

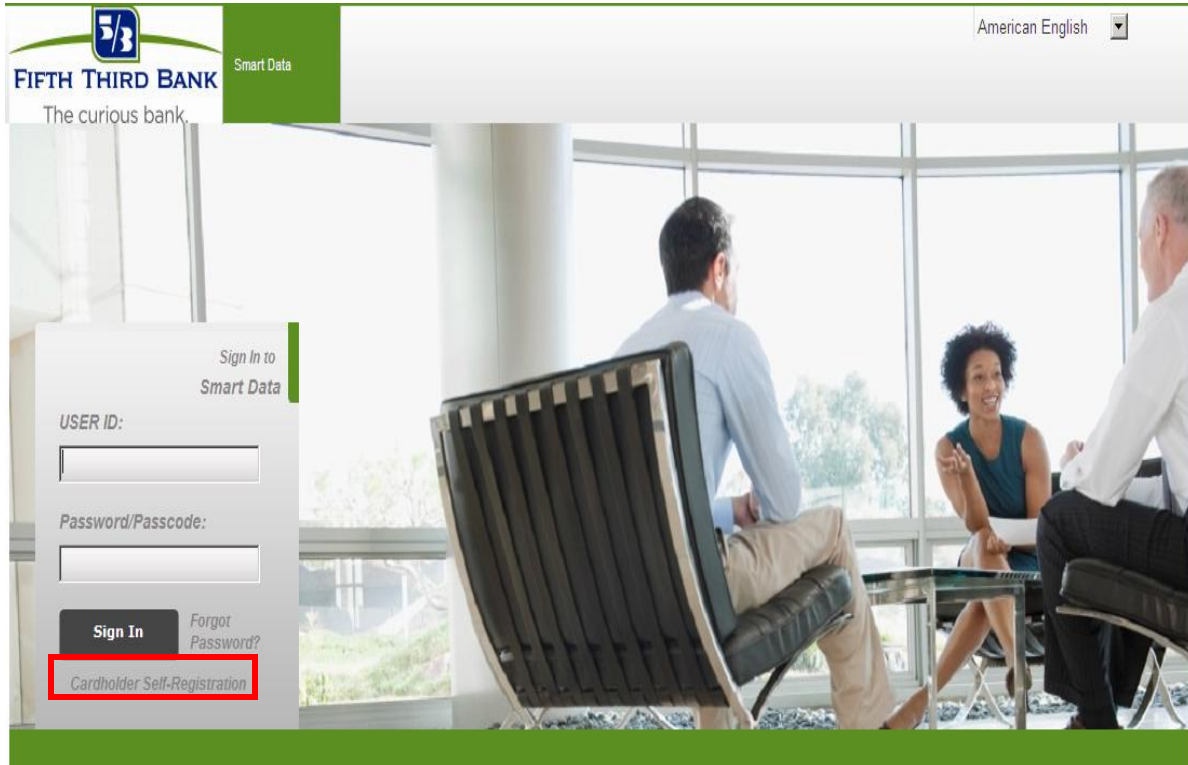


# PCARD REGISTRATION RECEIPTS & REPORTS

## *SDG2 Smart Data*

1. CARDHOLDER SELF REGISTRATION
2. ATTACHING RECEIPTS TO TRANSACTION
3. MONTHLY REPORTS & RECONCILIATION
  - ❖ *Account Statement*
  - ❖ *Monthly Reconciliation*

# CARDHOLDER REGISTRATION REFERENCE GUIDE FOR SDG2



## ACCESS

- Go to - <http://sdq2.53.com>
- Click on the words “*Cardholder Self-Registration*”

## Cardholder Self-Registration

ACCOUNT INFORMATION	
*Account Number	<input type="text"/>
*Company Registration Code	6827800

## ACCOUNT INFORMATION

**Note:** All items with a red asterisk (\*) are required.

- **Account Number-** Full 16-digit card number with **no** spaces or dashes.
- **Company Registration Code-** Enter the code provided by your Admin. 6827800

## Cardholder Self-Registration

USER INFORMATION	
*User ID	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*E-mail Address	<input type="text"/>
*Confirm E-mail Address	<input type="text"/>
*Password	<input type="password"/> (Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.)
*Confirm Password	<input type="password"/>
*Security Question	<input type="text"/> <input type="button" value="v"/>
*Security Answer	<input type="text"/>

### User ID Requirements

- Your user ID must be at least six characters in length with a maximum of 20 characters. No spaces or special characters allowed. Note: It Can support a Hyphen (-) or Underscore (\_).
- ID cannot contain more than 10 **numeric** characters. (i.e 123456789112541).
- Your user ID is **case sensitive**.
- Create an ID that will be easy for you to remember, but difficult for others to guess.

