

OneCard

Smart Data OnLine

Getting Started Guide for Cardholders

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

Introduction

Introduction

Smart Data OnLine (SDOL) is an online application that your company has allowed you to use to access your **OneCard** transactions.

SDOL can help you with your expense reconciliation by allowing you to:

- Access and enhance transaction data
- Create records for cash expenses
- Perform cost allocation
- Generate reports and exports

You can perform all of these actions online and at your convenience. All you need is a User ID, a Password and access to the Internet.

As a cardholder you'll have access to your user profile, account and transaction information. Your program administrator or manager will also have access to your information in order to review transactions, update your account information, or change your password. Your program administrator will provide you with details on how to use SDOL in accordance with your company's policies and procedures.

Additional information on SDOL is available in the Cardholder Guide which can be downloaded from the Online Help tool in the Resource Centre on the SDOL homepage.

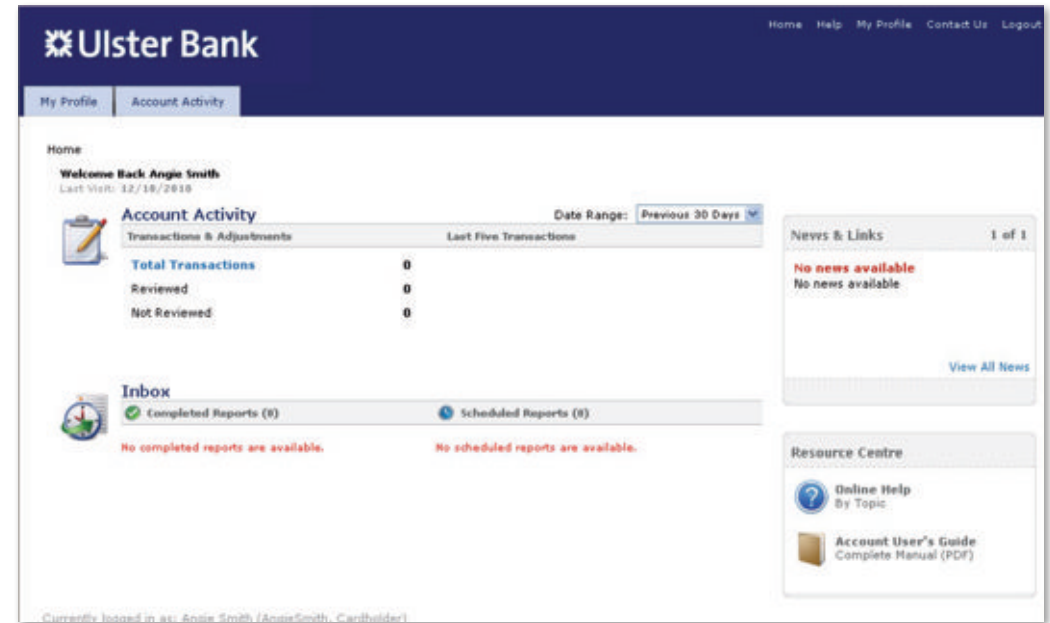
Log in

Instructions on how to log in are provided on the next page.

Home page

Once you have logged into SDOL you will enter the home page (as shown opposite). At the top of the page you will see when you last logged in and recent transaction activity. From the Inbox you can; download reports and exports. There is also a news section that we will use to advise you of important information relating to Smart Data in future and your company may use this to keep you informed. Plus you can download a complete SDOL user manual from the Resource Centre.

If you have any questions about using SDOL please refer to your SDOL company administrator or call the **OneCard** helpline.



Log in

Initial log in

1. Launch your 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.

Your **User ID** is your account number and the password should already have been provided to you by your SDOL administrator.

4. When the **Create Your User ID** screen appears, enter and confirm your new User ID. Your new User ID must be unique across the entire system. There may be instances where a User ID has already been allocated. If this happens, try again until you find a unique ID.
5. Click **Login**. You will be prompted to change your initial password.

To log in

1. Launch your browser.
2. Enter the Internet address in the address line of your browser screen. The login page appears.
3. Enter your **User ID** and **Password**. Both are case sensitive.
4. Click **Login**.

To set 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**.

