P-CARD PROGRAM
SMART DATA ONLINE (SDOL) PROGRAM TIP SHEET

This tip sheet is provided to give you direction on accessing Smart Data Online, JPMorgan Chase's online program for Western Connecticut State University's P-card.

LOGGING INTO SMART DATA ONLINE FOR THE FIRST TIME

These are the steps you will follow to log into Smart Data Online (SDOL):

1. **Access the Smart Data login page:** To begin the process, launch your Internet browser and enter the following address:
   http://sdol.jpmorganchase.com/Screen/Login

   The login screen looks like this:
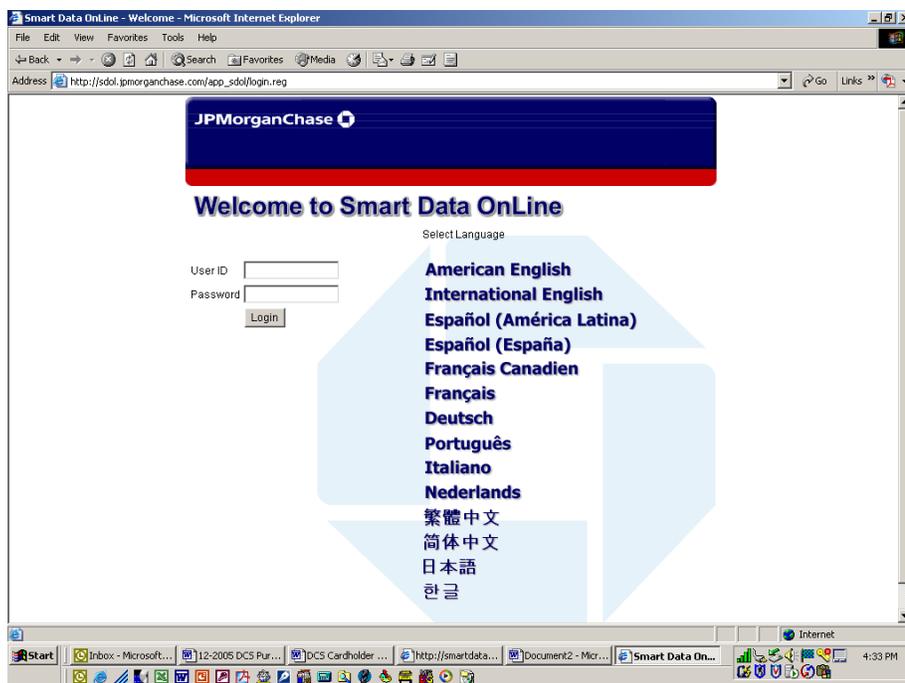
☞ *FOR YOUR FIRST LOGIN, enter your P-card's sixteen-digit account number as your login ID. Do not include any dashes or spaces, just the sixteen numbers. Your password for your first login is "temp1234XXXX" where the "XXXX" represents the last four digits from your account number on your card. The program is case sensitive, so be sure that you enter the temporary password letters in lower-case.*

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1. **Select your language:** American English is the default setting for SDOL. You can select another language prior to logging in.
2. **Enter your user information:** Enter your user ID and password into the correct fields. These fields are case sensitive.
3. **Login to the system:** Click on the login button. The system logs you in and brings you to the SDOL system home page.

After your first login to SDOL, you will be required to change your password, provide your email address (school email address) and select three password reset questions. A message screen prompting you to change your password and password reset questions will appear, as follows:
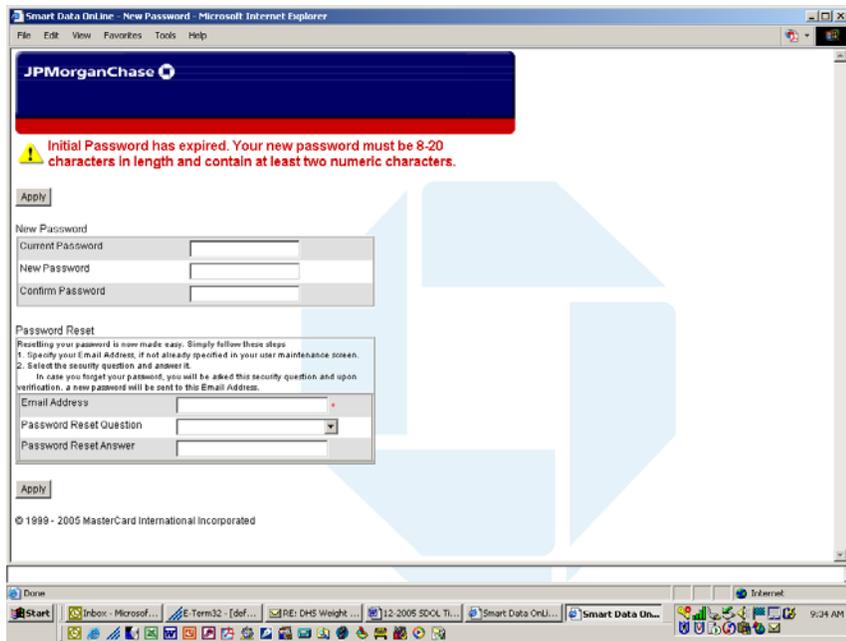
Select a new password that will be easy for you to remember, but difficult for others to guess. The SDOL password requirements are as follows:

