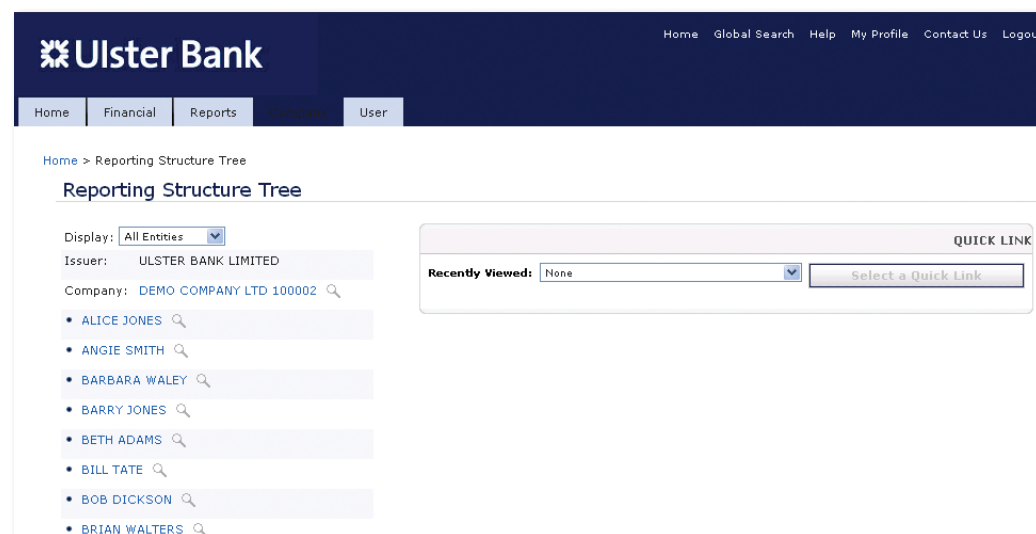
How to begin

Before you create a user-defined reporting structure, all of your cardholders are organised to report to the company. You will use a wizard-type workflow to add organisational points to the reporting structure and then assign accounts to these organisational points.

There is no right or wrong way to approach creating the reporting structure. You can create organisational points and assign accounts as you go, or you can create all of the organisational points first and then assign accounts last. It depends on the size and the complexity of your reporting structure.

You will need to know where each entity reports and you will need to assign a unique reporting level number to each organisational point. If this information is available ahead of time your set up will proceed much faster.

For detailed instructions on setting up a reporting structure please refer to the SDOL online information centre (once logged in click on the Help link at the top of the page) and then select the **User-Defined Reporting Structure** section.



Cost allocation management

Introduction

Cost allocation is the process of associating a transaction with one or more accounting codes.

With accounting codes you can:

- allocate a transaction to a specific cost centre and project,
- automate cost allocation for simple as well as complex accounting systems,
- configure code schemes to help prevent many common types of allocation errors,
- restrict access to accounting codes for specific reporting structure. For example, you can restrict the codes available to the Sales division,
- designate view-only codes for cardholders whilst allowing higher-level Users to edit codes:
 - define codes based on account number, merchant category code (MCC) or a customer code supplied at point of sale,
 - define for any entity in the reporting structure default values from the next-higher level reporting entity for which defaults are defined,
 - apply default values to transactions at load-time or at a later date using the Cost Allocation Processing operation, and
 - allow Users at all levels to enter accounting code values for individual transactions.

Overview

With SDOL you can define up to 20 accounting code fields for cost allocation. The fields can be defined as a text box, where the User is free to enter any value, or as list fields with restricted options. List fields can be linked together as dependency chains, where the value selected for one field determines which values are available in another field.

For example, you can create fields called **Country** and **City** configured so that if the User selects **France** in the **Country** field, the **City** field is restricted to the values **Paris** and **Lyon**.

Setting up and performing cost allocation tasks

SDOL provides extensive cost allocation capabilities and options. Please refer to the Company Administrator Guide for Guidance and step-by-step instructions. For further assistance call the **OneCard** Helpline.

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Home Global Search Help My Profile Contact Us Logout

Home Financial Reports **Accounting** User

Home > Scheme Selection > Company Information > Scheme Maintenance

cost allocation scheme has been successfully created.