### Important Note

Your ID must be unique in the whole MasterCard database. If you try an ID that is already being used you will get the following message –

**The user ID you specified already exists in the application. Please try again.**

### Password/Security Question Requirements

- In the “Password” field, enter your new password. **NOTE –Password is case sensitive.**
- Passwords must contain eight characters in length two of which must be numbers.
- Enter your email address and confirm.
- From the drop down window, select a security question.
- In the next box enter your answer to the security question you selected.  
**NOTE ~ your security answer must be at least 4 characters long and cannot contain spaces.**
- Click Register Account button.



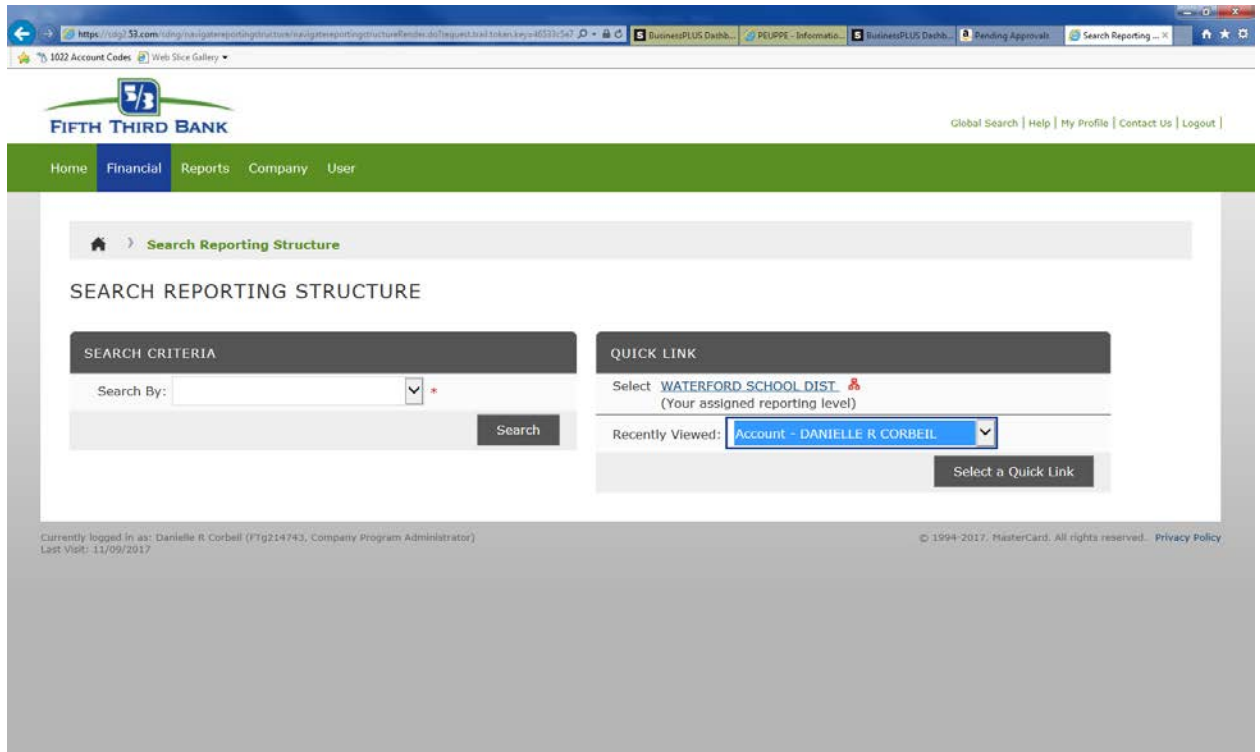
# **Waterford School District and Fifth Third Bank Purchasing Card Program**