- 8-20 characters long; two of which must be numeric
- Case sensitive
- Cannot contain spaces
- Cannot be reused
- Cannot be the same as your User ID

After your first login, you will also be prompted to change your login or ID. Please change your login ID to your WCSU username (i.e. wallacec1 or robinsonm3, etc.) Your login ID is unique to the entire JPMorgan Chase SDOL system, so you may be required to use your middle initial or a suffix in your login ID, such as wallacec1a or robinsonm3e. This may be necessary especially if you have a common last name. The login or user ID is case sensitive.

SMART DATA ONLINE HOMEPAGE

From the SDOL homepage, you can view your company information, read important news about the system, link to other resources, or download scheduled reports and exports from your Inbox.

When you're logged into the SDOL program, your regular Internet browser (i.e. Internet Explorer) buttons are hidden. To navigate through the system, use the navigation tools that display in the top right hand corner of your screen.

The SDOL program has an online help system that you can click on to provide assistance throughout the program.

The SDOL system home page looks like this:

SMART DATA ONLINE TRAINING TUTORIAL

After you login to SDOL, you should complete the JPMorgan Chase Training Tool, to familiarize yourself with the SDOL application. The training tool link is located in the "Links" section of the SDOL home page. Select the "Account User" training link and follow the prompts through the training.

The online training tool will take you through an introduction to the program and getting started (logging on to SDOL and the homepage). The training tool also will navigate you through financial transactions and reporting options. The training tool will take approximately one hour to complete.

CARDHOLDER RECORD KEEPING RESPONSIBILITIES

The monthly billing cycle for the P-card program is from the 26th day of the month to the 25th day of the next month. Each cardholder is responsible for reviewing their transactions not more than 10 days following the end of the billing cycle. For example: For billing cycle April 26 to May 25, each cardholder is to verify their transactions through the SDOL program not later than June 4. After the 10 day period, all cardholder charges will be loaded into Banner and each associated banner org will be expensed as appropriate. These procedures are subject to change, particularly each June when the University's fiscal year closes. If a such change occurs, cardholders will receive appropriate notice.

To verify charges:

1) Click on the Financial Tab and select Account Summary
   You can either search by Billing Cycle or by Date Range involving either the charge's posting date or transaction date (see screen shot below)

2) Select VIEW for a list of all charges made based upon the search criteria in step 1
3) To verify that costs have been charged to the appropriate Banner Org and Account code, select EXPAND ALL.
4) The following must occur for each transaction:
   a) Complete a brief "Expense Description" for the transaction. Some examples may include listing the specific purpose for the item (i.e. TA # for Travel; Candidate search for refreshment, etc.)
   b) Open the "Account Codes" and select the appropriate Account code for the purchase from the drop down menu.
   c) A receipt must be matched to each transaction. Select the "Receipt" check box. If for some reason the receipt is missing, you as the cardholder are responsible for acquiring a copy of the receipt and keeping it with a copy of the billing statement for audit purposes.
   d) Once you have verified the transaction, select "Cardholder Reviewed"
   e) Select "APPLY" (NOTE: Once APPLY is checked, you can no longer make changes to this transaction – notice the little lock under cardholder review.)

To Run Your Monthly Report:

1. Click on the Reports Tab and select Run Reports
   a. Select Account Statement Report

   b. Select the appropriate Billing Cycle for that report (You may also run the report by Date Range involving either the charge's posting date or transaction date.)

   c. Select PDF print format and select RUN (see screen shot below)

NOTE: ==Be certain that POP UP's are not being blocked! If they are, you will need to unblock the pop up's and restart the report.==

2. Print the Account Summary Statement and attach all associated receipts and insert in the supplied envelope. This information will be necessary for the P-Card Program Team to perform their audit of the cardholder's account.

NOTE: *Improper record keeping is a violation of the responsibilities of the cardholder and is subject to removal of the P-card. Please refer to Misuse of the P-card in the Purchasing Card Program Policy and Procedures manual for more information.*

OTHER INFORMATION

If you have any questions, please contact one of the following Program Administrators:

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