Accounting Code Scheme Maintenance

DEMO COMPANY LTD 100002 • 1 HIGH STREET • LONDON, UNK SW1 4AB

SCHEME INFORMATION

* Scheme Name:

[Assign Scheme](#)

ACCOUNTING CODES

Fields:	Properties:
Available	* Label: <input type="text"/>
Available	Data Type: <input type="text" value="Alphanumeric"/>
Available	* Length: <input type="text"/>
Available	Required: <input checked="" type="checkbox"/>
Available	
Available	
Available	

Spending Alerts

Introduction

A spending alert indicates that spending exceeds specified thresholds. A spending alert is triggered when transaction amounts or amount totals are equal to or greater than any of the defined thresholds.

Spending alerts can be based on a variety of thresholds:

- Transaction amount.
- Total transaction amount per day, week, or month.
- Total transaction count per day or month.
- Percentage of a specified amount.

Spending alerts can be restricted to transactions based on:

- Merchant.
- Transaction Category Code (TCC).
- Merchant Category Code (MCC).

Spending Alert Set-up

1. Select **Admin > Spending Alerts**.
2. If required, select an account. The Spending Alert Configuration screen appears.
3. If accounting codes are used in the company, the Transaction Set field appears. Select All Transactions or Accounting Codes. If accounting codes are not used in the company, the alerts apply to all transactions.
4. Enter alerts in the Spending Alert Configuration screen.
5. Click **Save**.

Transaction Sets

Choose to set alerts for All Transactions or only for transactions with specific Accounting Codes.

Alert Report Options

The system schedules a spending alerts report when you click Save. Use this section to configure the report format and select which users receive the spending alert email.

Merchant Alerts

You can specify alerts for individual merchants. An alert is triggered if the amount for a single transaction for the merchant is equal to or greater than the specified threshold.

Merchant Category Code Alerts

You can specify alerts for merchants category codes (MCC). An alert is triggered if the amount for a single transaction in the category is equal to or greater than the specified threshold.

Exclusions

You can exclude accounts from the alerts defined on this screen.

Spending Velocity

You can enable any of the velocity alerts by entering a value in the threshold field. The alert is activated if the velocity is equal to or greater than the threshold. Counts and percentages should be expressed as whole numbers. If a decimal value is entered for a count or a percentage, the fractional portion is truncated.

Viewing Transactions

To search for transactions

1. From the **Financial** menu, select Account Summary. The Account Summary screen appears.
2. In the **Search Criteria** section, specify the date range to search. The system searches for all accounts having transactions within the date range.
3. Click **Search** to display a list of accounts. Click an **Account Number** to display a list of transactions associated with the account.

Transaction Summary Columns

Column	Description
Detail	Click these icons to access detailed information about the transaction.
Reviewed/Approved	These fields indicate whether the transaction, including its accounting codes, has been reviewed by the cardholder and approved by the manager or administrator. Once the Reviewed field has been checked, the transaction cannot be changed without first being unlocked by a manager or administrator. Note: If your company has enabled the Allow Edits After Transaction Locked setting, selected users may be able to edit locked fields.
Posting Date	The date on which the transaction was applied to the account.
Transaction Date	The date on which the transaction occurred.
Description	Merchant name and location. Click the name to see merchant details.
Transaction amount	Taken from original transaction record.

Column	Description
Tax Amount, Alternative Tax	The Tax and Alternate Tax columns may not be used at your company. If used, they may not be editable.
Additional Information	Click icon to see additional information (addenda) or, for cash transactions, click the delete icon (🗑️) to delete the transaction. Note: Once a transaction is marked Reviewed, it cannot be deleted and the trash icon is removed.

Transaction summary screen icons

The following table describes some of the most common icons that appear on the Transaction Summary screen:

Icon	Description
	The exported icon appears in the Detail column. You cannot click on this icon. Once a transaction has been exported, you cannot change it. See your administrator for more information.
	The merchant transaction icon appears in the Detail column. Click this icon to access the Transaction Detail screen.
	The cash transaction icon appears in the Detail column. Click this icon to access the Cash Transaction Detail screen.
	The adjustment icon appears in the Detail column. Click this icon to access the Transaction Detail screen.
	The split transaction icon appears in the Detail column. Click this icon to split the Transaction or view split details.
	The accounting detail appears in the Detail column. This icon does not appear if accounting codes are not used at your company or if there is no scheme assigned to the displayed account. Click the icon to view account codes information.

