West Texas A&M University
Procurement Card Program

Smart Data On-Line Quick Reference Guide
for Cardholders

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SDOL VERSION 7.2.0
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LOGGING ON

1. Via the Internet type the following URL in the address bar: 
   https://sdol.jpmorganchase.com

2. The Smart Data On-Line sign on screen will appear.

   JPMorgan Chase - Welcome

   User ID
   Password
   Sign In

American English
International English
Español (América Latina)
Español (España)
Français Canadian
Français
Deutsch
Português
italiano
Nederlands
繁體中文
简体中文
日本語
한글

Your temporary User ID is your 16-digit card number.
Your temporary password is 757wtamu plus the last four digits of your card number.
New Password __________________________

Both your temporary and permanent Passwords are case sensitive. Please record your permanent password in a secure place being sure to write it EXACTLY as you typed it.

At first login, the system will prompt you to choose a permanent password to continue. Your password must be at least 8 characters of which at least 2 must be numbers.

You will also need to add your email address and select and create a password-reset question.

Once you have successfully reset your password you will be prompted to create a user id to replace your 16-digit account number for access to the system. Your User ID is case sensitive. Please record your permanent password in a secure place being sure to write it EXACTLY as you typed it.
LOGGING ON - CONTINUED

After successfully logging in, the system will take you to the home page/inbox. You will use the tabs at the top of this page to navigate through the system.

To access the online tutorial, click on Access the JPMorgan Chase Training Tool from the homepage.

After you click the training tool link, the window below will pop-up. Click Account Users and the tool will take you through a tutorial of Smart Data OnLine.
VIEWING TRANSACTIONS

The Financial Tab allows you to query any subset or all of your transaction data based on a specific date range and other filtering criteria that you select. Transactions will be available for you to view within SDOL the day after the charge posts to your account, enabling you to view and reallocate throughout the month before the end of the cycle date. Click on the “Financial” tab on the menu items across the top.

Step #1 - Select the Financial Tab

Step #2 - Select the billing cycle and any additional filtering criteria for the transactions you wish to view or work on. Use Drop Down Box to select Correct Billing Cycle.

Step #3 - Press “VIEW” to see your transactions

On this page, you will select criteria for the transactions that you would like to view, including date criteria and review status. **Hint**: Always use the Billing Cycle to ensure you get the right transactions.

After you have selected your criteria, press “View” to see your transactions.
You will now see a summary of your transactions. To begin allocating the transactions click on the “account codes” icon for the transaction you want to begin with or choose Expand All to have access to and view allocation for all transactions on one screen.

Click on the “Expand All” link to open the account allocation screen for all transactions.

Click on the “Account Codes” icon to open the allocation screen for a single transaction.
REALLOCATING TRANSACTIONS

Reallocation
You will be required to code or reallocate your transactions online. You will see your default codes assigned to each transaction. You will be able to change or edit the information in the field by choosing a new value from the drop-down menus. You are required to enter a free-form expense description for each transaction. Press “APPLY” before moving to the next transaction to save your work.

*Press “APPLY” BUTTON before you exit to save your work!!!!*

- The “write” icon indicates the transaction you are working on.
- Enter a free form description of your purchase in the Expense Description Field. This is a required field.
- To reallocate defaulted expense and unit codes, click on the drop-down arrow for each field.
Funding Source

10-State Appropriations
11-Designated Funds
12-Auxiliary Funds
19-Restricted Funds
40-Renewals*Replacements
50*51-Foundation
ACCOUNT NUMBER

DEPENDENT ON FUNDING SOURCE

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>10011000162</td>
<td>GOVERNING BOARD</td>
</tr>
<tr>
<td>10011000262</td>
<td>PRESIDENTS OFFICE</td>
</tr>
<tr>
<td>10011000362</td>
<td>PROVOST/VPAA</td>
</tr>
<tr>
<td>10011000462</td>
<td>VP/FISCAL AFFAIRS</td>
</tr>
<tr>
<td>10011000662</td>
<td>CHIEF INFORMATION OFFICE</td>
</tr>
<tr>
<td>10011000762</td>
<td>ACCT/FINANCE OFFICE</td>
</tr>
<tr>
<td>10011000862</td>
<td>REGISTRARS OFFICE</td>
</tr>
<tr>
<td>10011000962</td>
<td>STU FINANCIAL AID</td>
</tr>
<tr>
<td>10011001162</td>
<td>PURCHASING OFFICE</td>
</tr>
<tr>
<td>10011001262</td>
<td>PERSONNEL SERVICES</td>
</tr>
<tr>
<td>10011001362</td>
<td>BUSINESS SERVICES</td>
</tr>
<tr>
<td>10011001462</td>
<td>PRES SEARCH COMM EXP</td>
</tr>
</tbody>
</table>
STATE OF TEXAS COMPTROLLER OBJECT CODE

Describes the type of purchase.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7203</td>
<td>Registration Fee (Empl/Student)</td>
</tr>
<tr>
<td>7210</td>
<td>Fees &amp; Other Charges</td>
</tr>
<tr>
<td>7266</td>
<td>Building Maintenance &amp; Repair</td>
</tr>
<tr>
<td>7267</td>
<td>Maintenance Repair Equipment (Comp)</td>
</tr>
<tr>
<td>7272</td>
<td>Hazardous Waste Disposal</td>
</tr>
<tr>
<td>7273</td>
<td>Reproductions (Copies) &amp; Film Deve</td>
</tr>
<tr>
<td>7276</td>
<td>Internet Services</td>
</tr>
<tr>
<td>7277</td>
<td>Linen Services</td>
</tr>
<tr>
<td>7281</td>
<td>Advertising/Publication/Products</td>
</tr>
<tr>
<td>7286</td>
<td>Freight</td>
</tr>
<tr>
<td>7291</td>
<td>Postage Stamps</td>
</tr>
<tr>
<td>7299</td>
<td>Contracted Services/Security Syst</td>
</tr>
<tr>
<td>7300</td>
<td>Supplies/Office/Lab/Classroom</td>
</tr>
</tbody>
</table>
SPLITTING TRANSACTIONS

Splitting Transactions

A transaction may require costs to be split. To split a transaction, press the Split icon associated with the transaction you want to split. Estimate how many splits to create and press the create button.

NOTE: SPLITTING A PURCHASE AT THE VENDOR LOCATION WHEN THE PURCHASE IS MADE IS PROHIBITED.
Step #2: Select required number of splits from the drop-down and press the Create button
Step 1. Choose to split by amount or percentage from the drop down.

Step 2. Enter the dollar amount for each split.
   To add additional splits, click the Add Split button. To remove an unneeded split, press the ‘Remove’ icon next to the split you want to delete.

Step 3. You are required to enter an expense description for all splits.

Step 4. Once you have completed your splits, press apply.

Step 5. The Allocation icon will become active after you press apply. Click on the allocation Icon to allocate your splits as normal.

Step #1 - Choose Percent or Amount from the drop down
Step #2 - Enter the amount for each split
Step #3 - Enter a description - this field is required.

Step #4 - Press “Apply” to save your split.
RUNNING REPORTS

To run reports click on the “Reports” tab.

1. Click the PDF radio button for Print Version (PDF).
2. Choose the “Cost Allocation Detail Report”.
3. Select “Billing Cycle” and choose the cycle from your drop-down list.
4. Click run to produce the report.
The Expense report will be created as a PDF file and should be printed in landscape format. Print this report no earlier than two business days after the end cycle date, and only after you have completed your account allocation.

**Hint:** If you forget to choose the PDF format and the report displays on the page, click the printer icon to print the report in the required PDF format.