

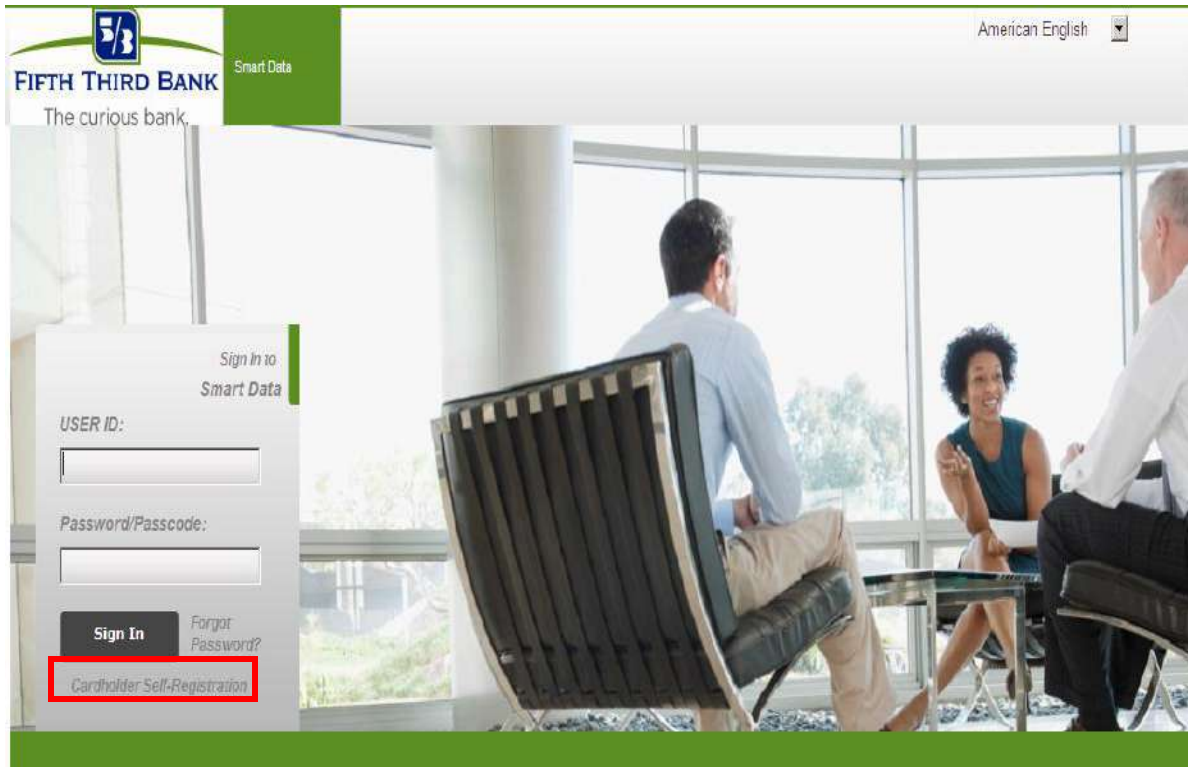


PCARD REGISTRATION RECEIPTS & REPORTS

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://sdg2.53.com>
- Click on the words “*Cardholder Self-Registration*”

Cardholder Self-Registration

ACCOUNT INFORMATION	
*Account Number	
*Company Registration Code	6827800

Next Cancel

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"/>
*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: Global Search, Help, My Profile, Contact Us, and Logout. A green navigation bar contains links for Home, Financial, Reports, Company, and User. The main content area is titled 'Search Reporting Structure' and features a 'SEARCH CRITERIA' section with a 'Search By:' dropdown and a 'Search' button. To the right is a 'QUICK LINK' section with a dropdown menu showing 'WATERFORD SCHOOL DIST.' and a 'Recently Viewed' dropdown showing 'Account - DANIELLE R CORBEIL'. A 'Select a Quick Link' button is at the bottom right of the quick link section. At the bottom of the page, it states 'Currently logged in as: Danielle R Corbell (T1g214743, 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: Global Search, Help, My Profile, Contact Us, and Logout. A green navigation bar contains links for Home, Financial, Reports, Company, and 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, a 'Date Range:' section with 'From:' and 'To:' date pickers (showing 10/23/2017 and 11/09/2017 respectively), a 'Date Type:' dropdown (showing 'Posting Date'), and a 'Data available starting: 11/09/2014' note. A 'Search' button is at the bottom right of the search criteria section. Above the search criteria, it says 'Displaying page 1 of 1 search results.' Below the search criteria is a 'SEARCH RESULTS' section.