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

Ulster Bank

User ID:

Password:

Language: International English

Login

[Forgot your password?](#)

My Profile

To move between accounts on the home page

1. On the **Home** page, under **Default Account**, select an account from the drop-down box.
2. Click **Change Account**. The chosen account information appears. Changing the current account does not change the default account. The next time you login, your default account will be the current account.

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 associate an account to your profile

1. Click **My Profile** to access your user profile.
2. Click **Associate Accounts** and then enter the account information.
3. Click **Save**. Wait for the screen to display a confirmation message.

To set a default account

1. Click **My Profile** in the top menu bar to access your user profile.
2. In the **Default Account** section, select an account from the list of accounts associated with your profile.
3. Click **Save**. The next time you login, the selected account will appear.

To remove (unassociate) an account

1. Click **My Profile** in the top menu bar to access your user profile.
2. On the My Profile screen, click **Associate Accounts**. The Associate Accounts screen appears.
3. In the Associated Accounts section, check the box in the **Select** column by the accounts that you need to remove (unassociate).
4. Click **Remove**. Wait for the screen to display a confirmation message.

The screenshot shows the Ulster Bank 'My Profile' page. At the top, there are navigation links for Home, Help, My Profile, Contact Us, and Logout. Below the navigation bar, there are two tabs: 'My Profile' (selected) and 'Account Activity'. The main content area is titled 'My Profile' and has a breadcrumb 'Home > My Profile'. There are three buttons: 'Associate Accounts', 'Save', and 'Reset'. The page is divided into two main sections: 'USER INFORMATION' and 'USER PASSWORD'. The 'USER INFORMATION' section includes fields for User Name (Angie Smith), User ID (AngieSmith), User Type (Cardholder User), Template (Cardholder - Small Market (System Default)), E-mail Address (julia.reid@ulsterbank.co), Confirm E-mail Address (julia.reid@ulsterbank.co), Phone Number, and Status Code (ACTIVE). The 'USER PASSWORD' section includes fields for Last Password Change (12/10/2010 16:01:24 GMT), Current Password, New Password (with a note: 'Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.'), Confirm Password, and a Security Question (What was your first school?).

Transactions

To search for transactions

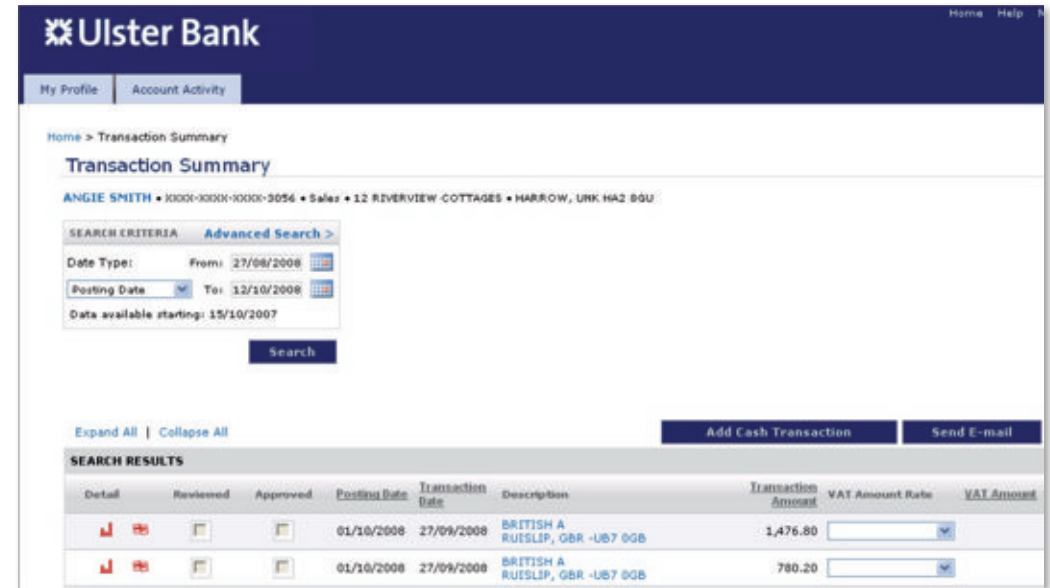
1. From the **Account Activity** menu, select Transaction Summary.
2. In the **Search Criteria** section, enter a date range and you will be provided with a list of accounts that have transactions within that range, **OR**
 - Click **Advanced Options** to display filters that you can use to refine your search. Advanced search options appear only if supported by user permissions and site configuration.
3. Click **Search** to display a list of transactions.