## **Monthly Reconciliation Guide - SDG2**

# P-CARD MONTHLY RECONCILIATION PROCEDURE

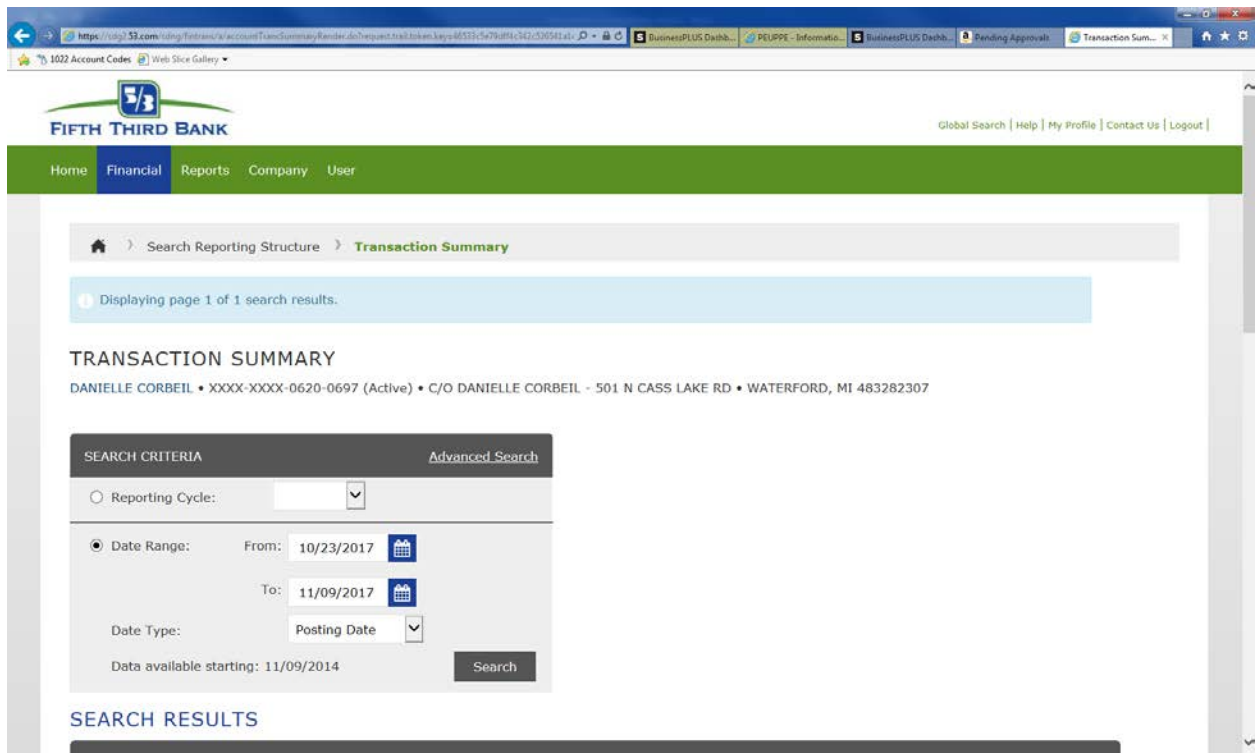
## 1. ATTACH RECEIPTS TO MONTHLY TRANSACTIONS IN SDG.2

### ❖ FINANCIAL – ACCOUNT SUMMARY – QUICKLINK - SELECT NAME FROM DROPDOWN



The screenshot shows the Fifth Third Bank web application interface. The browser address bar displays a URL starting with https://sdg2.53.com. The page header includes the Fifth Third Bank logo and navigation links: Home, Financial, Reports, Company, User. The main content area is titled "SEARCH REPORTING STRUCTURE". It features a "SEARCH CRITERIA" section with a "Search By:" dropdown menu and a "Search" button. To the right is a "QUICK LINK" section with a "Select" dropdown menu showing "WATERFORD SCHOOL DIST." and a "Recently Viewed" dropdown menu showing "Account - DANIELLE R CORBEIL". A "Select a Quick Link" button is located below the "Recently Viewed" dropdown. At the bottom of the page, there is a footer with the text "Currently logged in as: Danielle R Corbell (Ftg214743, Company Program Administrator)" and "Last Visit: 11/09/2017".