P-CARD MONTHLY RECONCILIATION PROCEDURE

❖ CLICK ON CLOUD TO UPLOAD RECEIPT



Icon	Check	Transaction Date	Transaction Period	Description	Amount	Balance	Action	Balance
	<input type="checkbox"/>	11/02/2017	10/31/2017	1-800-PACK-RAT (L514) 800-722-5728, MI -48170	924.75	52.34		0.00
	<input type="checkbox"/>	11/03/2017	11/02/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	70.00	3.96		0.00
	<input type="checkbox"/>	11/03/2017	11/02/2017	USPS.COM POSTAL STORE 800-275-8777, MO -64161	103.75	7.88		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	(70.00)			0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09		0.00
	<input type="checkbox"/>	11/07/2017	11/06/2017	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	Check	Transaction Date	Transaction Period	Description	Amount	Balance	Action	Balance
	<input type="checkbox"/>	10/23/2017	10/22/2017	FOZZA NOTE GRAND RAPIDS, MI -49503	556.32	31.49		0.00
	<input type="checkbox"/>	10/30/2017	10/28/2017	DLX FOR SMALLBUSINESS 800-865-1913, MN -55126	311.19	17.61		0.00
	<input type="checkbox"/>	11/02/2017	10/31/2017	1-800-PACK-RAT (L514) 800-722-5728, MI -48170	924.75	52.34		0.00
	<input type="checkbox"/>	11/03/2017	11/02/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	70.00	3.96		0.00
	<input type="checkbox"/>	11/03/2017	11/02/2017	USPS.COM POSTAL STORE 800-275-8777, MO -64161	103.75	7.88		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	OAKLAND SCHOOLS-RC INT 000-000-0000, MI -48328	(70.00)			0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	80.00	4.53		0.00
	<input type="checkbox"/>	11/06/2017	11/03/2017	LOW INCIDENCE OUTREACH 888-7602206, MI -48915-1609	90.00	5.09		0.00
	<input type="checkbox"/>	11/07/2017	11/06/2017	MDE EDUCATOR LICENSE 517-3733310, MI -48933-1524	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

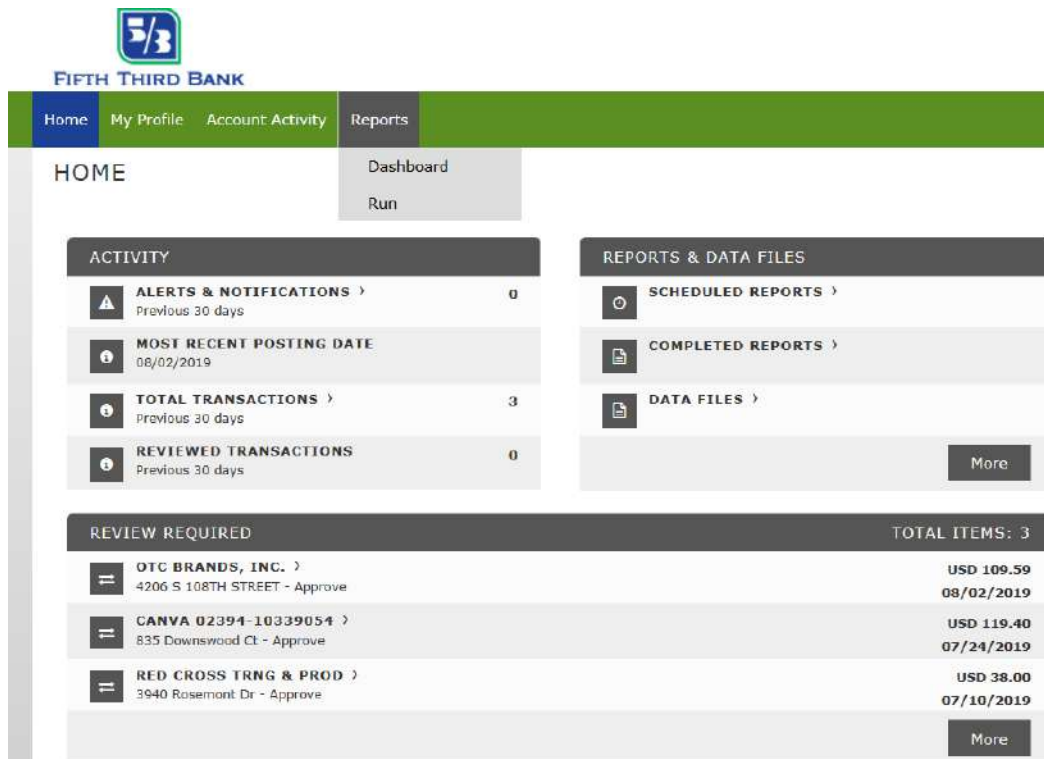


Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	07/01/2019	06/28/2019	ARC SERVICES/TRAINING 800-733-2767, GA 31904	76.00	5.63	70.37	

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

[More](#)

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

Report Type: Adobe PDF

Number Format: XC,XXX.XX

Date Format: MM/DD/YYYY

Account Status: 8 Selected

Report Notes: ACCOUNT STATEMENT-JULY2019

26/200

- ❖ KEEP DFAULT INFO ABOVE – POSTING DATE

P-CARD MONTHLY RECONCILIATION PROCEDURE

- ❖ CLICK ON FREQUENCY CALENDAR AND SELECT FROM: 1ST 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

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

REPORTS & DATA FILES

	SCHEDULED REPORTS ›
	COMPLETED REPORTS ›
	DATA FILES ›
	ACCOUNT STATEMENT (VERSION 2) › 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	8778877815, CA	UNITED STATES	119.40	USD	1.0000	119.40
Total Amount:								233.40

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



Review Status

Financials to Include

Report Notes

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: 1ST 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 10TH 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