Transaction Detail Icons

Icon	Description
	Transaction has been exported . You cannot change an exported transaction. See your manager or administrator for more information.
	Merchant transaction. Click icon to access transaction detail.
	Cash transaction. Click icon to access transaction detail.
	Adjustment (such as a payment or card fee). Click icon to access transaction detail.
	Click to split the transaction or view split details.
	Click to access accounting detail . 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.

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.
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.
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.



To access financial detail

1. From the **Account Activity** menu, select **Transaction Summary**. The Transaction Summary screen appears.
2. Search for the transaction.
3. In the **Detail** column, click the transaction type icon.
4. In the Transaction Detail screen:
 - The **Financial Detail** page displays essential transaction information, expense description, customer codes, accounting codes, purchase detail, custom data fields, and standard fields from transaction addenda.
 - The **Split Detail** page displays essential transaction information, controls for splitting transactions, managing splits, and cost allocating splits.
5. Modify the details as needed.

Cost Allocate Transactions

To cost allocate a transaction

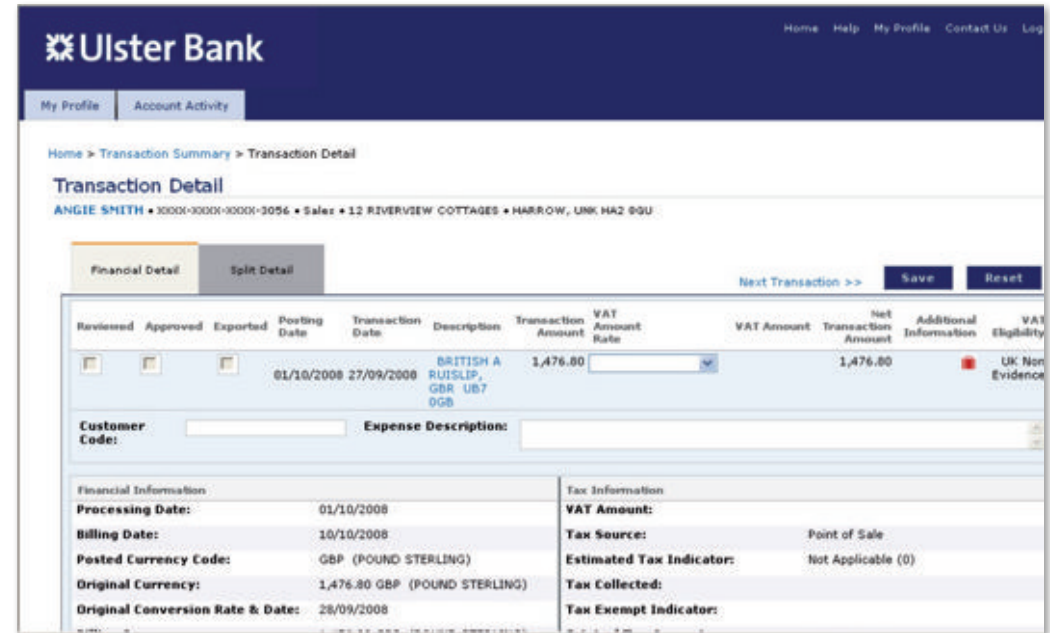
1. Use the **Transaction Summary** screen to search for the transaction.
2. If the transaction has been split, click the **Split Transaction** icon. The split detail appears.
3. Click the **Accounting Detail** icon for the split or transaction you need to change. The accounting detail appears.
4. In the Accounting Codes Information section, click **Edit Accounting Codes**. Wait for the screen to refresh.

5. Enter or modify the fields as needed.
Note: You must correct all invalid codes and enter all required values before you can save an edited or reviewed transaction.
6. Click **Save Accounting Codes**.

If your company enables cost allocation, the company administrator decides what types of accounting codes to use.