Home > Search Reporting Structure > Transaction Summary

Transaction Summary

ALICE JONES • XXXX-XXXX-XXXX-2427 • 98 OXFORD STREET • LONDON, UNK WC4 2AN

SEARCH CRITERIA [Advanced Search >](#)

Date Type: From: 01/08/2008 To: 31/12/2008
 Posting Date To: 31/12/2008
 Data available starting: 23/07/2007

Expand All | Collapse All

SEARCH RESULTS Search Total: 15,777.9

Detail	Reviewed	Approved	Transaction Date	Posting Date	Description	Transaction Amount	VAT Amount Rate	VAT Amount	Additional Information	VAT Eligibility
			29/11/2008	03/12/2008	VIRGIN ATLANTIC UK T/AGENT, GBR -RH10 9NU	2,304.90				
			29/11/2008	03/12/2008	CARLSON WAGONLIT LONDON SW1 02, -- -SW1V 1DS	29.92				
			08/12/2008	11/12/2008	HYATT REGENCY MUMBAI ANDHERI, -- -00001	2,352.44				

Icon	Description
	The addenda icon appears in the Additional information column. Transaction addenda contains details about each item in a purchase. Click the icon to display the Addenda Summary screen. Note: There are many different addenda icons. Each one represents a different type of addenda information. The four shown here are Fleet, Lodging, Passenger Transport and Vehicle Rental. For a complete list of available addenda icons, see the Company Administrator guide available from the resource centre on the SDOL home page.

The **Save** and **Reset** operations apply to all editable fields on the screen. **Save** stores modifications permanently in the database. **Reset** undoes any unsaved changes in the current screen.

Approving Transactions

To approve a transaction

1. From the **Financial** menu, select **Account Summary**. The Account Summary screen appears.
2. Search for an account. The Transaction Summary screen appears.
3. On the **Transaction Summary** screen, check the **Approved** check box next to a transaction.
4. Click **Save**.

To approve multiple transactions

1. From the **Financial** menu, select **Transaction Management > Transaction Approval Summary**. The Search Reporting Structure screen opens.
2. Search for the reporting entity that contains the transactions you need to approve. When you select an entity, the **Transaction Approval Summary** screen opens.
3. In the Search Criteria section, specify the date range of the transactions to approve. In the Advanced Options section, you can refine your search:
 - Use **Filter** to restrict accounts by account name or account number.
 - Use **Review Status** to select transactions based on the reviewed or approved status.
4. Click **Search**. The Search Results section summarises the matching transactions, organised by account.
5. Click an **Account Name** to view the transactions contributing to the summary.
6. Use the approval options to set the approval status:
 - **Approved** – all transactions will be marked approved.
 - **No Change** – the transactions will not be updated.

7. Click **Save**. If your search results span multiple pages, you must set the approval status and save the changes on each page.

IMPORTANT! Once you approve a transaction, it is locked and the cardholder cannot modify it. You may be able to unlock a transaction depending on the transaction's exported, reviewed, and approved status. See the User guide for more details.

Note: If your company has enabled the **Allow Edits After Transaction Locked** setting, selected Users may be able to edit locked fields.

Smart Data OnLine Expense Reporting

SDOL Expense Reporting is an optional feature and, when enabled, it replaces some options in the Financial menu with expense reporting options. The expense reporting feature allows you to do workflow-based expense management. The expense report workflow and approval steps are defined by you, along with various parameters and settings, to help meet your company's expense approval business needs.

For more information on enabling this option please contact the **OneCard** Helpline.

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Home Global Search Help My Profile Contact Us Log out

Financial Reports Accounts User

Home > Search Reporting Structure > Transaction Approval Summary

Transaction Approval Summary

Sales • 1 HIGH STREET • LONDON, UNK • SW1 4AB

Accounts:	2
Transactions & Adjustments:	23
Reviewed:	0
Not Reviewed:	23
Approved:	1
Not Approved:	22