### ❖ ENTER DATE RANGE



The screenshot shows the Fifth Third Bank web application interface for the "Transaction Summary" page. The browser address bar displays a URL starting with https://sdg2.53.com. The page header includes the Fifth Third Bank logo and navigation links: Home, Financial, Reports, Company, User. The main content area is titled "TRANSACTION SUMMARY" and displays the user information: "DANIELLE CORBEIL • XXXX-XXXX-0620-0697 (Active) • C/O DANIELLE CORBEIL - 501 N CASS LAKE RD • WATERFORD, MI 483282307". Below this is a "SEARCH CRITERIA" section with a "Reporting Cycle:" dropdown menu, a "Date Range:" section with "From:" and "To:" date pickers (set to 10/23/2017 and 11/09/2017 respectively), a "Date Type:" dropdown menu (set to "Posting Date"), and a "Data available starting: 11/09/2014" label. A "Search" button is located at the bottom right of the search criteria section. Below the search criteria is a "SEARCH RESULTS" section.

## P-CARD MONTHLY RECONCILIATION PROCEDURE

❖ **CLICK ON CLOUD TO UPLOAD RECEIPT**

Icon	Icon	Icon	Date	Description	Amount	Amount	Icon	Icon	Amount
		<input type="checkbox"/>	11/02/2017	1-800-PACK-RAT (L514) 800-722-5728, MI -48170	924.75	52.34			0.00
		<input type="checkbox"/>	11/03/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	70.00	3.96			0.00
		<input type="checkbox"/>	11/03/2017	USPS.COM POSTAL STORE 800-275-8777, MO -64161	103.75	7.88			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09			0.00
		<input type="checkbox"/>	11/06/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	(70.00)				0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09			0.00
		<input type="checkbox"/>	11/07/2017	MDE EDUCATOR LICENSE 517-3733310, MI -48933-1524	50.00	2.83			0.00

Page 1 of 1    Page    Go

❖ **ONCE RECEIPT IS UPLOADED THE CLOUD TURNS INTO A DOCUMENT TO VIEW RECEIPT**

Icon	Icon	Icon	Date	Description	Amount	Amount	Icon	Icon	Amount
		<input type="checkbox"/>	10/23/2017	PIZZA HUT GRAND RAPIDS, MI -49503	556.32	31.49			0.00
		<input type="checkbox"/>	10/30/2017	DLX FOR SMALLBUSINESS 800-865-1913, MN -55126	311.19	17.61			0.00
		<input type="checkbox"/>	11/02/2017	1-800-PACK-RAT (L514) 800-722-5728, MI -48170	924.75	52.34			0.00
		<input type="checkbox"/>	11/03/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	70.00	3.96			0.00
		<input type="checkbox"/>	11/03/2017	USPS.COM POSTAL STORE 800-275-8777, MO -64161	103.75	7.88			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09			0.00
		<input type="checkbox"/>	11/06/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	(70.00)				0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53			0.00
		<input type="checkbox"/>	11/06/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09			0.00
		<input type="checkbox"/>	11/07/2017	MDE EDUCATOR LICENSE 517-3733310, MI	50.00	2.83			0.00

## P-CARD MONTHLY RECONCILIATION PROCEDURE

- 1.1 ADD ACCOUNT CODE AND DESCRIPTION WHILE UPLOADING RECEIPT TO SDG2  
OR ADD AT MONTH END TO RECONCILIATION-EXCEL WORKSHEET – SEE 3.1 (SAVE TO FILE)**

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019	06/28/2019	ARC SERVICES/TRAINING 800-733-2767, GA -31904	76.00	5.63	
	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2019	07/09/2019	RED CROSS TRNG & PROD 800-733-2767, GA -31904	38.00	2.81	
	<input type="checkbox"/>	<input type="checkbox"/>	07/24/2019	07/23/2019	CANVA 02394-10339054 8778877815, CA -95120	119.40	10.11	

- ❖ UNDER DETAIL LEFT SIDE - CLICK ON BARGRAPH

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019	06/28/2019	ARC SERVICES/TRAINING 800-733-2767, GA 31904	76.00	5.63	70.37	

Customer Code: 23032100000010860      Expense Description: PFC LIFEGUARD TRAINING