Accounting Codes Information Fields

Field	Description
Expense Description	Expense description (optional).
Field 1	<p>If defined, the current value for each accounting code displays in italics below the accounting code name.</p> <ul style="list-style-type: none"> • Below the current value is a text box or drop-down box for editing the field (if permitted). If the box is empty, the current code is undefined or invalid. • Click the down arrow to modify the value in a drop-down box. Locate the required value by scrolling or by entering a value in the Starts With field to highlight the closest matching value.
Apply Accounting Codes to all editable transactions displayed on this page	Check this option if you need the Save Accounting Codes operation to apply to all transactions on the page. The operation does not affect other transactions that match the criteria yet do not appear on this page.



Split Transactions

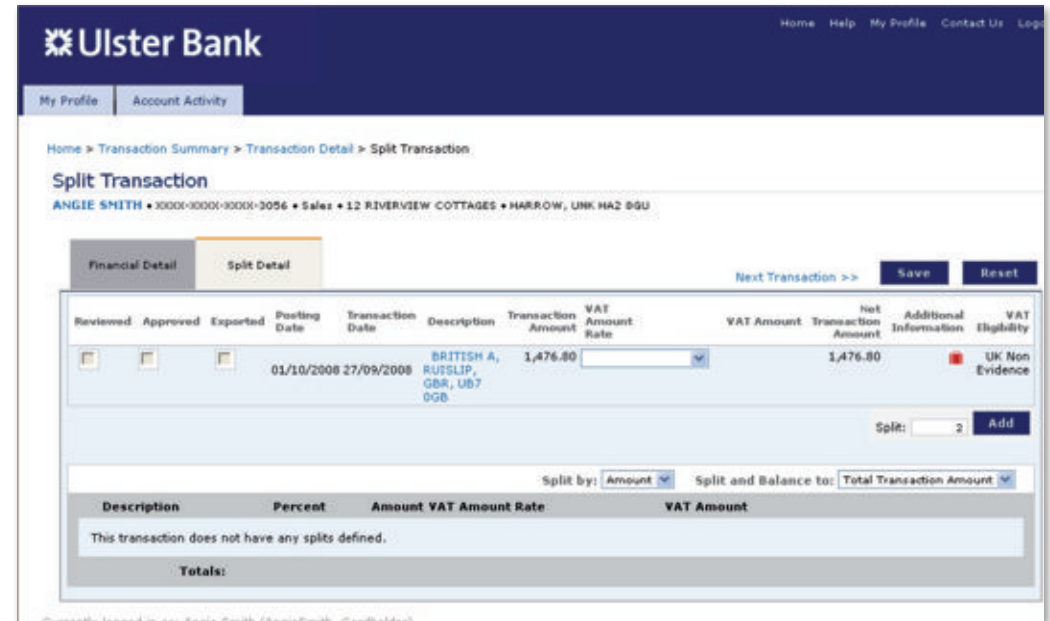
To split a transaction

1. Display the transaction in the **Transaction Summary** screen.
 2. Click the **Split Transaction** icon for the transaction. The icon appears only by transactions that can be edited or have already been split. The Split Transaction screen opens.
 3. In the **Split By** field, indicate whether you will be specifying split amounts in currency units (Amount) or percentages (Percent).
 4. In the **Split and Balance To** field, indicate whether you need splits to add up to the **Total Transaction Amount** or to the **Net Transaction Amount**.
 5. Create splits either by specifying the required number of splits and clicking Add Split or, if line item detail is present in the transaction addenda, by clicking Split by Line Item. If you click Split by Line Item, balancing entries will be created automatically if the line item amounts do not add up to the transaction totals. Wait for the screen to refresh.
 6. Edit each split as needed.
 7. After entering or changing an amount, percent, or tax, click outside of the field to update the Totals and Balance rows.
 8. Review the **Totals** and **Balance** rows and balance the splits.
 - The **Totals** row shows the totals for all splits in this transaction.
 - The **Balance** row shows the difference between the total and the required value.
- The total for the Amounts column must equal the Amount for the parent transaction. The Percent total must be 100.00. Adjust the splits until they balance. When they balance, the Balance row disappears.
9. Click **Save**.

