

Purchasing Cards- Smart Data Online

Logging on

1. Open the web site www.sdol.us.hsbc.com and you will see a page with the heading WELCOME TO SMART DATA ONLINE.
2. Enter your USERID. It will be your first initial followed by your last name (cgable for example).
3. Tab to the next field and enter your password. Click the LOGON icon.

Viewing Transactions

4. Folder tabs will be listed across the top of the screen. Click the folder tab for FINANCIAL.
5. Under the SubMenu heading, click on Account summary.
6. ACCOUNT SUMMARY will be printed at the top of the screen. On the right of the screen will be fields indicating the date range for the transactions you wish to review. Transactions will be available for viewing 15 months after the posting date. The system will always default to the date range of the 30 days just ended. These dates may be changed by clicking on the arrow next to the date you wish to change.
7. Once the date range is established, click on the VIEW icon.
8. Accounts for which you have been provided access to will appear at the bottom of the screen. (You may need to scroll down the screen to see the account name(s).) Click on the account number assigned to the account for the transactions you wish to review.
9. You will proceed to a screen with a heading FINANCIAL: TRANSACTIONS SUMMARY. Scroll down the screen to see individual transactions posted to the account.

Approving Transactions

If the purchase is to be charged to only one account

10. There are 3 red icons listed on the left of the screen for each transaction. The third icon (looks like a graph) should be clicked to enter account codes. You may enter a description of the expense in the box headed "Expense Description".
11. Enter the 10 digit account code that the purchase should be charged to in the box headed "Account Code".
12. Move to the box headed "Expense Code" and use the drop down box to select the expense code that the purchase should be charged to.
13. If purchase is for a project account, Move to the box headed "Project Account" and use the drop down box to select the account number that the purchase should be charged to.
14. Click "Apply" at the bottom of the screen.
15. If you need to enter account codes for additional transactions, click on "Next Transaction" at the bottom of the screen. You may also scroll up the screen to view the other transactions.

If the purchase is to be charged to more than one account or expense code

16. Click on the second red icon for the transaction to split the transaction among two or more account/expense codes.
17. Use the drop down box to select the number of splits to create (number of account codes to which you want to allocate expense). Click on "Create".
18. The transaction may be split by flat amounts or percentages. Use the drop down box in "Split by" to select your preference.

19. If the transaction is to be split by flat amount, enter the appropriate amounts on the individual lines. The sum of these must equal the total amount of the purchase. An expense description must be entered for each line as well.
20. Click "Apply".
21. Click the red icon to the left of the line and you will view the fields which require account data to be entered. Enter the 6 digit FRS account code and select the appropriate expense code to which the amount or percentage should be charged. Click "Apply".
22. Click "Next Split" at the bottom of the page there if are additional amounts to be charged and proceed to enter account and expense codes. You may also scroll up the screen to view the lines for each split amount and click on the red icon to the left to enter account information.

After entering account code information

23. You may use the back arrow at the top of the screen to return to the FINANCIAL: TRANSACTIONS SUMMARY screen. You need to indicate approval of the accounting by clicking on the box headed "Supervisor-Reviewed" for each transaction for which accounting data has been entered.
24. When you have completed approving transactions, click on the "Apply" box at the bottom of the screen.
25. If you have completed approving transactions, click on the "Log Out" circle at the top of the screen.