SEARCH CRITERIA

Date Type: From: 27/09/2008 To: 12/10/2008

Posting Date

Data available starting: 15/10/2007

ADVANCED OPTIONS

Filter (starts with): None

Review Status: All

VAT Eligibility: All

Search

Page Total: 5,598.23 Search Total: 5,598.23 1 - 2

Generating reports

To generate a report

1. Select **Account Activity > Schedule Report**.
2. Fill in the following screens:
 - **Choose Report** – Select the report you need to run.
 - **Entity** – Search for the reporting entity whose accounts you need to include in the report.
 - **Select Cost Allocation Scheme** (optional) – Some reports filter or organise data based on accounting codes. If your company uses accounting codes and has multiple accounting code schemes, you must choose which scheme to use for the report.
 - **Filters** (optional) – Some reports contain filters that you can modify. A filter is represented as a comparison expression for a field in the report, for example Amount > 1000.00.
 - **Options** (optional) – Some reports provide options that you can modify such as: Number Format, Date Format and Report Format (PDF, XLS, etc.).
 - **Criteria** (optional) – Some reports provide the Criteria screen, which you use to specify which transactions should be included in the report.
 - **Frequency** – Use the Frequency screen to specify when a report should run, the date range for data included in the report and how often the report should run. **Note:** If you select today's date as the **To** date, the report will not run until midnight.
3. Click **Save** to schedule the report.
4. After you schedule a report, it appears in the Scheduled Reports section of the Reports Inbox.

How long are reports saved?

After you schedule a report, it appears in the Scheduled Reports section of the Reports Inbox. Once the report has run, it moves to the Completed Reports section. The report is available for 30 days. After 30 days, the report is deleted. To keep copies of the report longer than 30 days, click on the report name and download the report.

To view a report

The Inbox on the homepage provides access to reports.

- The **Completed Reports** section lists reports that have run. Click the report name to view execution details, to download the report, or to delete the report. Reports are removed from the inbox after 30 days.
- The **Scheduled Reports** section lists reports that have not yet run.

Click the report name to view execution details, to edit the report, or to delete the report. Click the arrow icon to view execution details and to download the report.

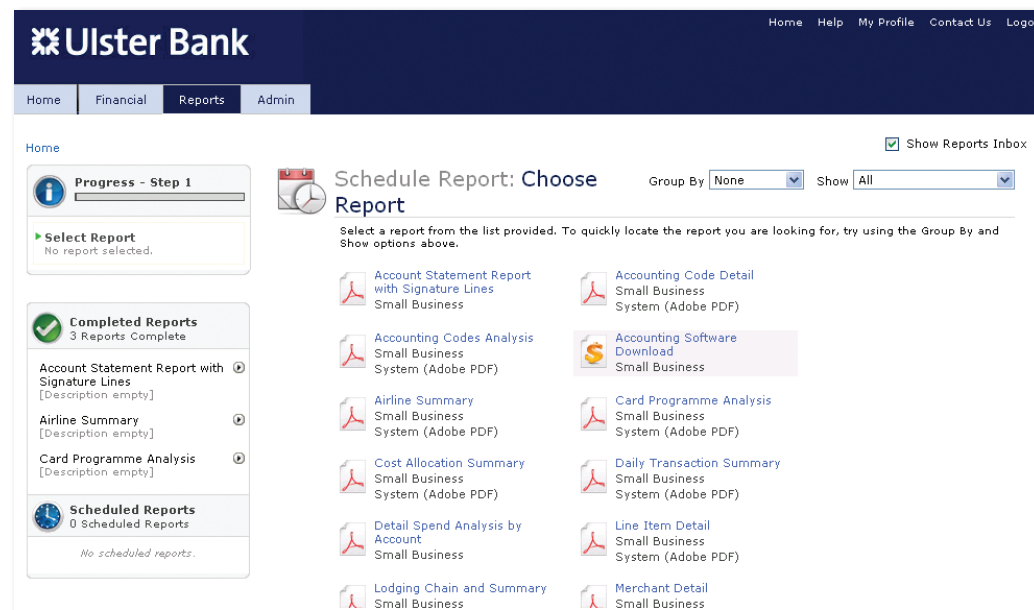
When does a report run?

SDOL processes a report on the day after the last day included in the report. You can delay the processing date further by specifying an offset. An offset delays the run date by the specified number of days. The formula for determining the processing date is as follows:

To Date + Offset + 1

If the calculated processing date is in the past, the report will be scheduled for processing today. Below are some examples of calculated processing dates:

End Date	Offset	Processing Date
September 23	0	September 24
September 23	3	September 27



Creating an export file

To create a report

Step 1 – Select Reports > Create Report

The Create Report: Choose Report screen displays. To create a report based on an existing one, click the report name. To create a report that does not yet have any defined parameters, click **New Blank Report**. For more information on the reports that are provided with SDOL, see the Standard Reports Guide (contact the **OneCard** Helpline for a copy).

For detailed guidance on completing the steps below, please refer to the SDOL online information centre (once logged in click on the Help link at the top of the page) and select the **Creating and Maintaining Reports and Exports** section.

Step 2 – Specify the report

Use the Name and Options screen to specify the report name, visibility to other Users, and format options.