To unsplit a transaction

1. In the **Transaction Summary** screen, click the **Split Transaction** icon. The Split Transaction screen opens.
2. Click **Unsplit**. The split details are deleted, and the Split Transaction screen opens.

Your transactions may already be split based on corporate card line item and global invoice after addenda.
A transaction can be split into a maximum of 250 parts.



Cash Transactions

To add a cash transaction

1. In the Transaction Summary screen, click **Add Cash Transaction**. The Add Cash Transaction screen opens.
2. In the **Financial Information** section, enter the details of the cash transaction.

Cash Transaction Financial Information Fields

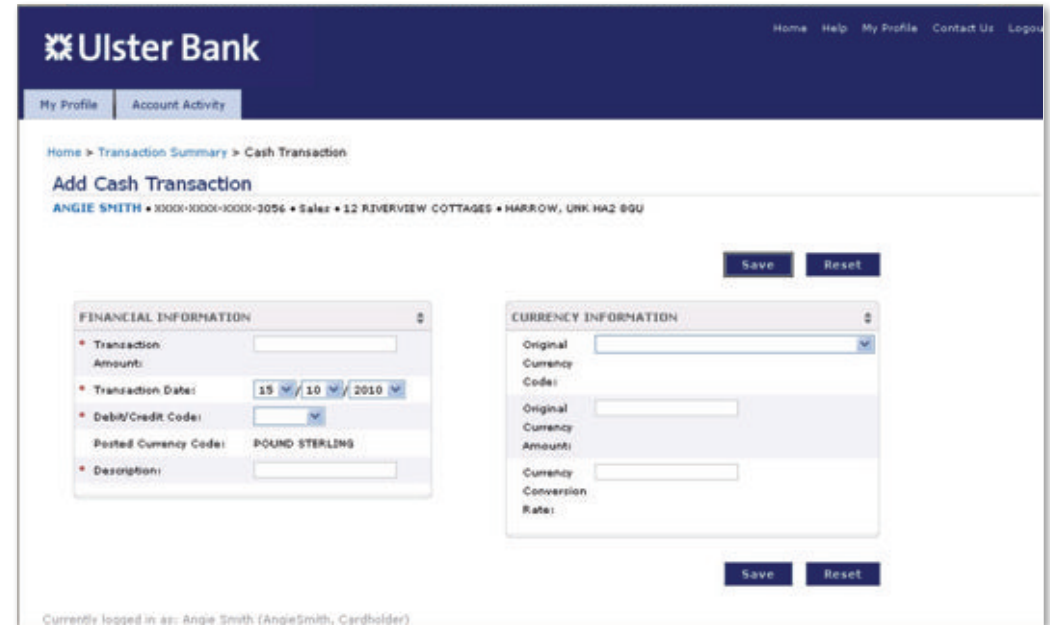
Field	Description
Transaction Amount	Enter the amount in posted currency.
Transaction Date	Enter the date of the transaction.
Debit/Credit Code	Select Debit for a positive amount. Select Credit for a negative amount.
Posted Currency Code	Determined by your administrator.
Description	Enter the merchant name or a description. This will display on the Transaction Summary screen.

3. In the **Currency Information** section, enter details only if the transaction was originally charged in a currency other than the posted currency.
4. Click **Save**. The screen refreshes and displays the newly created cash transaction where you can split, review, or cost allocate the cash transaction.

To delete a cash transaction

1. Access the **Transaction Summary** screen.
2. Search for the cash transaction that you need to delete.
3. In the **Additional Information** column for the cash transaction, click the **Delete** icon ().

Once you add a cash transaction, you cannot modify the core transaction information such as the description, transaction date and amount. If you added a transaction in error, delete the transaction and add a new cash transaction.



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.