## 2. RUN ACCOUNT STATEMENT

- ❖ REPORTS-RUN

**FIFTH THIRD BANK**

Home My Profile Account Activity **Reports**

HOME Dashboard Run

**ACTIVITY**

- ALERTS & NOTIFICATIONS > 0  
Previous 30 days
- MOST RECENT POSTING DATE 08/02/2019
- TOTAL TRANSACTIONS > 3  
Previous 30 days
- REVIEWED TRANSACTIONS 0  
Previous 30 days

**REPORTS & DATA FILES**

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES >

**REVIEW REQUIRED** TOTAL ITEMS: 3

	OTC BRANDS, INC. > 4206 S 108TH STREET - Approve	USD 109.59 08/02/2019
	CANVA 02394-10339054 > 835 Downswood Ct - Approve	USD 119.40 07/24/2019
	RED CROSS TRNG & PROD > 3940 Rosemont Dr - Approve	USD 38.00 07/10/2019

## P-CARD MONTHLY RECONCILIATION PROCEDURE

- ❖ CLICK ON REPORT NAME - FINANCIAL SPENDING REPORTS
  - ADD ACCOUNT STATEMENT (VERSION.2) TO YOUR FAVORITES ON RIGHT THEN CLICK ON VERSION 2.

### Run Report

\* Indicates required field

1. Reporting Entity: JANE TEKIELE

2. Report Name: Select report below

Search

**My Exports**

- Financial and Spending Reports
  - Account Statement
  - ★ Account Statement (Version 2)
  - Account Statement (v2)
- Travel Reports

**FAVORITES**

- ★ A Monthly Reconciliation Report
- ★ Account Statement (Version 2)

- ❖ CLICK ON CRITERIA AND NAME THE REPORT BY MONTH

### Run Report

\* Indicates required field

1. Reporting Entity: JANE TEKIELE

2. Report Name: Account Statement (Version 2)

3. Criteria: Select criteria below

4. Frequency: Once

5. Delivery Options and Notifications: System Inbox & TEKIEJ01@WSDMI.ORG

Submit Request Cancel

3. Criteria: Select criteria below

Date Type: Posting

Account Status: 8 Selected

Report Notes: ACCOUNT STATEMENT-JULY2019

Report Type: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

- ❖ KEEP DFAULT INFO ABOVE – POSTING DATE



## P-CARD MONTHLY RECONCILIATION PROCEDURE

- ❖ CLICK ON FREQUENCY CALENDAR AND SELECT FROM: 1<sup>ST</sup> DAY TO: LAST DAY OF MONTH

4. Frequency: Once

Once      From (MM/DD/YYYY) 07/01/2019      To (MM/DD/YYYY) 07/31/2019

Daily

Weekly      Schedule Offset (in days) 0

Monthly

Quarterly

Reporting Cycle

### 5. Delivery Options and Notifications: System Inbox & TEKIEJ01@WSDMI.ORG

Submit Request

Cancel

- ❖ CLICK ON SUBMIT REQUEST – ALLOW TIME TO RUN

- ❖ NOTIFICATION EMAIL WILL BE SENT OR GO TO HOME – UNDER REPORTS AND DATA FILES
  - CLICK ON THE STATEMENT



FIFTH THIRD BANK

Home My Profile Account Activity Reports

### HOME

#### ACTIVITY

	<b>ALERTS &amp; NOTIFICATIONS</b> › Previous 30 days	0
	<b>MOST RECENT POSTING DATE</b> 08/02/2019	
	<b>TOTAL TRANSACTIONS</b> › Previous 30 days	3
	<b>REVIEWED TRANSACTIONS</b> Previous 30 days	0

#### REPORTS & DATA FILES

	<b>SCHEDULED REPORTS</b> ›
	<b>COMPLETED REPORTS</b> ›
	<b>DATA FILES</b> ›
	<b>ACCOUNT STATEMENT (VERSION 2)</b> › ACCOUNT STATEMENT-JULY2019 - 08/08/2019

More

## P-CARD MONTHLY RECONCILIATION PROCEDURE

### ❖ BELOW IS AN EXAMPLE OF ACCOUNT STATEMENT

- **CARDHOLDER MUST SIGN AND DATE STATEMENT**



#### Account Statement (Version 2)

Posting Date: 07/01/2019 - 07/31/2019

Run Date: 08/08/2019  
Report Id: sd11080

JANE TEKIELE, WATERFORD SCHOOL DIST  
XX -06920047  
C/O FINANCE DIRECTOR, 501 N CASS LAKE RD  
WATERFORD, MI 483282307 USA