Step 3 – Choose Fields

Use the Choose Fields screen to select the fields to be included in the report. For complete information on the export fields, see the Export Fields Reference Guide (contact the **OneCard** Helpline for a copy).

Step 4 – Filter and Sort

Use the Filter and Sort screen to define filters that restrict which transactions will be included in the report. You also indicate which columns will be used for sorting.

Step 5 – Save the report

After modifying field formats as needed, click **Save**. The report is now ready to use. To generate a report, see Generating reports.

If you need assistance creating an export file or a copy of the guides mentioned, please call the **OneCard** Helpline.

Glossary

A comprehensive glossary can be accessed from the Help Section in SDOL

Account Activity

Indicates whether users in the company can create cash transactions within the application. If **Yes**, users can add cash transactions. If **No**, users *cannot* add cash transactions. The user authority Financial Information – Modify must also be enabled to allow users to add cash transactions.

Where cardholders have a transaction that has not been charged to their card, they can add the amount as a cash transaction. Like merchant transactions, cash transactions can be cost allocated, split, reviewed and approved.

Auto User Set-up

You can use Auto User Set-up to automatically create cardholder users as a nightly batch process.

Company Configuration/Company Site Configuration

The company site configuration screen displays the features of Smart Data that are available. Some features can be switched off or turned on by your Business Administrator user depending on the needs of your business.

Completed Reports

This section lists reports that have run. Click the report name to view execution details, to download the report, or to delete the report. Reports are removed from the inbox after 30 days.

Cost Allocation Scheme

Cost allocation is the process of associating a transaction with one or more accounting codes. For example, you can allocate a transaction to a specific cost centre and project. You can automate cost

allocation for simple as well as complex accounting systems, and you can configure an accounting code scheme to help prevent many common types of allocation errors. You can create a cost allocation scheme based on your organisations requirements.

Entity (also Reporting Entity)

A reporting point in your business typically the company, division, department and the card/account.

Filter

Use the Filter and Sort screen to define filters that restrict which transactions will be included in the report. You also indicate which columns will be used for sorting.

My Profile

Select this to open your user profile, where you can change your **Password**, **User Name**, or **Regional Settings**.

Password

Together with your **User ID**, your password is 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. Passwords must contain a combination of letters and numbers at least eight characters in length. At least two of the characters must be numbers.

Regional Settings

These define the way dates, time, currency, and numbers are displayed for the company. This is the default setting for the company.

Report Administration

The report administration facility enables you to customise the selection of reports available for each user template.

Report List

The **Report List** page lists the reports to which you have access.

Reporting Entity (see Entity)

Review Status

The Review Status indicates whether transactions should be included in the report based on Reviewed or Approved status.

Scheduled Reports

This section lists reports that have not yet run. Click the report name to view execution details, to edit the report, or to delete the report.

Search Criteria

Use the date range and other options to narrow your information search.

Search Results

The search results on the Transaction Summary screen provide access to all information relating to the transactions matching your search. This information includes details captured with the transactions as well as accounting details added at your company.

Security Answer

Your answer should not be easily recognisable by others, but it should be easy for you to remember. The Security Answer must be at least four characters with no spaces. In addition, your answer is case sensitive.

Security Question

The question you select to be used for authentication if you forget your password.

Spending Alert

A spending alert indicates that spending exceeds specified thresholds. A spending alert is triggered when transaction amounts or amount totals are equal to or greater than any of the defined thresholds.

Template and Report Administration View authority

This enables you to view report assignments in program options.

Temporary Password

We send you a temporary password when you use the **Password Reset Option**. This enables you to reset your password and expires in four hours.

Transaction Approval Summary

You can approve multiple transactions using the Transaction Approval Summary and Transaction Approval Processing operations.

Transaction Summary

The search results on the Transaction Summary screen provide access to all information relating to the transactions matching your search. This information includes details captured with the transactions as well as accounting details added at your company. The Transaction Summary search option allows you to look up your transaction data. To look up transactions, you need to know the date of the transactions.

Unassigned Templates

Templates that don't have users assigned to them.

User ID

Together with your **Password**, your **User ID** is key to accessing your transaction information securely online, so you need to keep this information safe.

User Information

This is the basic information about the user of the system, including user name, user ID and email address. You can change your user information at any time to update your user name, e-mail address, or phone number.

User Summary

The User Summary screen is your starting place for managing users that have been set up in the application. You can quickly check the user status, last login, or template assignment of any user assigned to you.