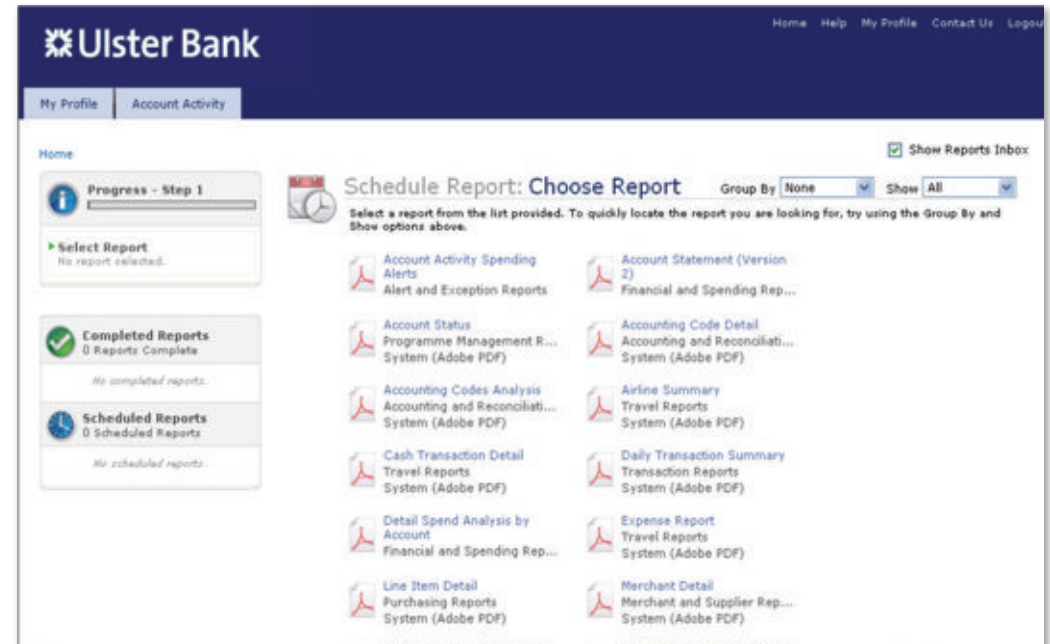
- The **Completed Reports** section lists reports that have run. Click the report name to view execution details, to download the report, or to delete the report. Reports are removed from the inbox after 30 days.
- The **Scheduled Reports** section lists reports that have not yet run. Click the report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

The system 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.



Glossary

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

Account Activity

Transaction that you have undertaken within a specific time period.

Accounting Codes Information

Provides access to accounting codes to perform cost allocation of your transactions if this is a requirement.

Accounting Detail

Select the Accounting Detail icon to access expense description and accounting codes.

Add Cash Transaction

Creates a record of any cash transaction that were not made on your card, e.g. taxi fares, parking fees.

Advanced Options

Filters that you can use to refine your search.

Associate Accounts

If you have more than one business card you may be able to associate them with your Smart Data user ID.

Cash Transaction

When you have an expense that is not charged through your card, you can enter it in the application as a Cash Transaction. Like merchant transactions, cash transactions can be cost allocated, split, reviewed, and approved.

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.

Currency Information

Details provided only if the transaction was originally charged in a currency other than the posted currency.

Default Account

The account selected to display on logging in. If a cardholder is associated with more than one account, the default account will display.

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.

Financial Detail

The page that displays essential transaction information, including expense description and customer code.

Financial Information

Provides the basic transaction and currency information. [In the Addendum Type field, click the icons to display addendum information.]

My Profile

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

Net Transaction Amount

Calculated by subtracting taxes from the Transaction Amount. For display purposes only.

Password

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

Reporting Entity (also Entity)

A node in the reporting structure, whether the company, an org point, or an account.

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.

Split and Balance to

A field that can be set to **Net Transaction Amount** when splitting a transaction.

The Balance row shows the difference between the total and the required value. The total for the Amounts column must equal the Amount for the parent transaction. The Percent total must be 100.00. Adjust the splits until they balance. When they balance, the Balance row disappears.

Split By

In the Split By field, indicate whether you will be specifying split amounts in currency units (Amount) or percentages (Percent). You can change this selection at any time by modifying the field and clicking Save.

Split Detail

The page that displays essential transaction information, including controls for splitting transactions, managing splits and cost allocating splits.

Split Transaction

A transaction can be split into parts so that each part can be cost allocated to a different accounting code. Each split has its own accounting details, which may include expense descriptions and accounting codes. All splits in a transaction must add up to the totals for the transaction.

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.

User ID

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