Posting Date	Transaction Date	Description	Location	Country	Original Amount	Original Currency Code	Conversion Rate	Amount
07/01/2019	06/28/2019	ARC SERVICES/TRAINING	800-733-2767_GA	UNITED STATES	76.00	USD	1.0000	76.00
07/10/2019	07/09/2019	RED CROSS TRNG & PROD	800-733-2767_GA	UNITED STATES	38.00	USD	1.0000	38.00
07/24/2019	07/23/2019	CANVA 02304-10339054	8778877816_CA	UNITED STATES	119.40	USD	1.0000	119.40
<b>Total Amount:</b>								<b>233.40</b>

Report Run By: JANE TEKIELE (VideoMgr, Cardholder User)  
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Page 1 of 2

### 3. RUN MONTHLY RECONCILIATION REPORT

#### ❖ REPORTS – RUN

2. Report Name: Select report below

Search

My Exports	>
Financial and Spending Reports	>
Travel Reports	>

#### FAVORITES

- ★ A Monthly Reconciliation Report
- ★ Account Statement (Version 2) ⓘ

#### ❖ CLICK ON REPORT NAME – FINANCIAL SPENDING REPORTS

- ADD A MONTHLY RECONCILIATION REPORT TO FAVORITES

3. Criteria: Select criteria below

Date Type  
Posting



Review Status  
All

Financials to Include  
All

Report Notes  
RECONCILIATION REPORT-JULY2019

30/200

#### ❖ CLICK ON REPORT AND NAME REPORT BY MONTH – BY POSTING DATE

## P-CARD MONTHLY RECONCILIATION PROCEDURE

### 4. Frequency: Once

Once

Daily

Weekly

Monthly

Quarterly

Reporting Cycle



From (MM/DD/YYYY)

07/01/2019



To (MM/DD/YYYY)

07/31/2019



Schedule Offset (in days)

0

❖ CLICK ON FREQUENCY CALENDAR AND SELECT FROM: 1<sup>ST</sup> DAY TO: LAST DAY OF MONTH

### 3.1 SAMPLE OF PCARD RECONCILIATION – EXCEL FORMAT

	A	B	C	D	E	F	G
1	WATERFORD SCHOOL DIST	0014743	07/01/2019	07/31/2019	08/09/2019 09:45:50AM		
2	ACC ACCOUNT NAME	FIN POSTING DATE	FIN TRANSACTION DATE	MCH.MERCHANT NAME	FIN TRANSACTION AMOUNT	FIN ACCOUNTING CODE 01 VALUE	FIN EXPENSE DESCRIPTION
3	JANE TEKIELE	07/01/2019	06/28/2019	ARC SERVICES/TRAINING	76.00	NEED ACCOUNT CODE	NEED BRIEF DESCRIPTION
4	JANE TEKIELE	07/10/2019	07/09/2019	RED CROSS TRNG & PROD	38.00	FOR EACH PURCHASE	OF ITEMS PURCHASED
5	JANE TEKIELE	07/24/2019	07/23/2019	CANVA 02394-10339054	119.40	ADDED HERE*	ADDED HERE**
6							
7	* CONTACT PROGRAM ADMIN TO UPLOAD FREQUENTLY USED ACCOUNTS, OTHERWISE ADD AS RECEIPTS ARE UPLOADED OR ON MONTH END RECONCILIATION-EXCEL WORKSHEET						
8							
9	** ADD DESCRIPTION AS RECEIPTS ARE UPLOADED OR ON MONTH END RECONCILIATION-EXCEL WORKSHEET						
10							

❖ DUE TO PROGRAM ADMIN BY THE 10<sup>TH</sup> OF THE FOLLOWING MONTH

❖ EMAIL, PONY OR DELIVER:

1. ACCOUNT STATEMENT – SIGNED AND DATED

- ATTACH ORIGINAL RECEIPTS
- KEEP COPIES OF RECEIPTS FOR YOUR RECORDS

2. PCARD RECONCILIATION – EXCEL SPREADSHEET

- TO INCLUDE ACCOUNT CODES AND EXPENSE DESCRIPTION

*Thank you*